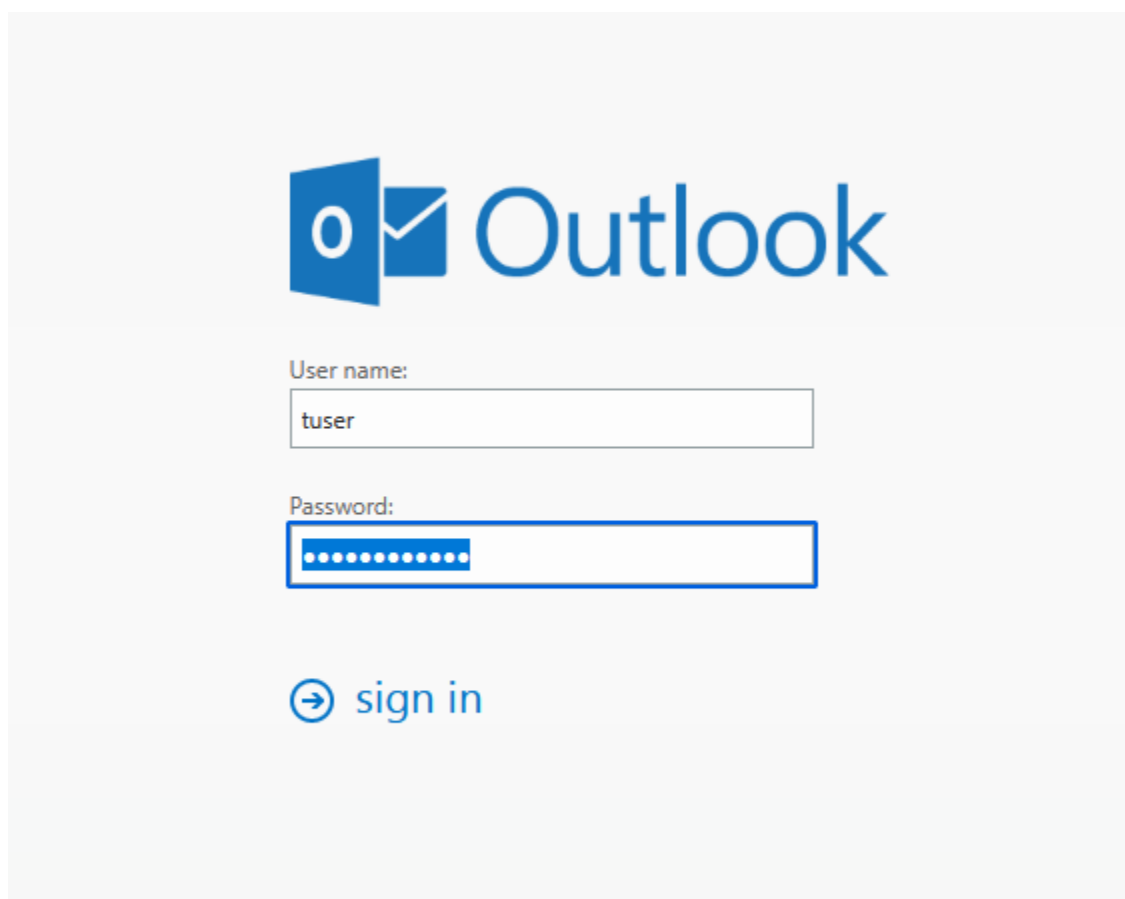


Duo Mobile Installation


- A. Download the Duo Mobile application from the Apple or Android app store and install on your cell phone. The application should have a logo which resembles a green circle or cube with the letters DUO.



- B. Once the Duo application is installed on your phone, login to your laptop or desktop and go to <https://webmail.bsd2.org> to login into Outlook Web Access.

The image is a screenshot of the Outlook Web Access login page. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon. To the right of the logo is the word 'Outlook' in a large, blue, sans-serif font. Below the logo and text are two input fields. The first is labeled 'User name:' and contains the text 'tuser'. The second is labeled 'Password:' and contains a series of dots, indicating a password field. Below the password field is a blue button with a right-pointing arrow and the text 'sign in'.

- C. After you log into Outlook Web Access (OWA) you will be prompted with the following message. Select Start Setup.



Protect Your BENSENVILLE SCHOOL DISTRICT 2 Account

[What is this?](#) [Need help?](#)


Secured by Duo

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.

