First time Login and Setup of Two-Factor Authentication using the DUO Mobile app

1. Navigate to http://o365.suffolk.edu/.
2. Log in with your Suffolk University **USERNAME** and **PASSWORD**.

3. You will be prompted to setup an account with DUO.
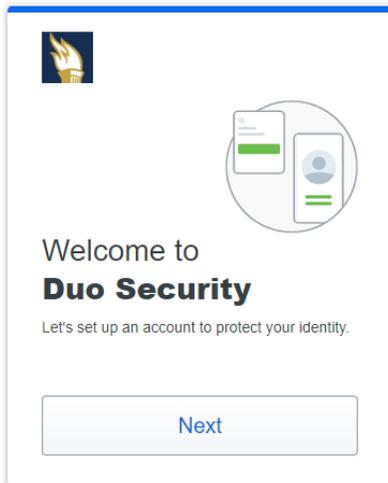
4. Click "Next" through the information screens.
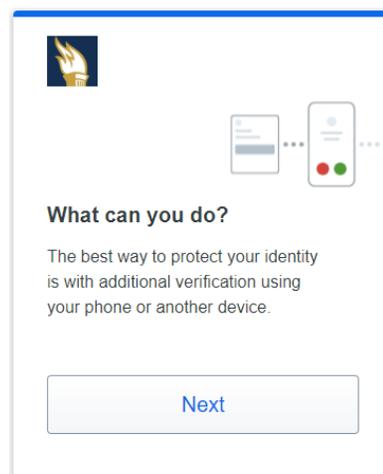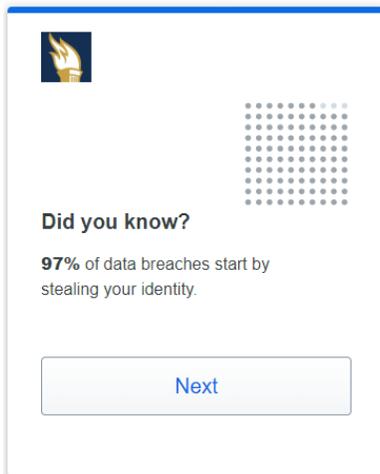
5. You will see the following new Duo Multi-Factor prompt. Choose the recommended "Duo Mobile" option.

Select an option

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

DUO	**Duo Mobile** Recommended Get a notification or code on your device	›
🔒	**Security key** Use a security key	›
📱	**Phone number** Get a text message	›

Secured by Duo
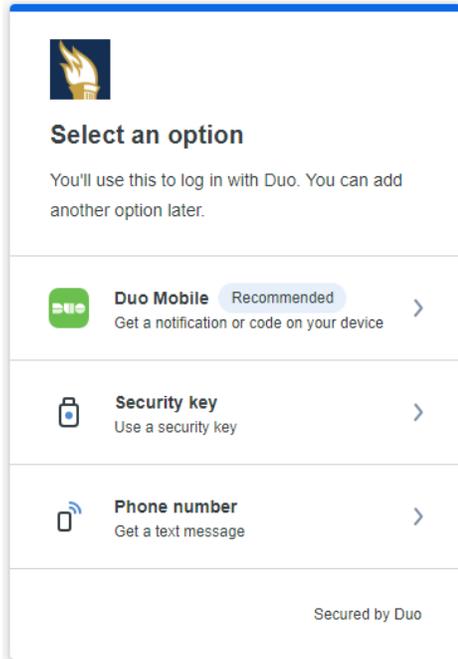
6. Enter your mobile phone number and click "Continue".

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Enter your phone number

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

Country code   Phone number

🇺🇸 +1 ▾   [   ]

Example: "201-555-5555"

[Continue]

I have a tablet

Secured by Duo
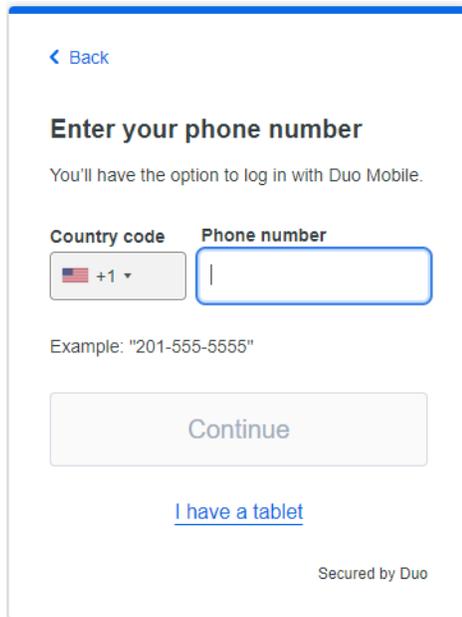
7. You will be prompted to confirm your phone number.

