## **Duo for Office 365**



Before you begin, you will need to have a valid NWTC ID # and password. Enrollment in Duo is required for accessing Office 365 (NWTC Email, OneDrive or the Hub) from off-Campus. New employees, please see the "Getting Started" guide on the NWTC website.

Login to Office 365 with your NWTC ID and password.
 *Example: 12345678@NWTC.EDU*



2. The Duo Prompt will display on screen.

	Device: ios (xxx-xxx-4	Ŧ
	🛞 Call Me	Call Me
What is this? C Need help?	Passcode	Enter a Passcode
Powered by Duo Security	Duo Push	Send Me a Push
*	Remember me for 60 days	

Check the box if you would like Duo to remember your device for 60 days.

*Hint: you may need to click the Cancel button before you can check the box to remember your device.* 



3. Make a selection from the available options.

Duo Push	Phone Call	Passcode
It Cellcom 2:35 PM   Login Request Protected by Duo Security Invertice Northeast Wisconsin Technical College LDAP Proxy 12740530 2:34:52 PM CST February 28, 2019 Invertice In		Size AM   Edit   Puice   Request Waiting. Tap to Respond   Puice   Pui
Tap "Approve" on your smart phone or tablet.	Answer your phone, press 1 to login.	Enter the six-digit code found on your Duo Mobile App or Duo security key.

*Duo can be setup to automatically send a push notification or phone call by specifying a default device in the Duo Portal. For more information, refer to the "Default Device" section of our <u>Getting Started guide</u>.* 

4. Access to Office 365 is granted after successfully completing the Duo verification.

For assistance, see the <u>MFA page</u> on the NWTC website or contact the Help Desk at 920-498-6800 or email <u>help.desk@nwtc.edu</u>.