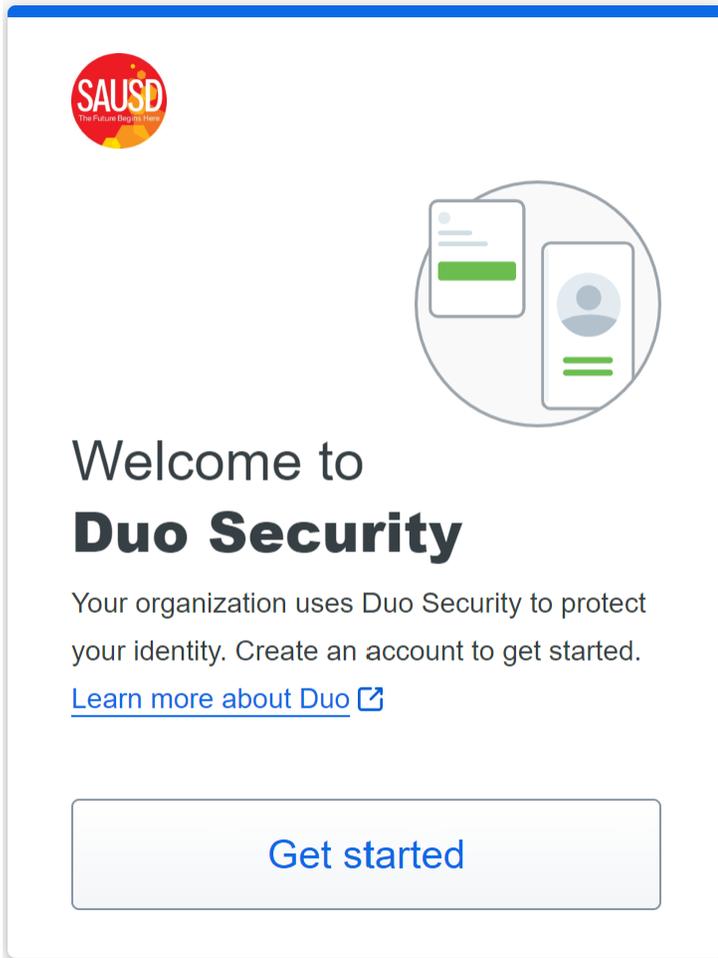


1. On your browser, go to <https://portal.office.com>, input your email login id and password. At below screen, click “Get started”



2. Click “Duo mobile” at below screen.



First, add a device

You'll use this to log in with Duo. You can add another option later.



Duo Mobile Recommended

Get a notification or code on your device



[Need help?](#)

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3. Input mobile number, then "Continue"

[← Back](#)

Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code

Phone number

Example: "201-555-5555"

[Continue](#)

[I have a tablet](#)

[Need help?](#)

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4. Confirm mobile number

[← Back](#)

Is this correct?

() 32

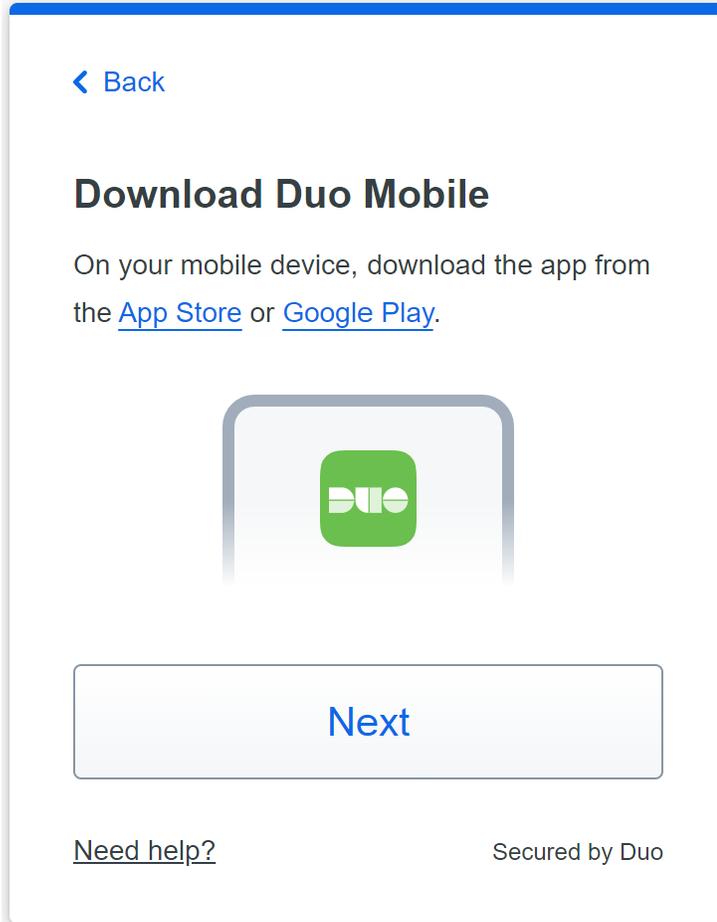
Yes, it's correct

[No, I need to change it](#)

[Need help?](#)

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5. Download “Duo app” from your app store, then “Next”

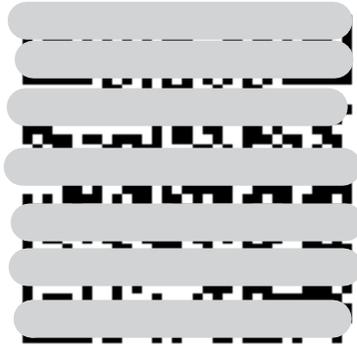


6. On your mobile phone
 - a. Open DUO mobile app, then select “Add+” on top right corner to add account
 - b. select “Use QR code”
 - c. Scan the QR code on your computer browser screen.
 - d. After scan, at the next screen enter an account name, such as your email address, then “save”

[← Back](#)

Scan this code in Duo Mobile

In the app, select **Use QR code** to scan.



[Get an activation link instead](#)

[Need help?](#)

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7. After the QR code has been scanned, then the browser screen will show as below, click "Continue."



✓ **Added Duo Mobile**

You can now use Duo Mobile to log in using a push notification sent to your mobile device.

[Continue](#)

[Need help?](#)

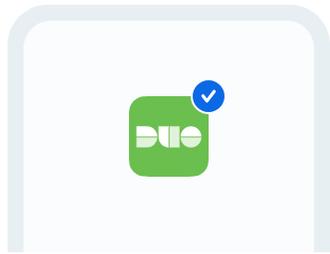
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8. The set up is complete. Click “Log in With Duo” to login.



Setup completed!

You're ready to log in with Duo.



[Log in with Duo](#)

[Need help?](#)

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