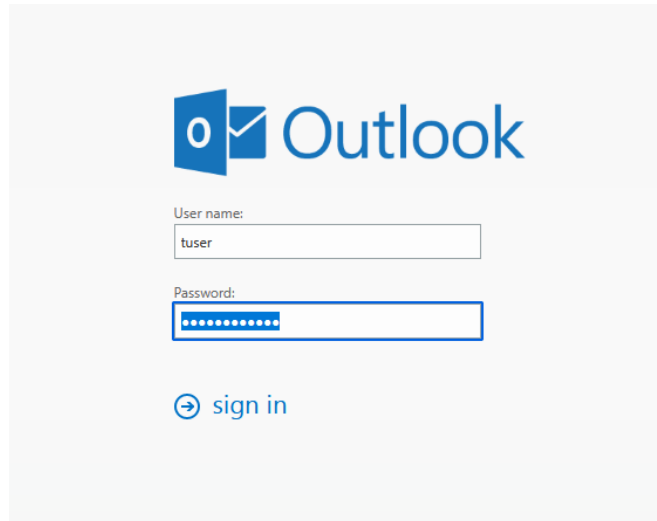



Duo SMS/Text Configuration


(Used Only When Accessing Outlook Via Web Browser)

1. When in the district login to your computer and go to <https://webmail.bsd2.org>.



2. After entering your credentials for Outlook Web Access (OWA) you will be prompted with the following message. Select Start Setup.



[What is this?](#) 

[Need help?](#)

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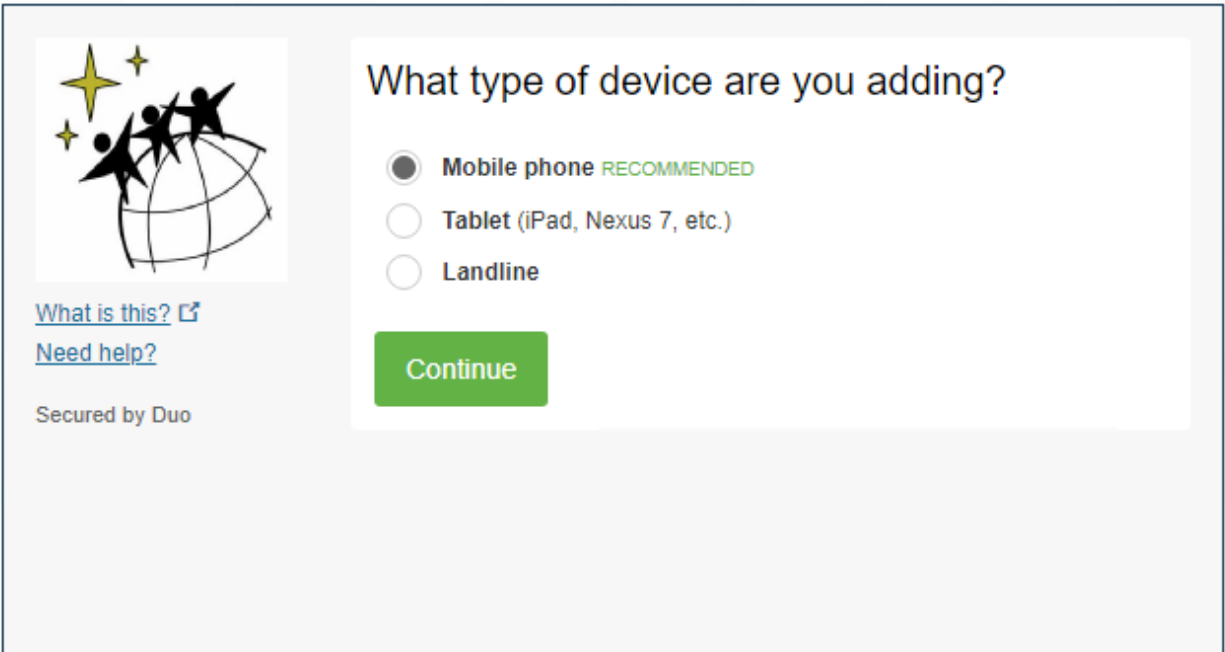
Protect Your BENSENVILLE SCHOOL DISTRICT 2 Account

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

3. Select Mobile Phone and select Continue.



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

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What type of device are you adding?

