

# DUO Mobile app Setup Guide

## Step 1

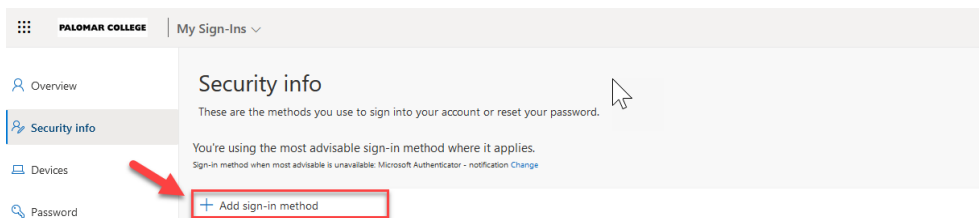
A. Download the DUO Mobile app to your mobile device. If you already have the DUO Mobile app on your mobile device and prefer to use it, please follow the directions below.



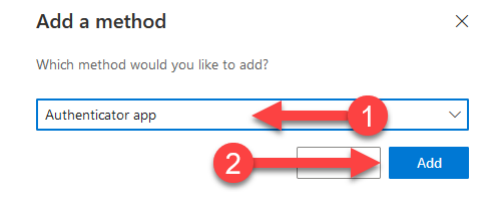
## Step 2

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

B. Click "Add sign-in Method"

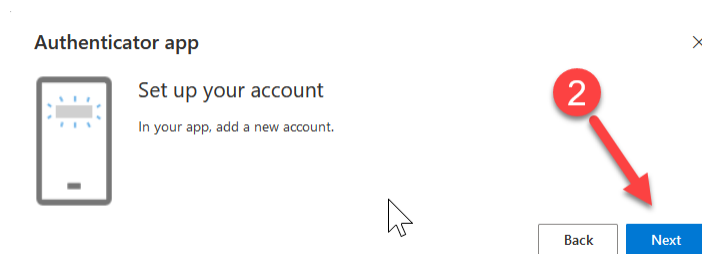
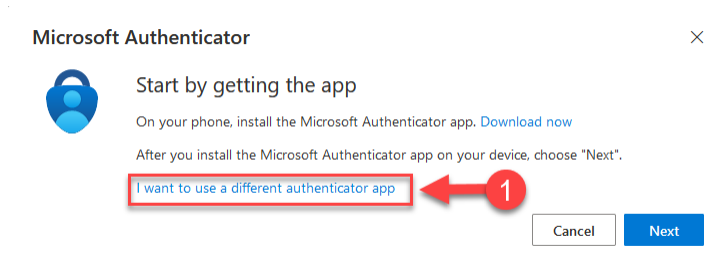


