

# Configuring Offline Access

The following instructions will walk you through setting up Offline Access on your laptop. Once completed, you will be able to complete Duo authentication requests even if the internet is not available.

Upon first signing into the laptop after Duo has been installed, Duo will ask you to complete setting up Offline Access.

This prompt will continue to appear each time you logon until Offline Access has been configured.

Ensure **Duo Mobile Passcode** is selected and select **Activate**.

[duo\\_security\\_laptop\\_login\\_p1.png](#)

A QR code will appear. Within the Duo Mobile app on your phone, press the + symbol in the top right-hand corner and point the camera at the displayed QR code on the screen.

[duo\\_security\\_laptop\\_login\\_p2.png](#)

On your phone, give the new Duo account a name and select **Save computer name**.

[duo\\_security\\_laptop\\_login\\_p6.png](#)

Select **Take me to my offline code**. To view your current Offline Access code.

[duo\\_security\\_laptop\\_login\\_p9.png](#)

[duo\\_security\\_laptop\\_login\\_p10.png](#)

Back on your laptop, select **Enter Offline Code**.

[duo\\_security\\_laptop\\_login\\_p2.png](#)

Enter the code shown on your Duo Mobile app and select **Activate Offline Login**.

The passcode generated by Offline Access is tied specifically to each laptop. If your laptop is replaced or re-imaged, you must re-activate Duo Offline Access.

[duo\\_security\\_laptop\\_login\\_p4.png](#)

You've successfully setup Offline Access for your laptop.

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