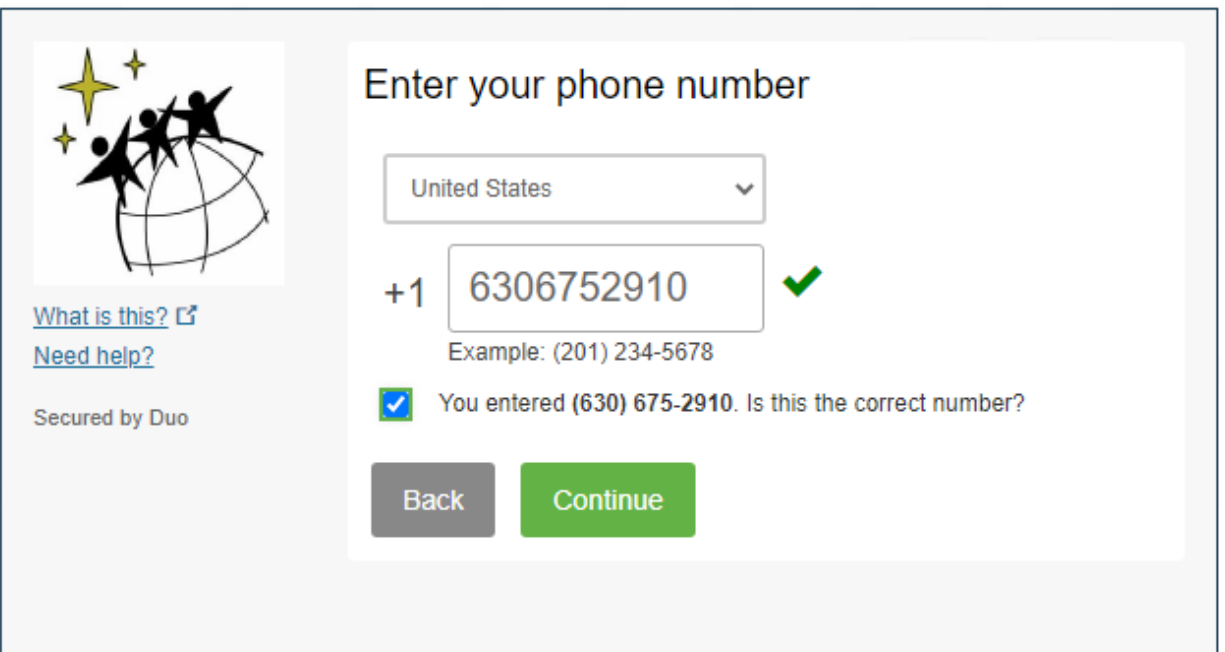
Mobile phone RECOMMENDED

Tablet (iPad, Nexus 7, etc.)