This process will help you set up your account with this added layer of security.

[Start setup](#)

- D. Select Tablet and select Continue. **Note:** The Mobile Phone option is not being used during this installation.



What type of device are you adding?

Mobile phone **RECOMMENDED**

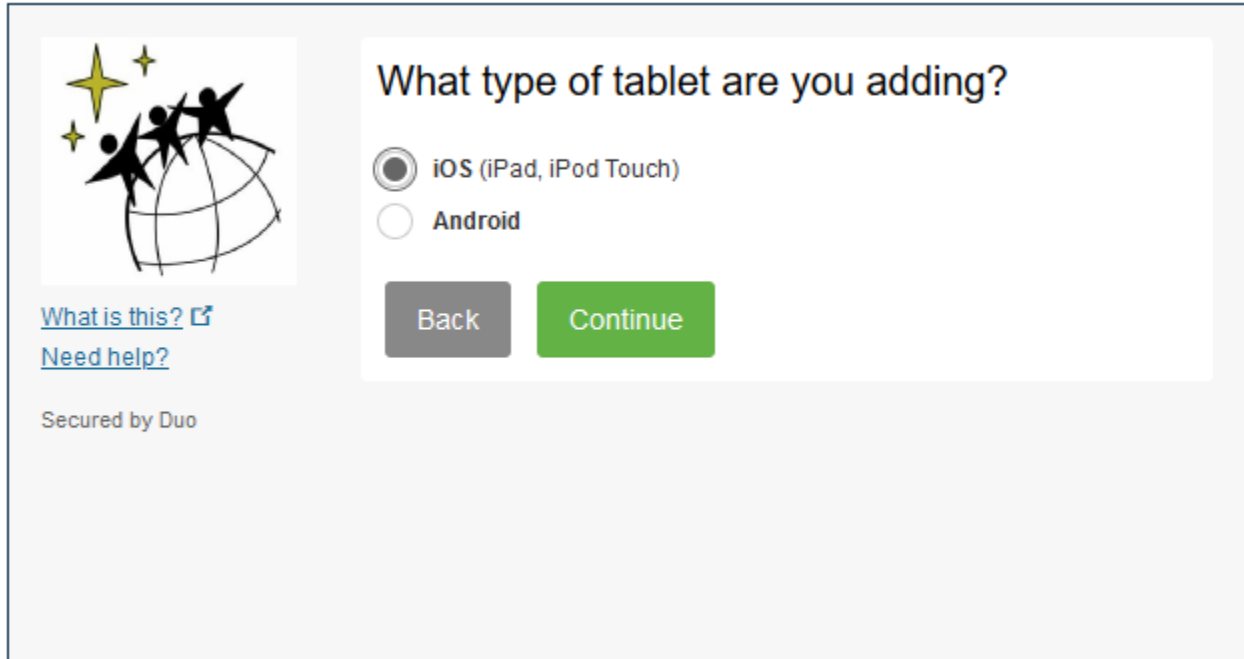
Tablet (iPad, Nexus 7, etc.)

[Continue](#)

