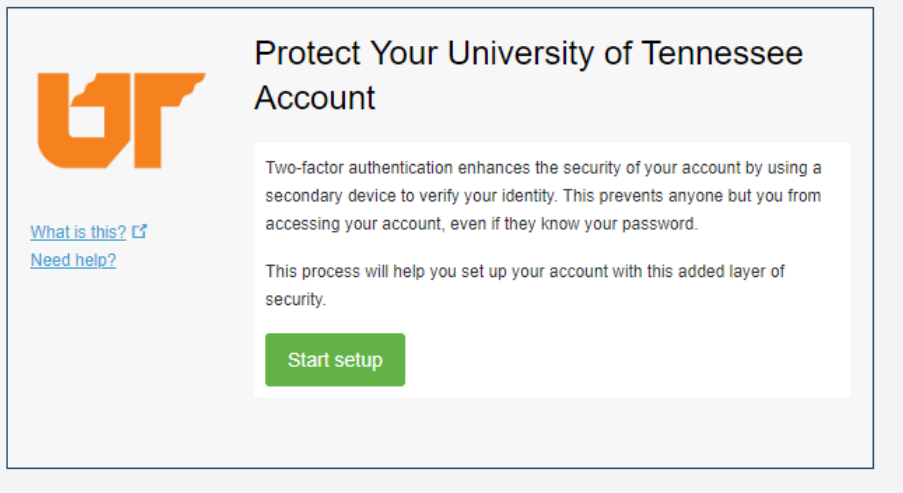
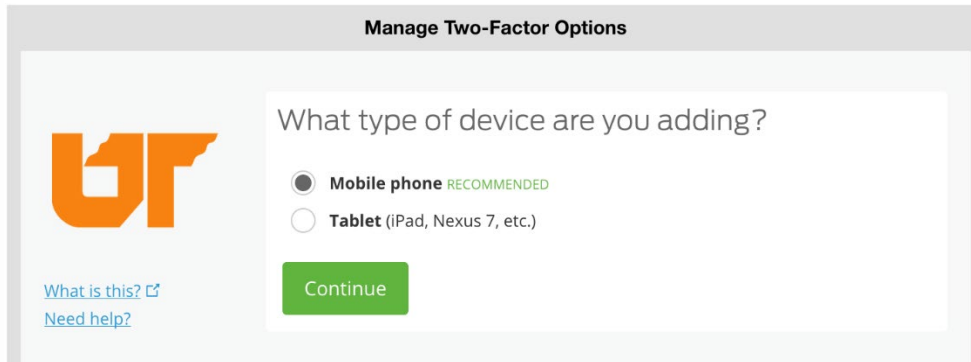


## First Time Use of DUO

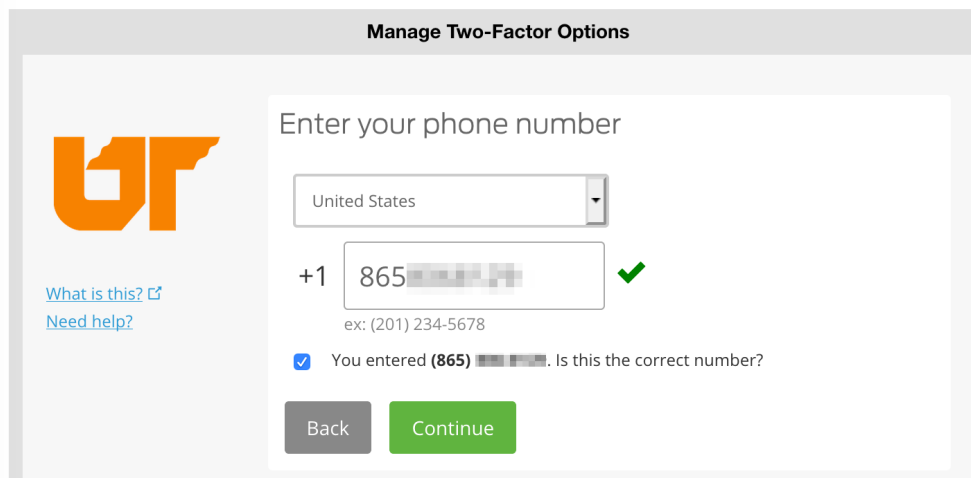
1. From your computer, open a web browser such as Internet Explorer, Chrome, Safari, etc.
2. Log into Office (O365) at **portal.office.com** or **O365.uthsc.edu**.
3. Select **Start Setup**.



