# Enrolling Your Phone or Tablet in Duo While Away from Campus

Duo prompts you to enroll the first time you log into a protected VPN or web application (online Outlook) when using a browser or client application that shows the interactive Duo web-based prompt. Alternatively, you might receive an email from your organization's Duo administrator with an enrollment link.

Supported Browsers: Chrome, Firefox, Safari, Edge, Opera, and Internet Explorer 8 or later. For the widest compatibility with Duo's authentication methods, we recommend recent versions of Chrome and Firefox.
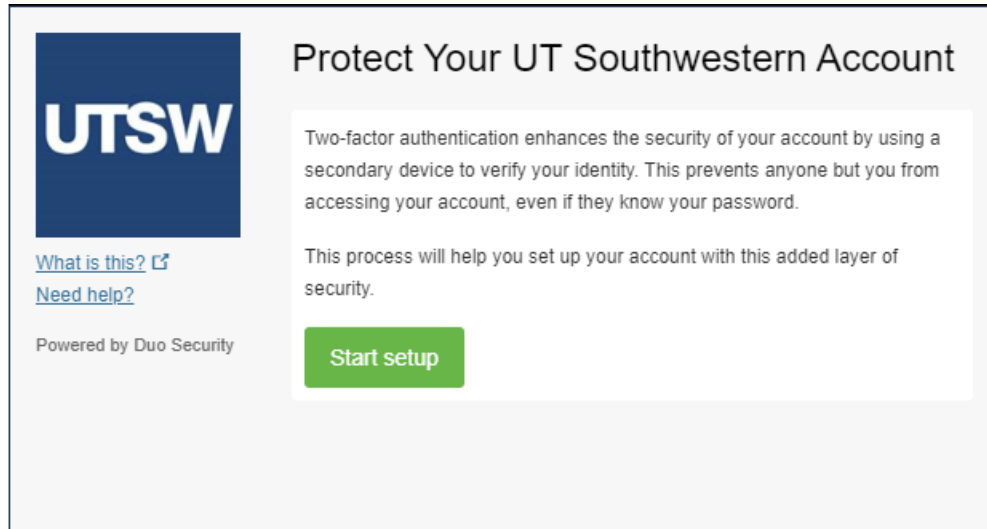
Step 1: Getting Started

Log into a UTSW application that prompts for Duo registration. Example shown below is the web-based Outlook application (mail.swmed.edu).
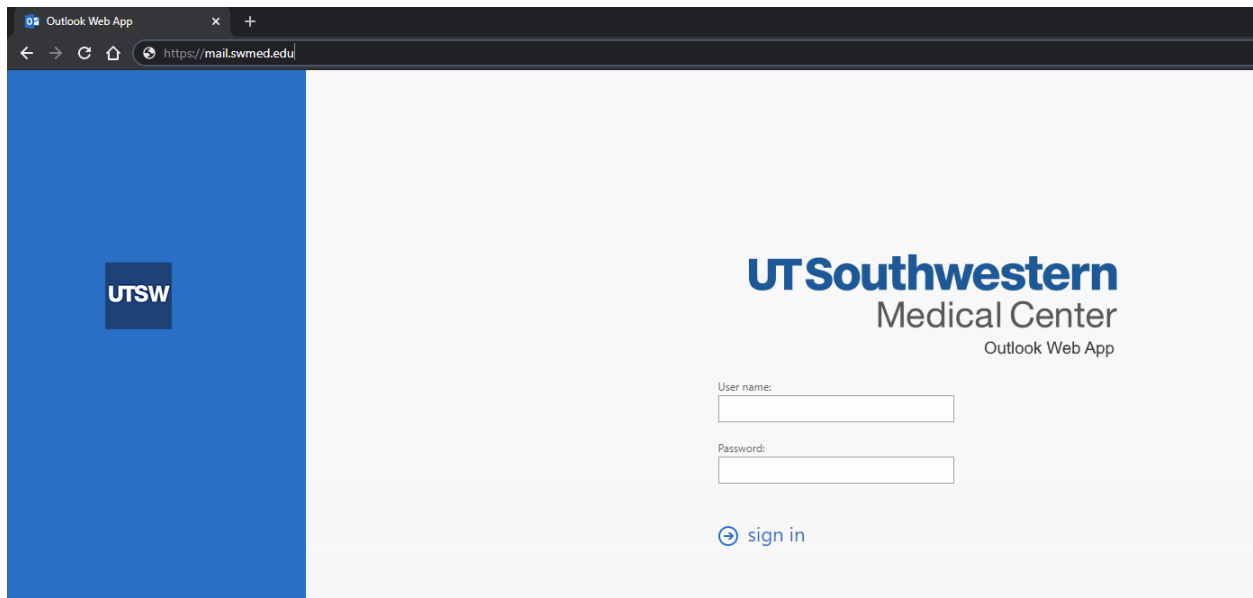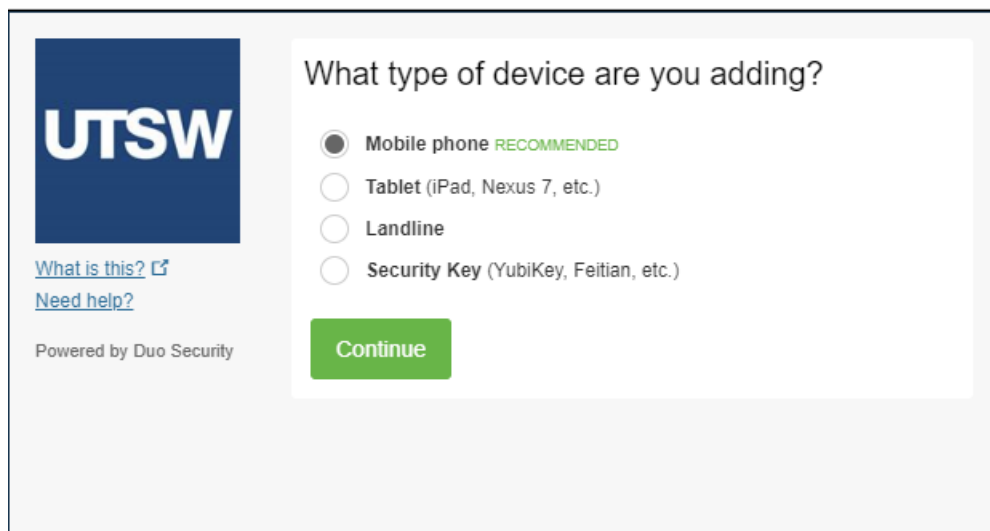
Step 2: Welcome Screen