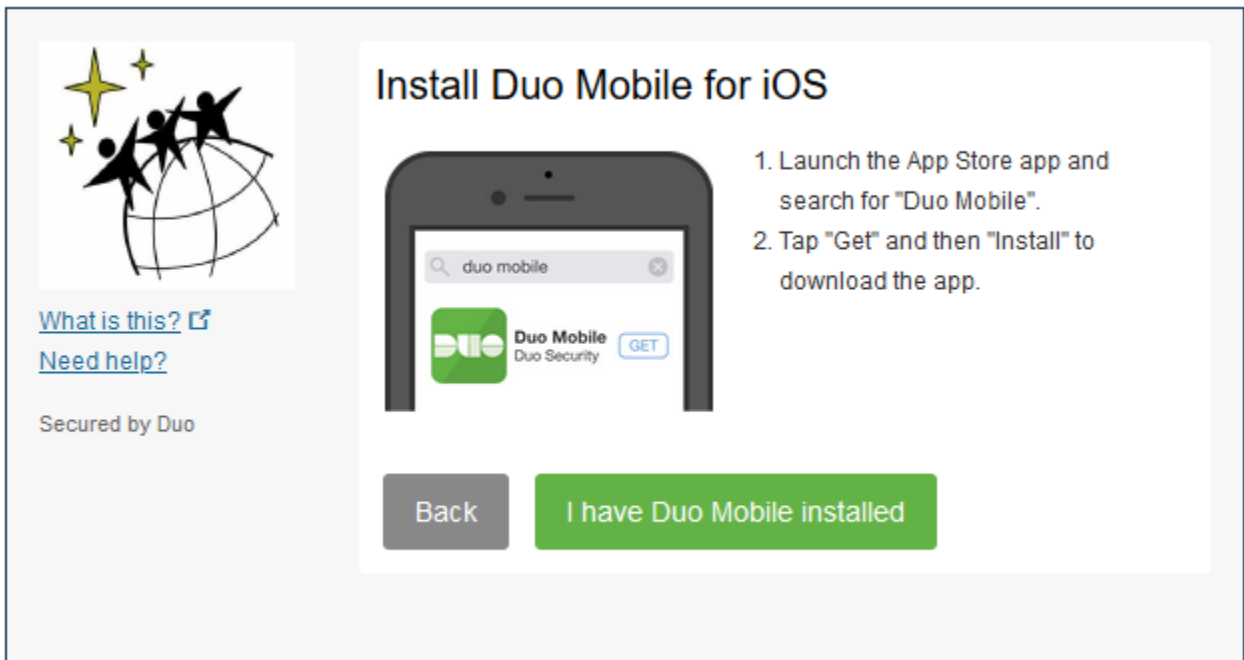
[What is this?](#) [Need help?](#)

Secured by Duo

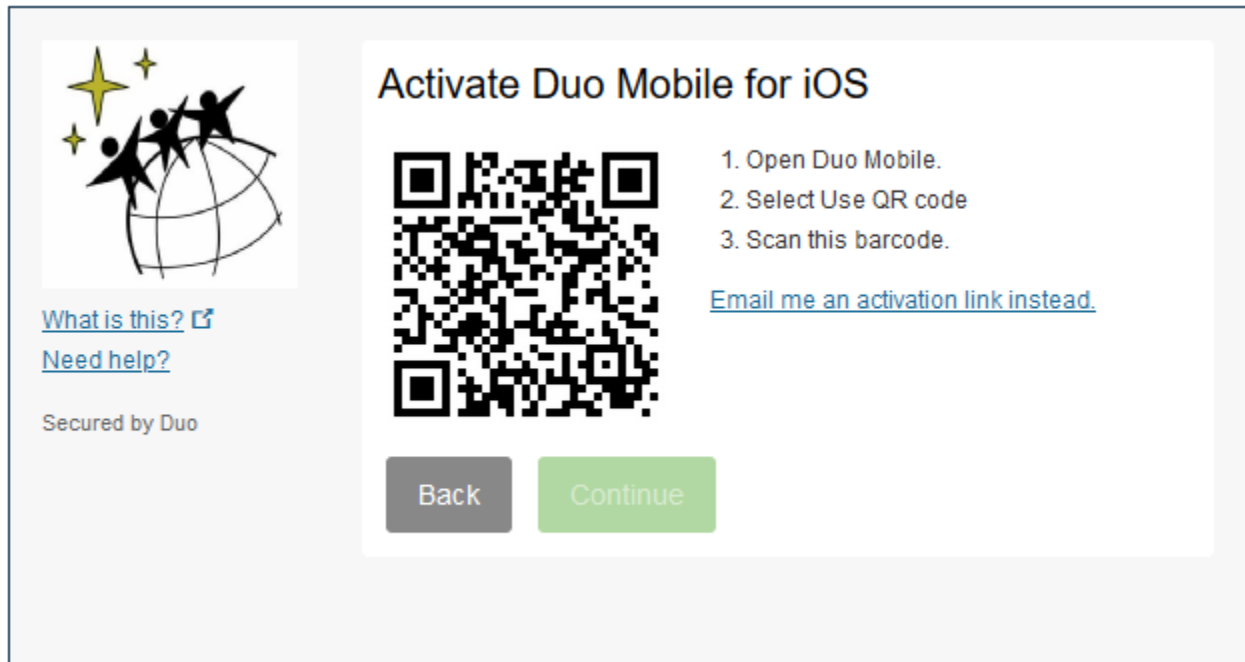
E. Select IOS for Apple phones OR Android For Samsung / LG / Google phones and select Continue.