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Is this correct?

(⬛) ⬛-⬛

<div style="border:1px solid #ccc; padding:10px;">Yes, it's correct</div>

No, I need to change it
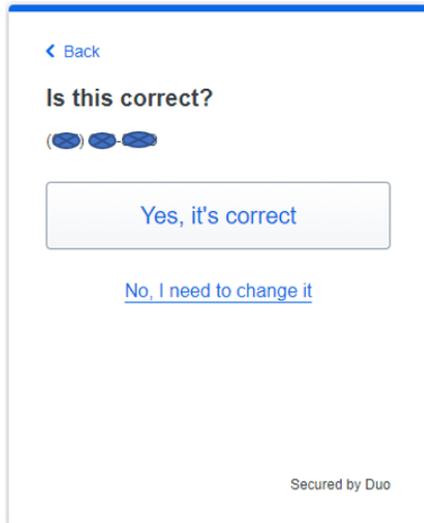
8. Confirm your phone number is correct, then click "Send me a passcode".

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Confirm ownership

(⬛) ⬛-⬛

<div style="border:1px solid #ccc; padding:10px;">Send me a passcode</div>
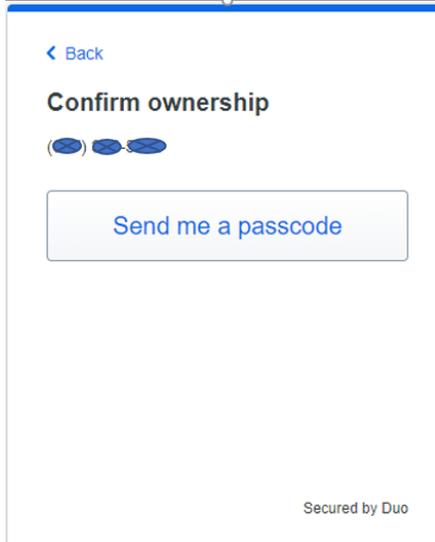
9. You will receive a text message to your mobile phone containing a 6-digit passcode. Enter the passcode on the device you are trying to log into, not the DUO Mobile app.

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Passcode sent

Enter the two-factor authentication passcode sent to (⬛) ⬛-⬛

<div style="border:2px solid blue; padding:10px;">_ _ _ _ _ _</div>

<div style="border:1px solid #ccc; padding:10px;">Verify</div>

Sent! You can resend in 6 seconds...
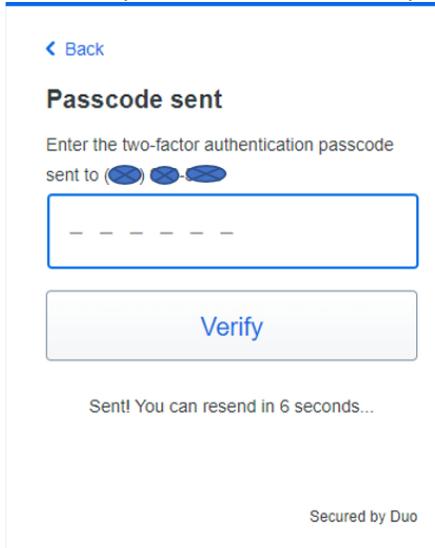
10. Follow the prompts to download the Duo Mobile app onto your mobile phone.
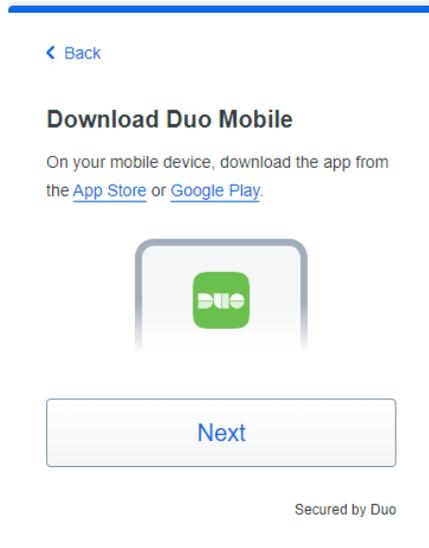
11. Open the Duo Mobile app on your phone.
    Tap on the "+" button on the top right of the screen and scan your barcode.

