## First Time Use of DUO

- 1. From your computer, open a web browser such as Internet Explorer, Chrome, Safari, etc.
- 2. Log into Office (O365) at **portal.office.com** or **O365.uthsc.edu**.
- 3. Select Start Setup.

What is this? C*       Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.         Need help?       This process will help you set up your account with this added layer of security.         Start setup		Protect Your University of Tennessee Account
	<u>What is this?</u> Cf <u>Need help?</u>	Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password. This process will help you set up your account with this added layer of security.

4. Select which type of device you are adding. If tablet is selected, the device will have to have an internet connection at all times to be used.

	Manage Two-Factor Options
What is this? [2] Need help?	What type of device are you adding?  Mobile phone RECOMMENDED Tablet (IPad, Nexus 7, etc.) Continue

5. If Mobile phone is selected, enter your phone number and check the box to confirm the number is correct. Press **continue**. (If tablet is selected, skip to device selection.)

	Manage Two-Factor Options
	Enter your phone number
Ur	United States
<u>What is this?</u> 다	+1 865
<u>Need help?</u>	ex: (201) 234-5678 Vou entered (865) . Is this the correct number?
	Back Continue

6. Select what type of phone/tablet you are using.

Ur	What type of phone is 901-	?
<u>What is this?</u> C Need help?	Windows Phone       Back	

 If not previously installed, you need to Install the "Duo Mobile" app on your mobile device from the <u>Google</u> <u>Play Store</u>, <u>Apple App Store</u>, or the <u>Windows Mobile App Store</u>. After installing DUO, select "I have Duo Mobile installed".

	Install Duo Mobile for Android
What is this? If Need help?	<ul> <li>1. Launch the Google Play Store appliand search for "Duo Mobile".</li> <li>2. Tap "Install" to install the app.</li> </ul>
	Back I have Duo Mobile installed

8. Follow the instructions on the screen to add UTHSC to the Duo app.



9. Verify your Settings and Devices. We recommend choosing Automatically send this device a DUO Push

_	My Settings & De	vices	
What is this? C Add a new device My Settings & Devices Need help?	🖒 ios <u>901-</u>		Device Options
	+ Add another device		
	Default Device: iOS	901-	
	When I log in: Ask Aut	me to choose an authenticati omatically send this device a l	on method Duo Push
	Back to Login	Saved	

10. Check the box to Remember me for 7 days then click Send Me a Push

	Choose an authentication method	
	Duo Push RECOMMENDED	Send Me a Push
	Passcode	Enter a Passcode
What is this? C Need help?	Remember me for 7 days	
Enrollment successful! This	is the Duo login prompt that you'll normally see wh	nen logging in. 🗙

**11.** Your mobile device will get a notification for your to either Approve or Deny. You will need to unlock your phone to access the app. Select Approve.





## Then you are in!