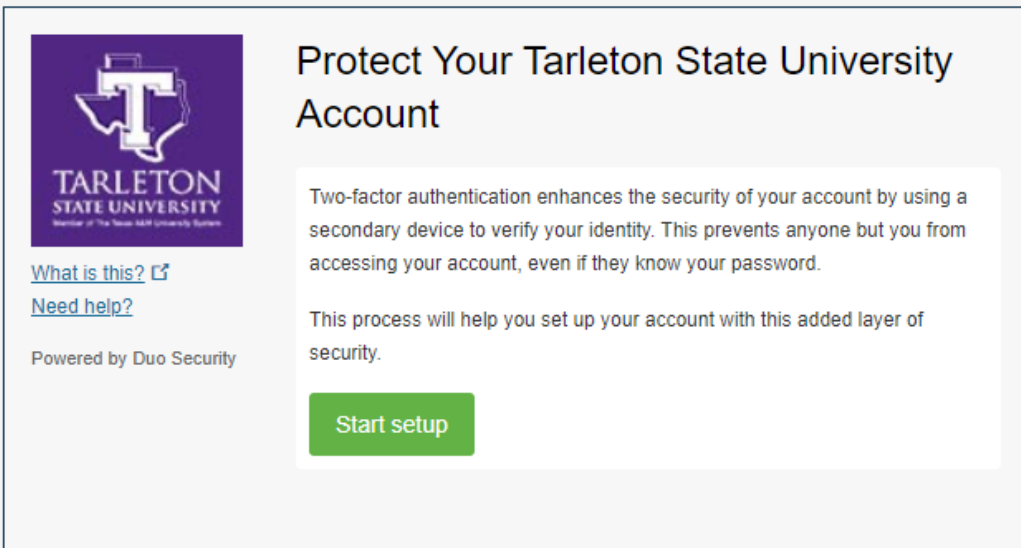


Setting Up DUO for Outlook Email

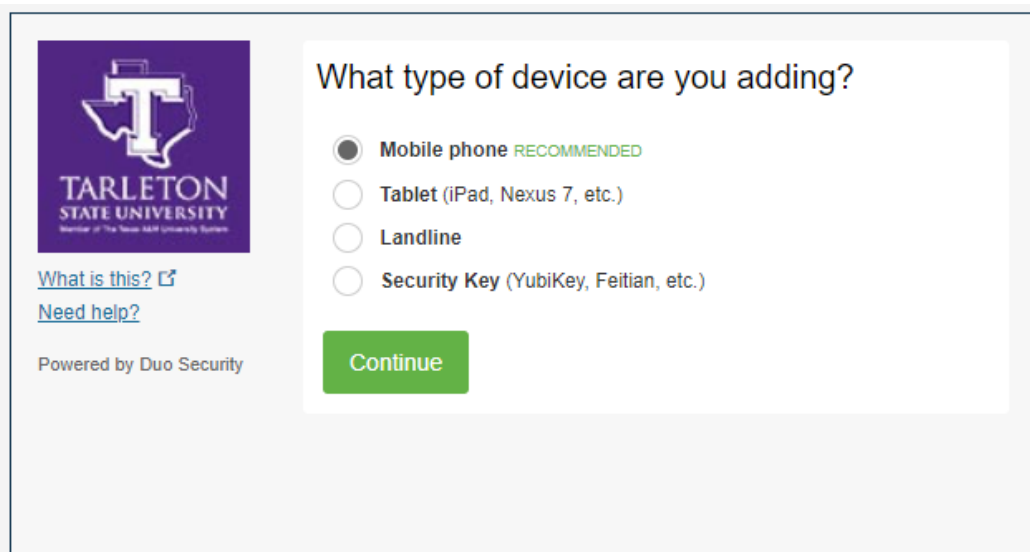
Step One: Sign into Outlook at www.tarleton.edu/email

You will be prompted to Start Setup.



The screenshot shows a web page for setting up Duo Security. On the left is the Tarleton State University logo, which includes a stylized 'T' with a map of Texas inside it, and the text 'TARLETON STATE UNIVERSITY' and 'Member of The Texas A&M University System'. Below the logo are two links: 'What is this?' and 'Need help?'. Underneath these links is the text 'Powered by Duo Security'. The main heading is 'Protect Your Tarleton State University Account'. Below the heading is a white box containing two paragraphs of text: '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.' and 'This process will help you set up your account with this added layer of security.' At the bottom of this white box is a green button labeled 'Start setup'.