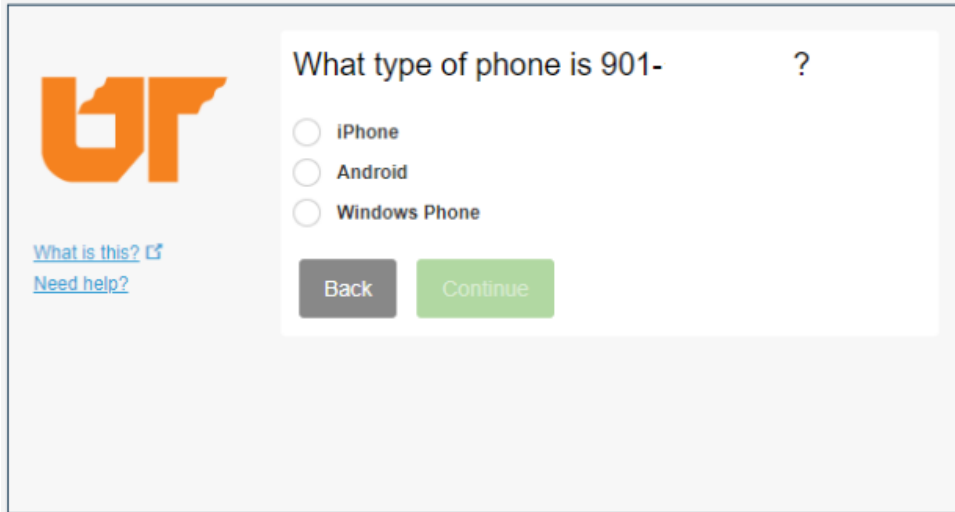
4. Select which type of device you are adding. If tablet is selected, the device will have to have an internet connection at all times to be used.



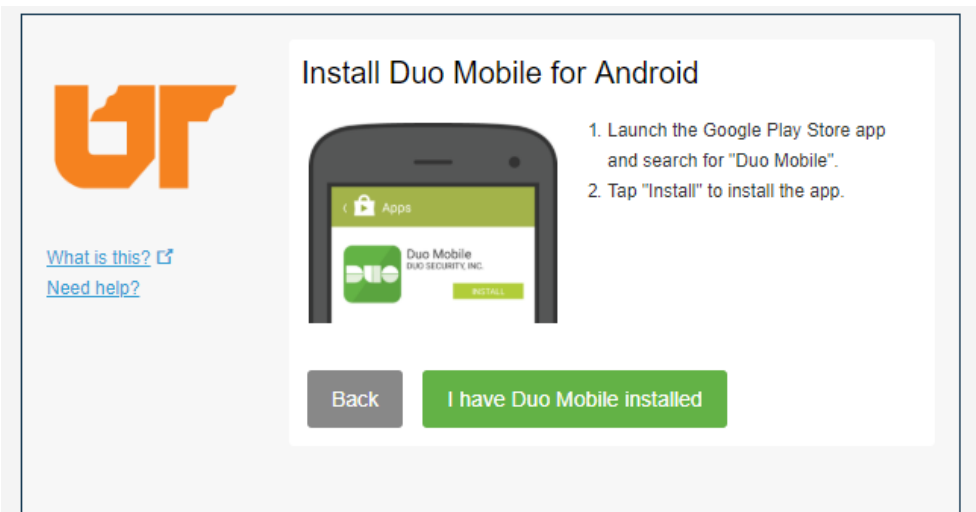
5. If Mobile phone is selected, enter your phone number and check the box to confirm the number is correct. Press **continue**. (If tablet is selected, skip to device selection.)



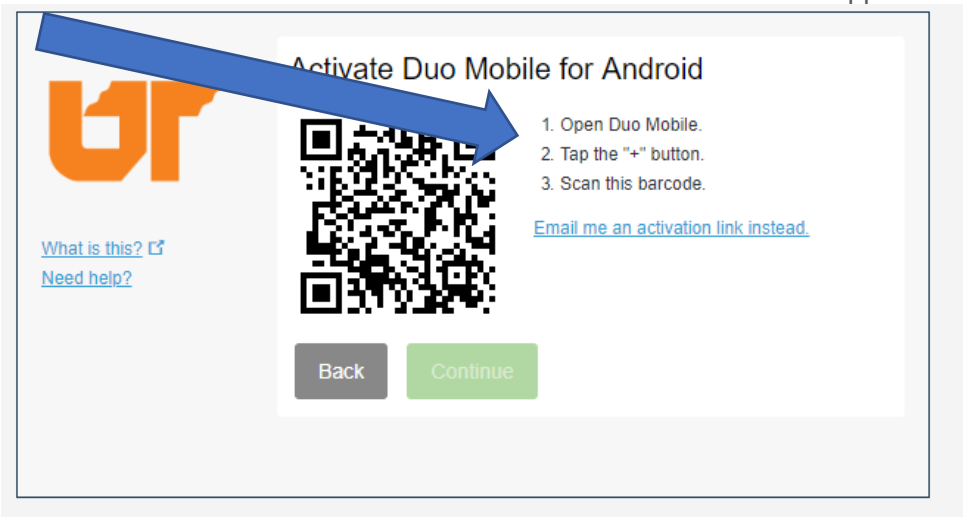
6. Select what type of phone/tablet you are using.