    Once scanned, you will see a green check mark appear over the bar code.
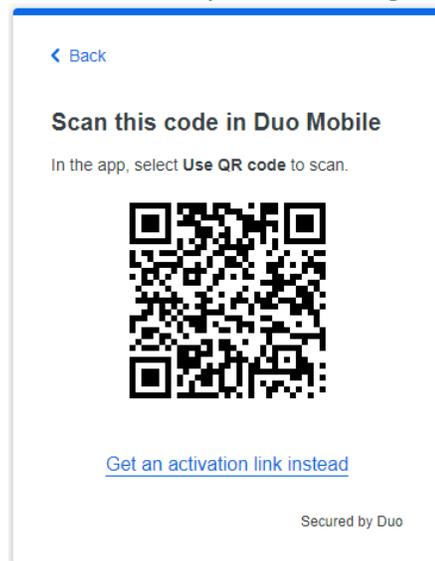
12. After successfully adding your account, click "Continue".
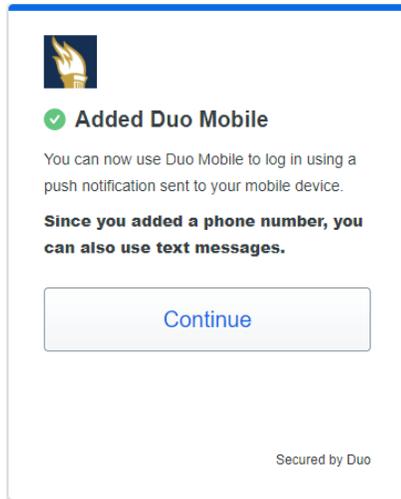
13. At the "Add another way to log in screen", choose "Skip for now".
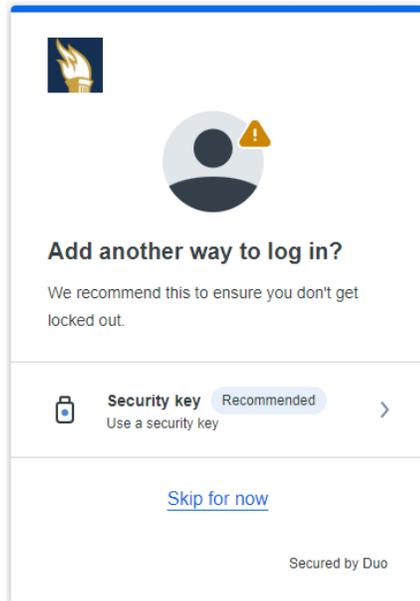
14. Finally, select "Log in with Duo".
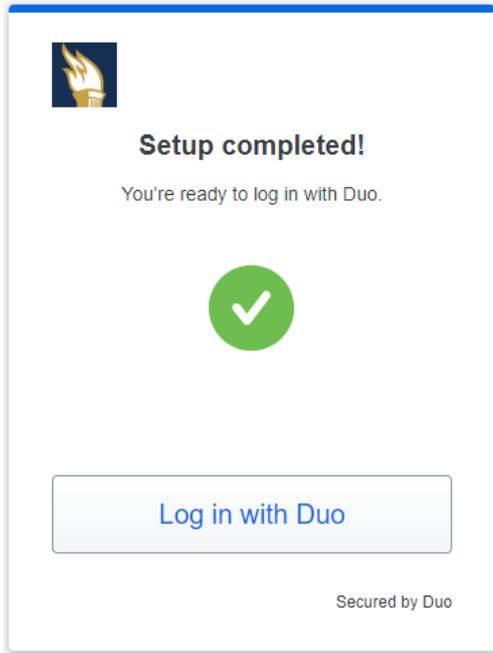
Need additional assistance?
Please contact the Service Desk at servicedesk@suffolk.edu or call 617-557-2000.