Click **Start Setup** to begin enrolling your device.

Step 3: Choose Your Authentication Device Type

Select the type of device you'd like to enroll and click **Continue**. We recommend using a smartphone for the best experience, but you can also enroll a landline telephone, or iOS/Android tablets.
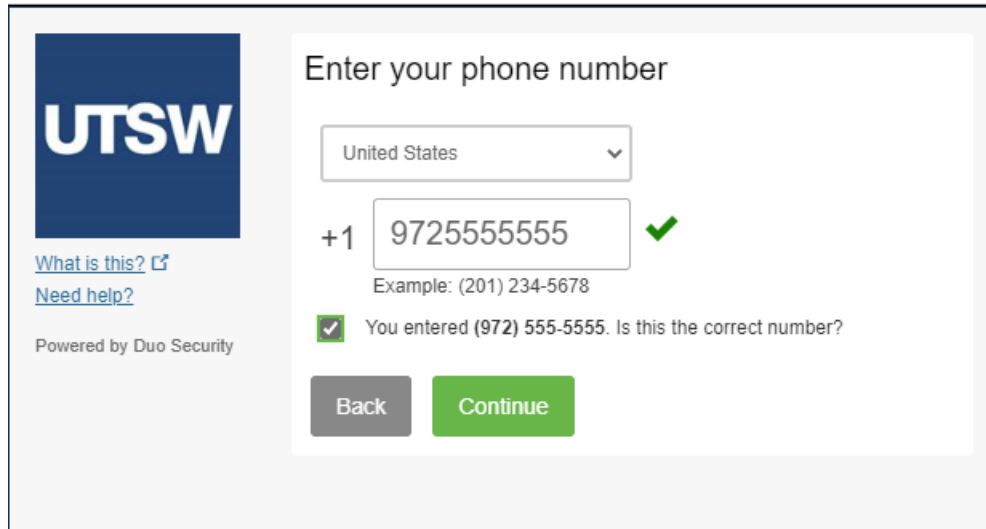
Step Four: Type Your Phone Number

Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline, or cell phone that you'll have with you when you're logging in to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step.