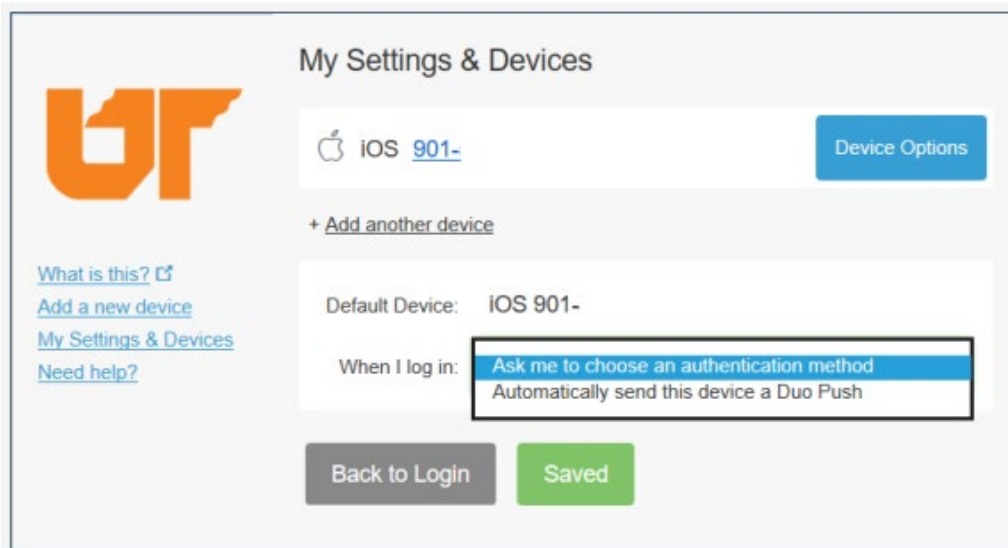
7. If not previously installed, you need to Install the "Duo Mobile" app on your mobile device from the [Google Play Store](#), [Apple App Store](#), or the [Windows Mobile App Store](#). After installing DUO, select "I have Duo Mobile installed".



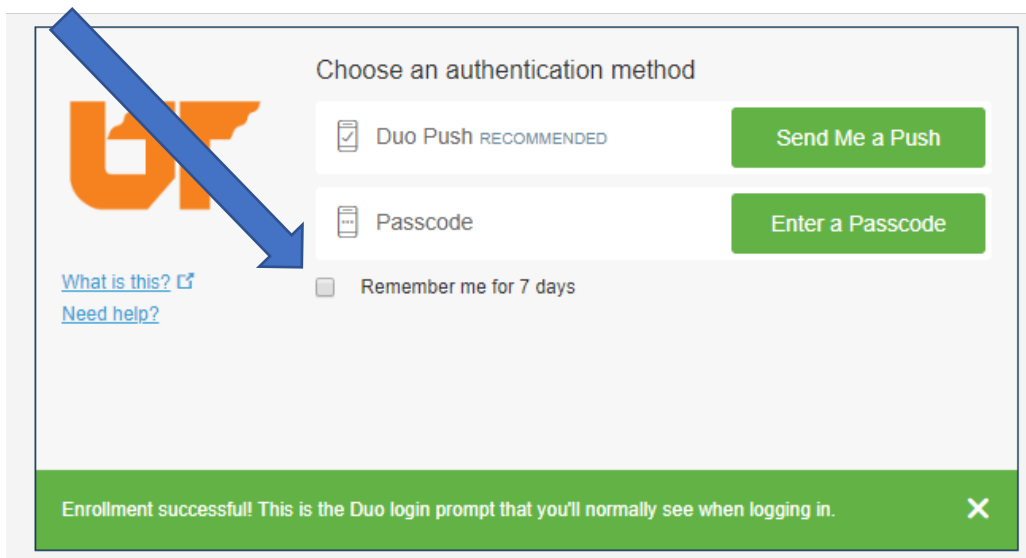
8. Follow the instructions on the screen to add UTHSC to the Duo app.



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



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



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!**