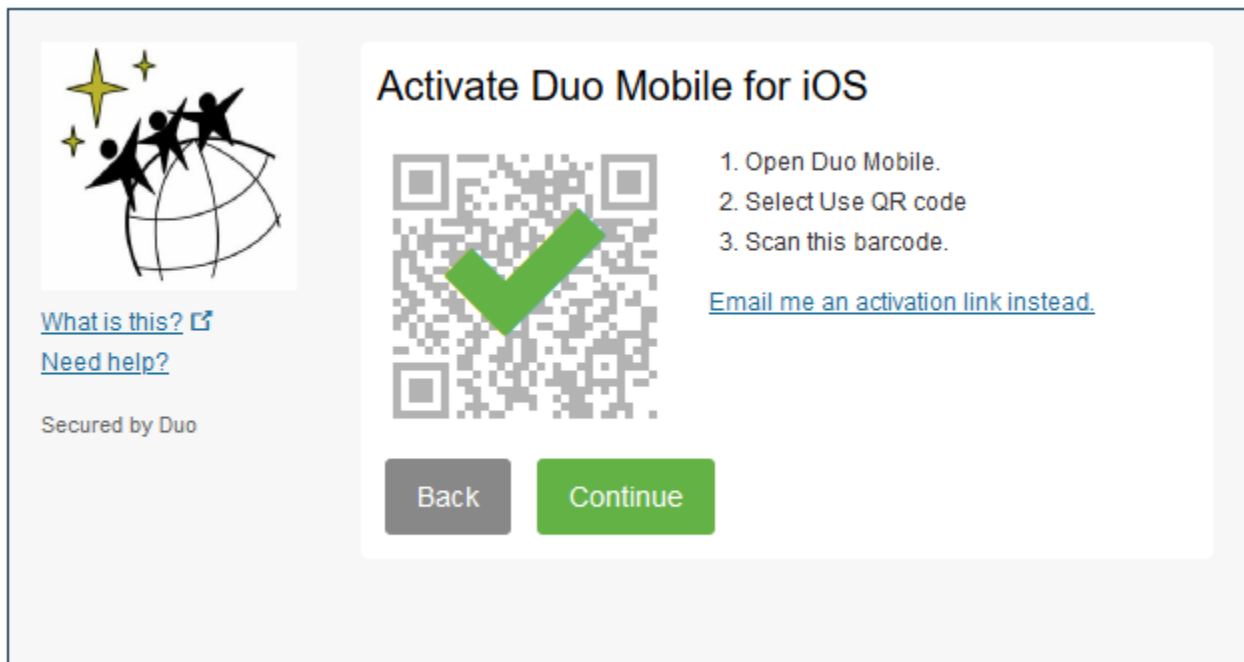
F. Select I Have Duo Mobile Installed.



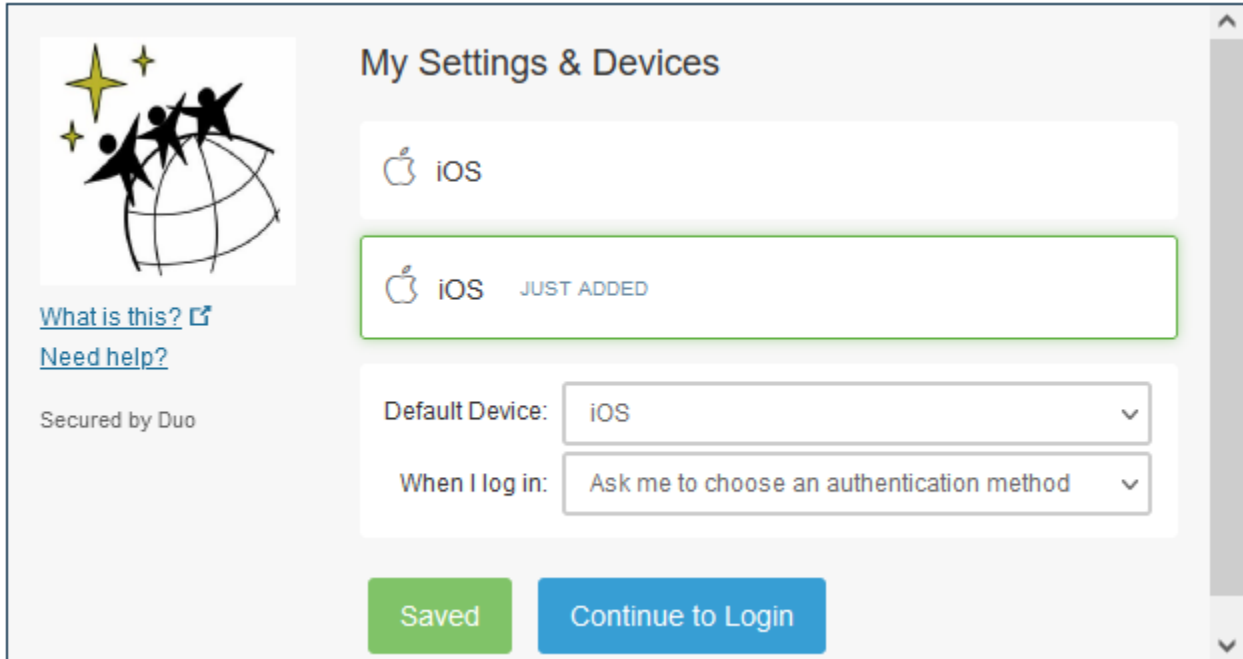
- G. Return to your cellular device, open the Cisco Duo application, select Add (+). The screen will change to Add account. Select Use QR Code and scan the code. Once the scan is confirmed it will display a new account of BENSENVILLE SCHOOL DISTRICT 2. Select Save on the phone.