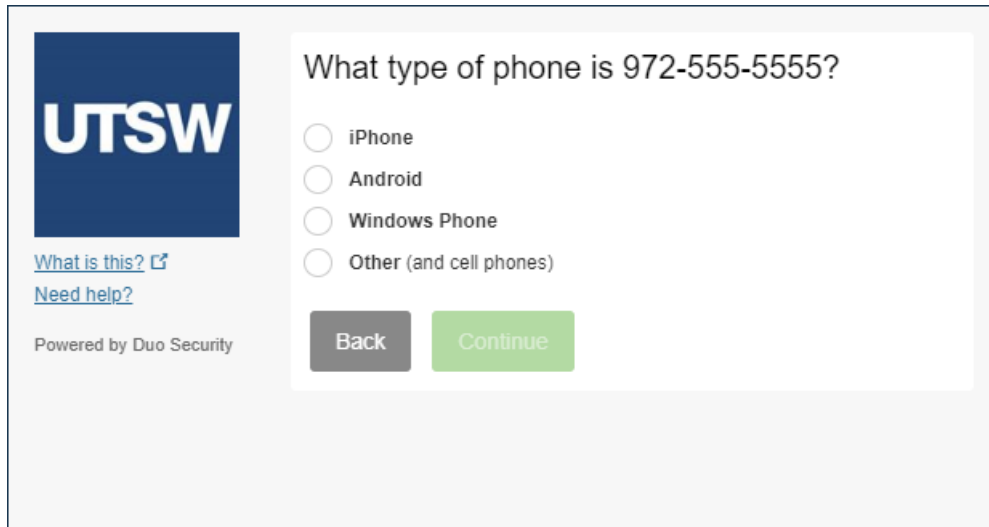Double-check that you entered it correctly, check the box, and click **Continue**.

If you're enrolling a tablet you aren't prompted to enter a phone number.
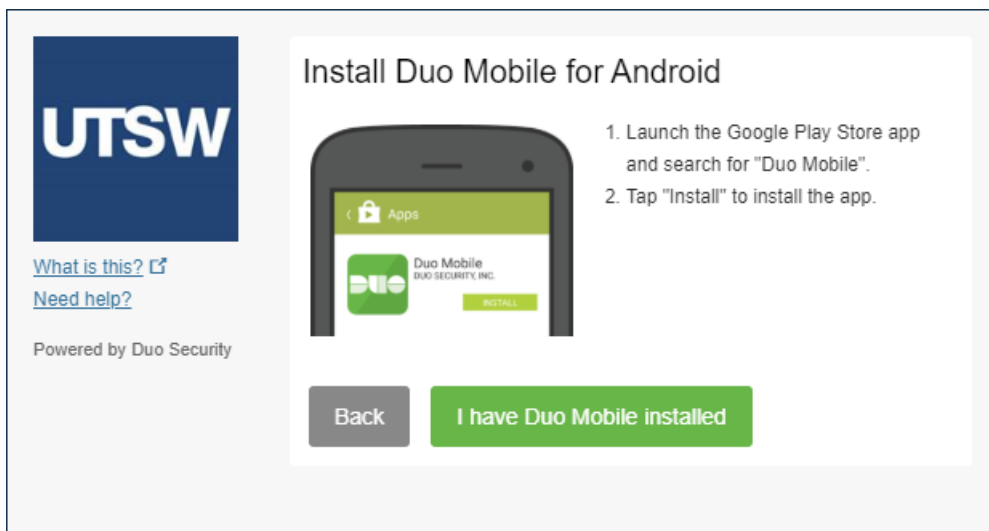
Step Five: Choose Platform

Choose your device's operating system and click **Continue**.

Step Six: Install Duo Mobile

Follow the platform-specific instructions on the screen to install Duo Mobile. After installing our app return to the enrollment window and click **I have Duo Mobile installed**.

Step Seven: Activate Duo Mobile

Activating the app links it to your account so you can use it for authentication.