Landline

Continue

4. Enter your cellular telephone number, check the box indicating the cell number is correct then select Continue.



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

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Enter your phone number

United States

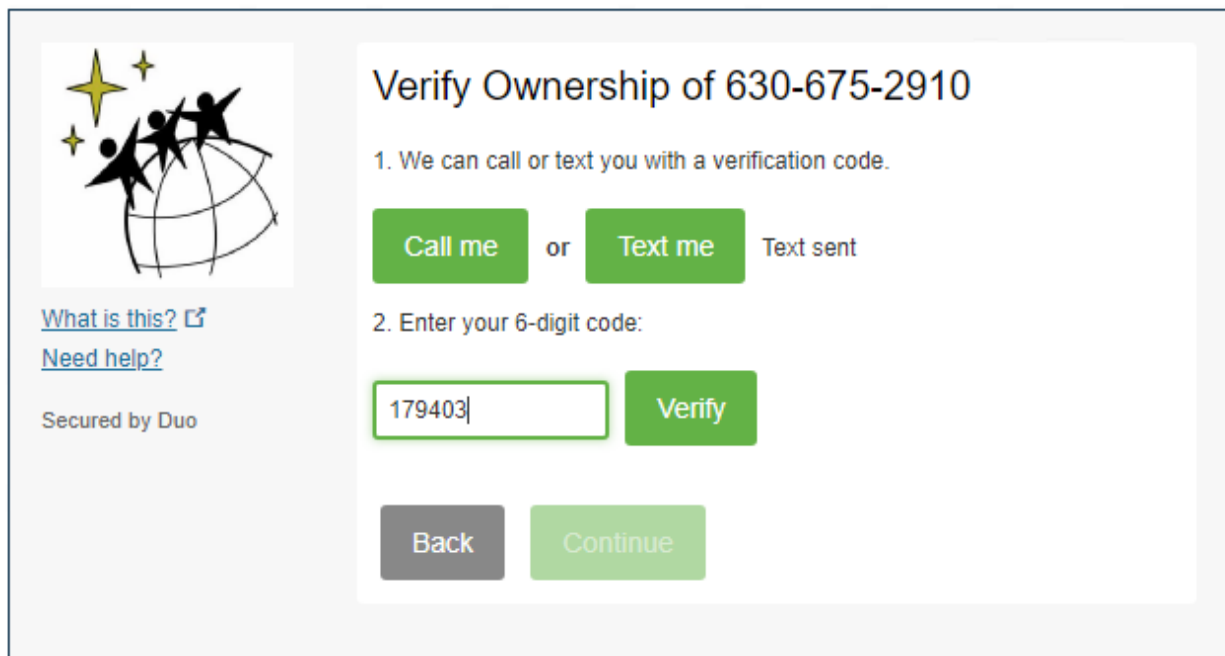
+1 ✓


Example: (201) 234-5678

You entered (630) 675-2910. Is this the correct number?

Back **Continue**

5. Select Text Me, enter the code from your cell phone then select Verify.





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

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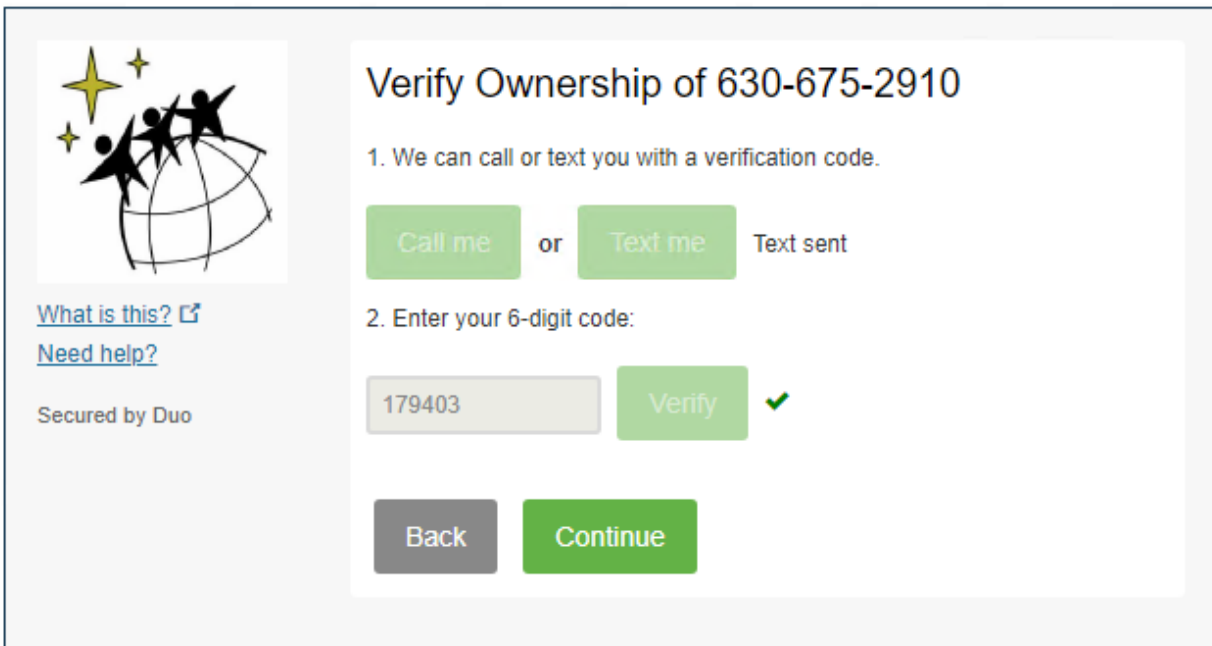
Verify Ownership of 630-675-2910