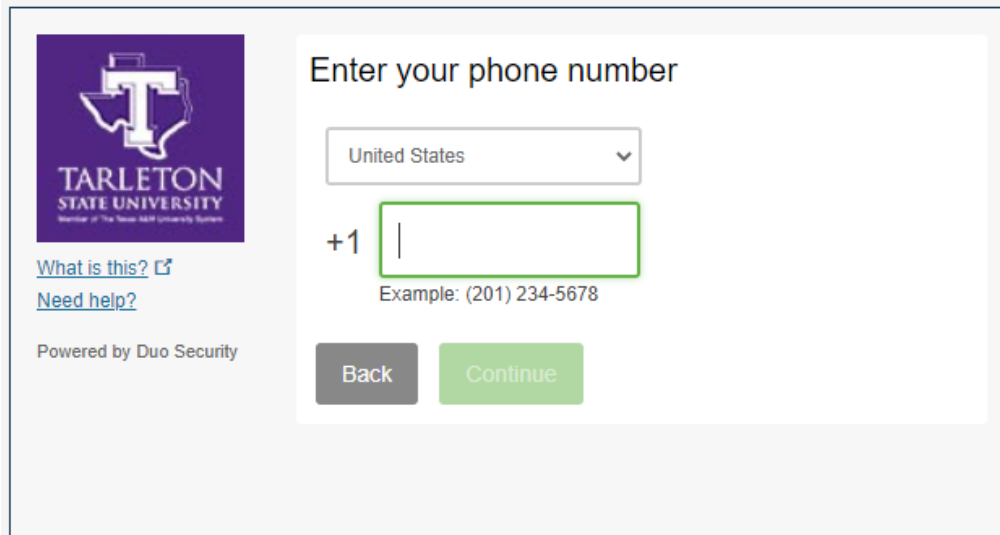
Step Two: Select the type of device you are adding.



The screenshot shows a web page for selecting a device type. On the left is the Tarleton State University logo, which includes a stylized 'T' with a map of Texas inside it, and the text 'TARLETON STATE UNIVERSITY' and 'Member of The Texas A&M University System'. Below the logo are two links: 'What is this?' and 'Need help?'. Underneath these links is the text 'Powered by Duo Security'. The main heading is 'What type of device are you adding?'. Below the heading are four radio button options: 'Mobile phone RECOMMENDED', 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'Security Key (YubiKey, Feitian, etc.)'. At the bottom of the options is a green button labeled 'Continue'.

Step Three: Type Your Phone Number

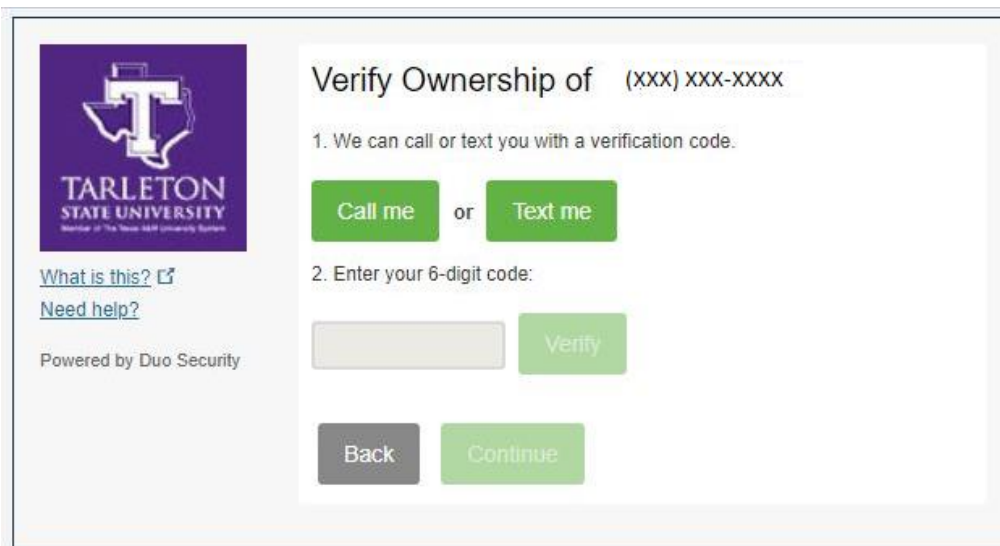
Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline, or cell phone that you'll have with you when you're logging in to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step.