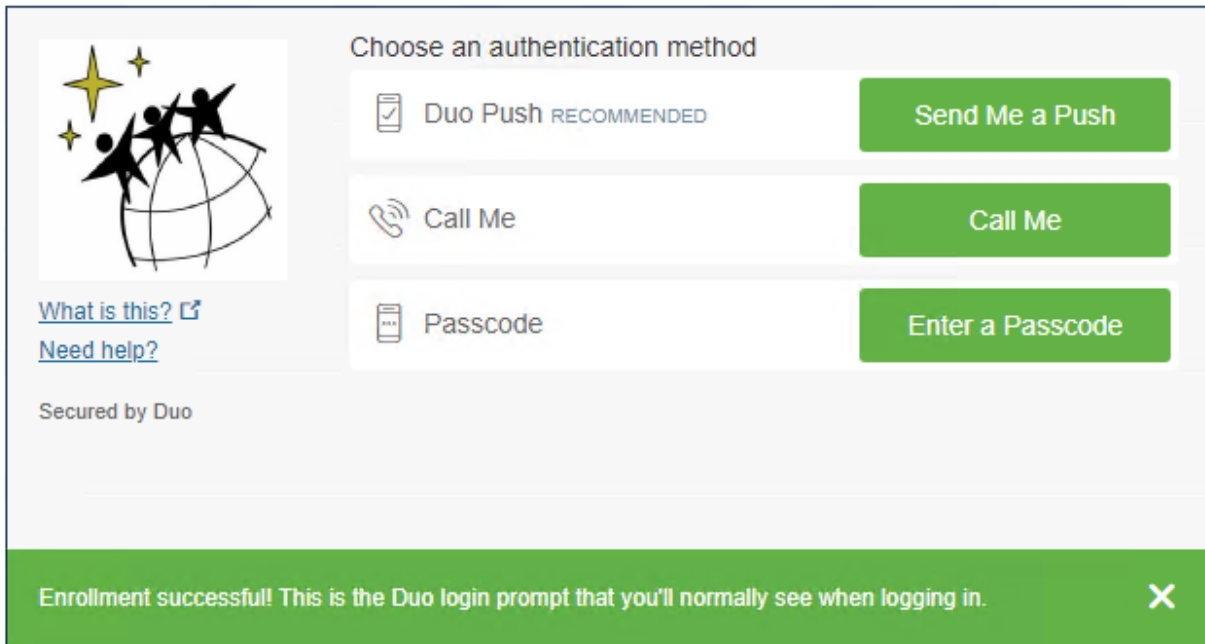
- H. The screen in the web browser will appear as shown below. Select Continue.



I. This window is confirm the account was created. Select Continue To Login.



J. Enter your code from the Duo app on your cell phone and select Log In. The application will authenticate the user account then open Outlook Web Access.



K. The next time you start OWA the following window will popup. Select either:

a) **Send Me A Push** – Duo will push out a request to your cell phone automatically. All you have to do is select Confirm and it connects to OWA.

b) **Call Me** – Select this option is you want Duo Mobile to call you with the code.

c) **Enter A Code** – Open your Duo Mobile application to obtain your code.