1. We can call or text you with a verification code.

or Text sent

2. Enter your 6-digit code:

6. After entering the code you should receive a green check next to the code. Select Continue.





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

Secured by Duo

Verify Ownership of 630-675-2910

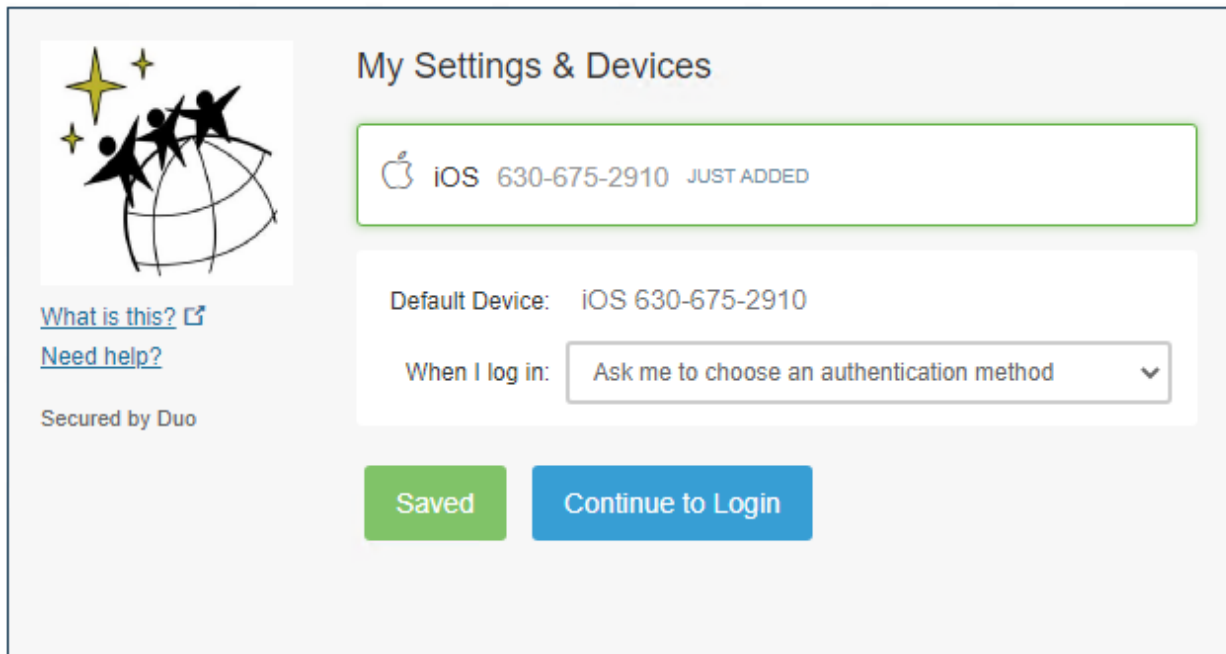
1. We can call or text you with a verification code.

or Text sent

2. Enter your 6-digit code:

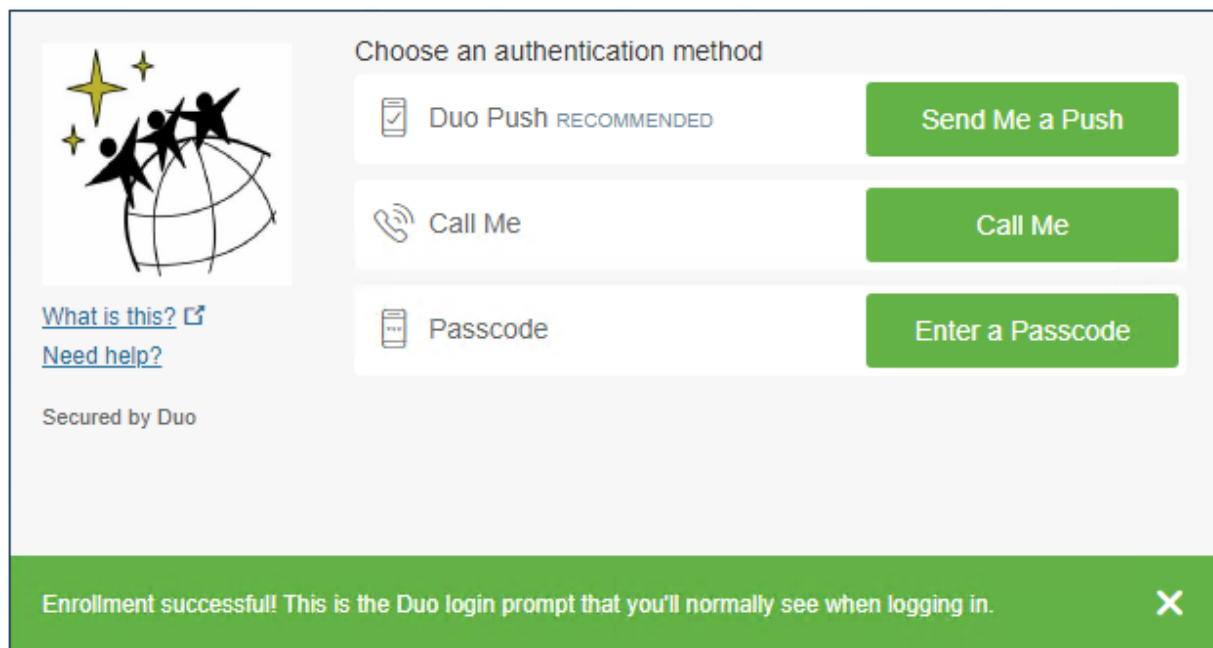
✓

7. This screen provides confirmation your account was successfully created. Select Continue To Login to finish the process and open Outlook Web Access.