The screenshot shows the 'Enter your phone number' step of the Duo Security setup process. On the left is the Tarleton State University logo and branding, including links for 'What is this?' and 'Need help?'. The main content area has a title 'Enter your phone number' and a dropdown menu set to 'United States'. Below this is a text input field with a green border and a cursor, preceded by a '+1' country code. An example number '(201) 234-5678' is shown below the field. At the bottom are 'Back' and 'Continue' buttons.

Step Four: Verify Ownership

Select Call Me or Text Me to receive a code in order to verify ownership.



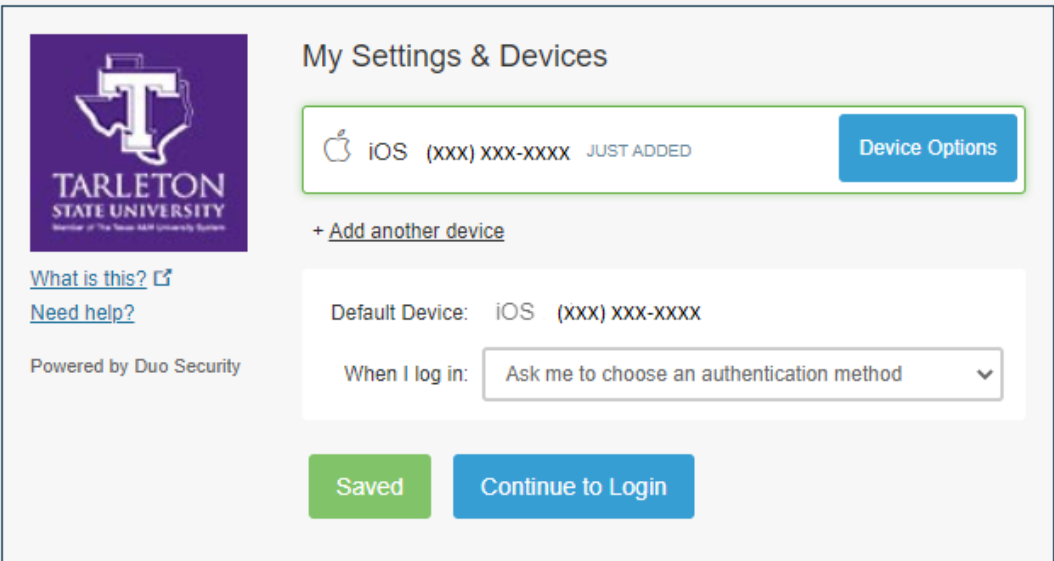
The screenshot shows the 'Verify Ownership' step of the Duo Security setup process. On the left is the Tarleton State University logo and branding. The main content area has a title 'Verify Ownership of (xxx) xxx-xxxx'. Below the title is a numbered instruction: '1. We can call or text you with a verification code.' This is followed by two green buttons: 'Call me' and 'Text me', with the word 'or' between them. Below this is another instruction: '2. Enter your 6-digit code:'. This is followed by a text input field and a green 'Verify' button. At the bottom are 'Back' and 'Continue' buttons.

Step Five: Configure Device Options

You can use **Device Options** to give your phone a more descriptive name, or you can **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.



The screenshot displays the 'My Settings & Devices' interface. On the left is the Tarleton State University logo and navigation links: 'What is this?', 'Need help?', and 'Powered by Duo Security'. The main area is titled 'My Settings & Devices' and contains a list of devices. One device is highlighted with a green border, showing an Apple icon, 'iOS (xxx) xxx-xxxx', and 'JUST ADDED'. A blue 'Device Options' button is next to it. Below the device list is a '+ Add another device' link. A settings section shows 'Default Device: iOS (xxx) xxx-xxxx' and 'When I log in:' with a dropdown menu set to 'Ask me to choose an authentication method'. At the bottom are 'Saved' and 'Continue to Login' buttons.

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.