

Enrolling In Duo

The following guide will walk you through completing Duo's enrollment process.

Instructions

Please browse and sign-in to your email account at <https://portal.office.com> to view your enrollment email. Click on the link within the email to start the Duo enrollment process.

If you do not have an Duo enrollment email, please contact [IT Support](#) who will ensure an enrollment email to sent to you.

The following page will appear. Press **Start Setup** to start the enrollment process.

[duo_enrollment_process_p1.png](#)

Select **Mobile Device**.

[duo_enrollment_process_p2.png](#)

Enter your mobile phone number.

[duo_enrollment_process_p3.png](#)

Select the type of mobile device you own.

[duo_enrollment_process_p4.png](#)

Follow the on-screen instructions to install the Duo Mobile app from your respective app store. Once the Duo Mobile app is successfully installed, select **I have Duo Mobile installed**.

[duo_enrollment_process_p5.png](#)

Using the Duo Mobile app, scan the provided QR code. This will add your Duo account onto the Duo Mobile app. Once scanned successfully, the *Continue* button will be available. Press **Continue**.

[duo_enrollment_process_p6.png](#)

Under *When I log in*, choose **Automatically send this device a Duo Push**. Select **Continue to Login**.

[duo_enrollment_process_p8.png](#)

You've successfully setup the Duo service. To test, press **Send Me a Push**. You will receive a notification on your Mobile Device from the Duo Mobile app asking if you wish to *Approve* or *Deny* the login. Press **Approve**.

[duo_enrollment_process_p9.png](#)

You've successfully enrolled in Duo.

Revision #6

Created 11 May 2021 20:04:24 by Tyler Rasmussen_A

Updated 6 December 2021 20:28:41 by Tyler Rasmussen_A