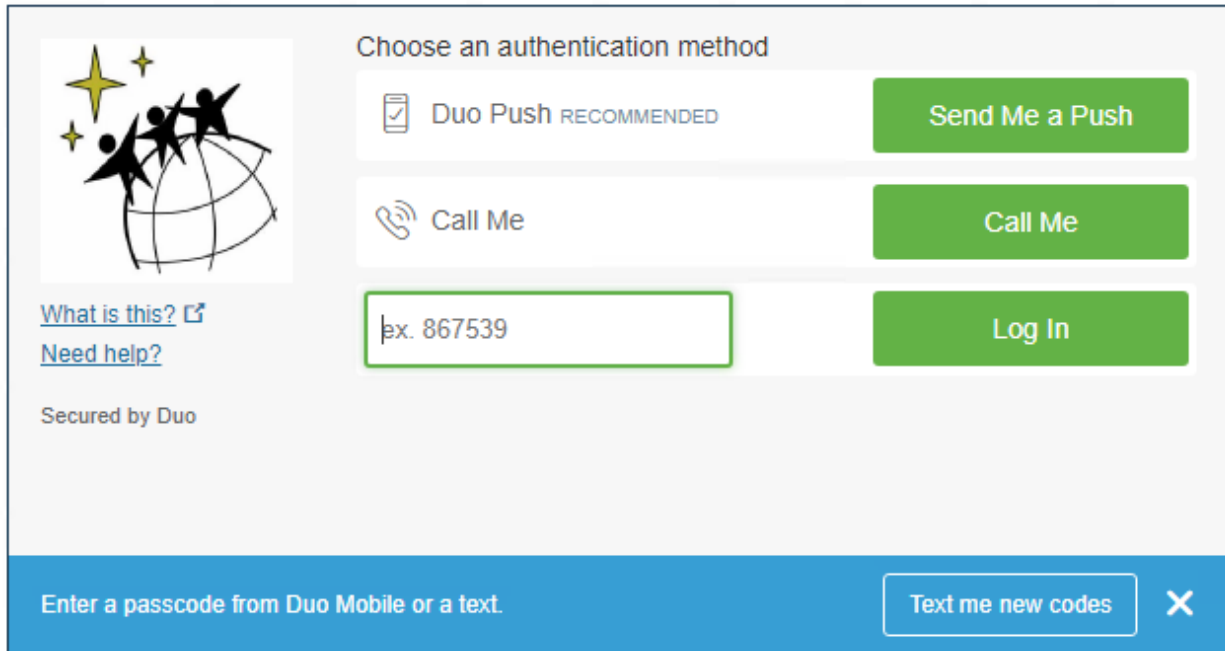


8. Your account is now created. We now need to provide a code to login to OWA. The following screen is the normal prompt you will receive when logging into OWA. The login options are:
- Send Me A Push** – only works if you configured Duo Mobile app on the cell phone.
 - Call Me** – Select this option if you want receive the login code by call.
 - Enter A Passcode** – Used with Duo Mobile app.

Important: If you wish to receive SMS/Text notifications of the codes you will need to select *Enter A Passcode* then select *Text Me New Codes* from the blue bar at the bottom of the box (see next page).



9. To receive codes by SMS/Text select Text Me New Codes in the lower right corner in the blue bar. Once the code is received on your cell phone enter the code and select Log In.



The image shows a Duo authentication interface. On the left, there is a logo with three stylized figures holding hands around a globe, with three yellow stars above them. Below the logo are two links: "What is this? ↗" and "Need help?". Underneath the links is the text "Secured by Duo".

The main area is titled "Choose an authentication method". It contains three rows of options, each with a radio button, a label, and a green button:

- Row 1: A checked radio button, the label "Duo Push RECOMMENDED", and a green button labeled "Send Me a Push".
- Row 2: An unchecked radio button, the label "Call Me", and a green button labeled "Call Me".
- Row 3: A text input field containing "ex. 867539", and a green button labeled "Log In".

At the bottom, there is a blue bar. On the left side of the bar is the text "Enter a passcode from Duo Mobile or a text.". On the right side of the bar is a white button labeled "Text me new codes" and a white "X" icon.