On iPhone, Android, and Windows Phone activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Follow the platform specific instructions for your device:
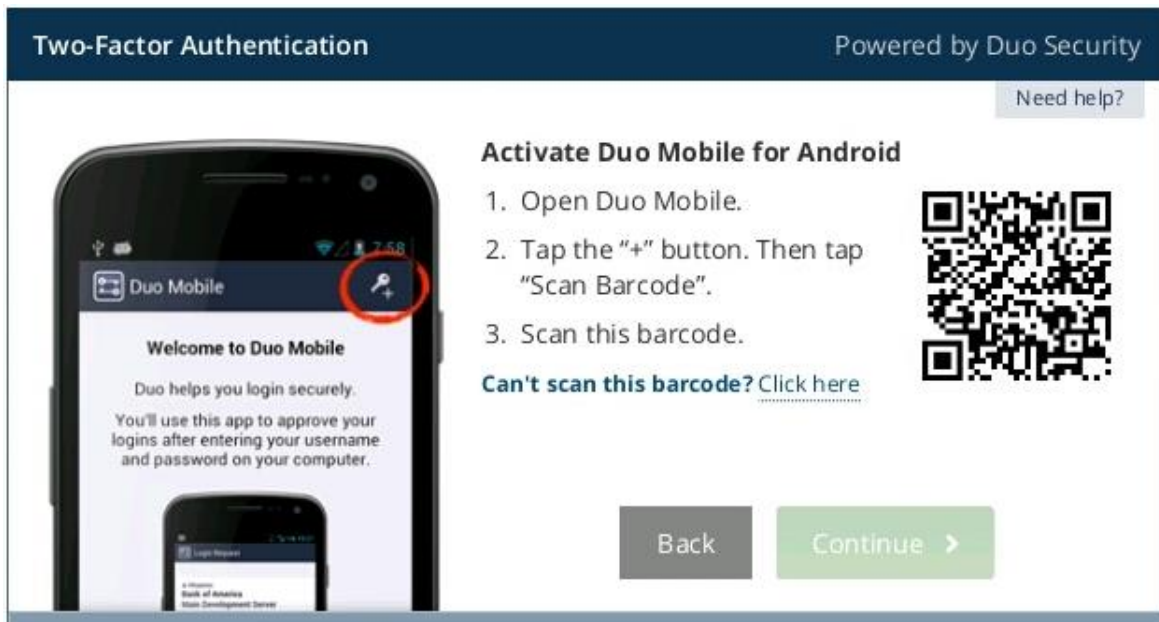
The "Continue" button is clickable after you scan the barcode successfully.

Can't scan the barcode? Click **Or, have an activation link emailed to you instead.** and follow the instructions.

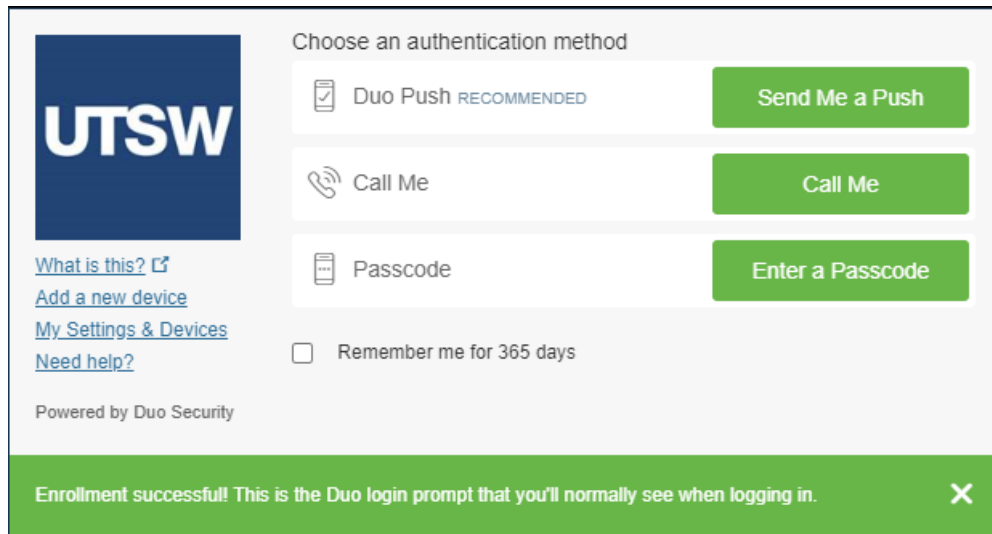# Step Eight: Configure Device Options (optional)

You can use **Device Options** to give your phone a more descriptive name, or you can click **Add another device** to start the enrollment process again and add a second phone or another authenticator.

If this is the device you'll use most often with Duo then you may want to enable automatic push requests by changing the **When I log in:** option and changing the setting from "Ask me to choose an authentication method" to "Automatically send this device a Duo Push" or "Automatically call this device" and click **Save**. With one of the automatic options enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

Click **Continue to login** to proceed to the Duo Prompt.

Congratulations!

Your device is ready to approve Duo push authentication requests. Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.

For additional resources and instructions visit https://guide.duo.com or contact the Service Desk at 214-648-7600.