#### DUO Mobile app Setup Guide

## Step 1

A. Download the DUO Mobile app to your mobile device. If you already have the DUO Mobile app on your mobile device and prefer to use it, please follow the directions below.



## Step 2

A. On your desktop, visit https://aka.ms/mysecurityinfo

B. Click "Add sign-in Method"

PALOMAR COLLEGE	My Sign-Ins $\vee$
A Overview	Security info
𝒫 Security info	These are the methods you use to sign into your account or reset your password.
😐 Devices	You're using the most advisable sign-in method where it applies. Sgn-in method when most advisable is unavallable. Microsoft Authenticator - notification Change
🔍 Password	+ Add sign-in method

C. In the pop-up window, select "Authenticator App", then click "Add."



#### Step 3

A. In the next pop-up, click on "I want to use a different authenticator app", and then click Next.

Microsoft	Authenticator		×	
	Start by getting the app			
	On your phone, install the Microsoft	Authenticator app. Downloa	id now	
	After you install the Microsoft Authe	nticator app on your device,	choose "Next".	
	I want to use a different authenticato	or app		
	-		Cancel Next	
				_
Authentic	ator app		×	
	Set up your account		2	
2	In your app, add a new account.		<b>~</b>	
		N		
		12	Back Next	

# Step 4

A. You'll be presented with a special QR code on the PC.

icrosoft Authenticator	>
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticato app with your account.	r
After you scan the QR code, choose "Next".	
Can't scan image?	
Enter the following into your app:	
Code: 911430187	
URL: https://mobileappcommunicator.auth.microsoft.com/activate/198969081/WUS	
Back Next	

- B. Open the DUO Mobile app on your phone and tap the "Add" symbol.
- C. Select Use QR Code, scan the QR code that shows up on the PC.



### Step 5

A. Your account name should automatically be signed in. If it's not pre-populated, please add your Palomar employee email address.

B. Then you will be prompted to enter your password for your email account.

C. You will be presented with multiple messages. Please follow the steps as needed to complete the process.



## Step 6

A. On the website with the QR code from earlier, click "Next"

B. Enter the code display on your authentication app.

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<b>DU</b> ÷		
nts	Add +	Authenticator app
BM M M		Enter code Enter the 6-digit code shown in the Authenticator app. 204725
e •••••	Show	
t z@palomar.edu		
code 204725	Сору	
22s until refre	esh	

C. You will see this message on the top right-hand side of you screen.



Congratulations you'll are set! The next time you need to authenticate, open DUO Mobile app and enter the six-digit number displayed on your mobile device.