C. In the pop-up window, select "Authenticator App", then click "Add."



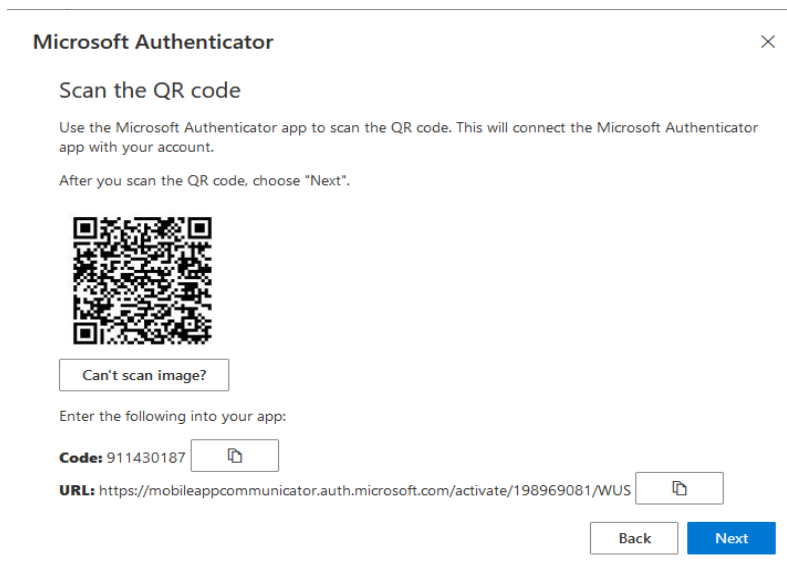
# Step 3

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

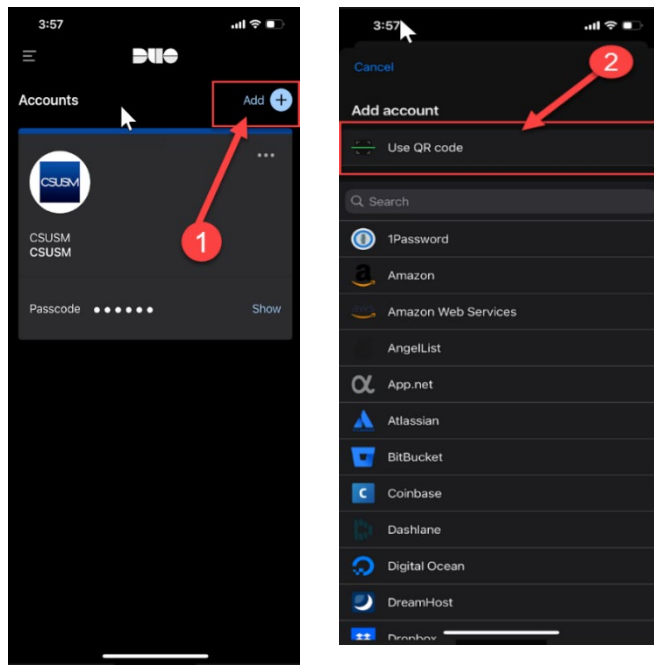


# Step 4

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

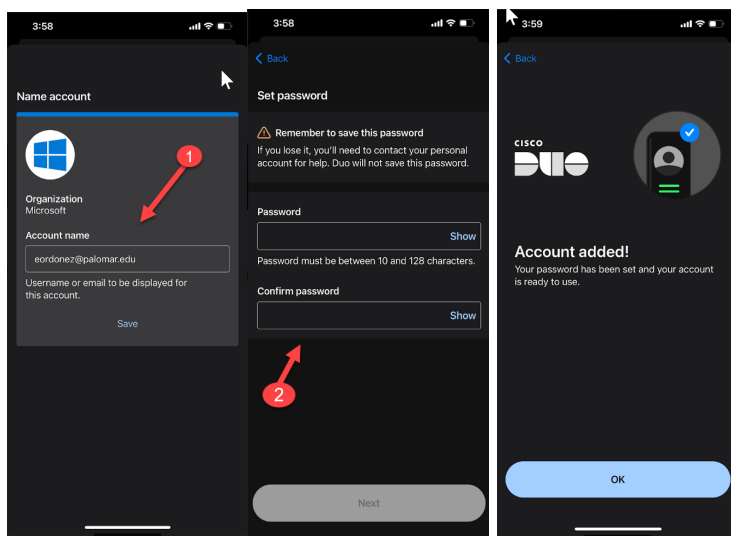


- B. Open the DUO Mobile app on your phone and tap the “Add” symbol.
- C. Select Use QR Code, scan the QR code that shows up on the PC.



## Step 5

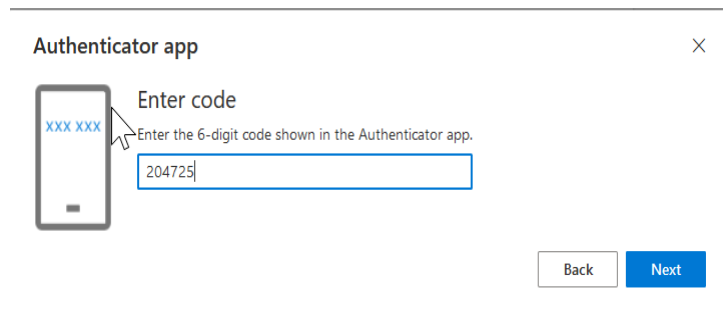
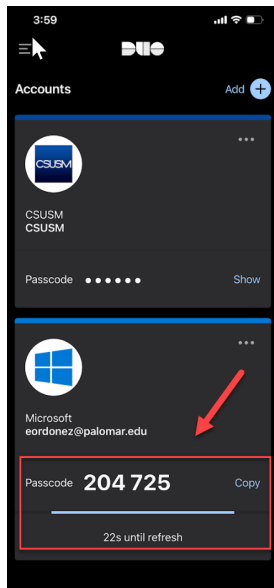
- A. Your account name should automatically be signed in. If it's not pre-populated, please add your Palomar employee email address.
- B. Then you will be prompted to enter your password for your email account.
- C. You will be presented with multiple messages. Please follow the steps as needed to complete the process.



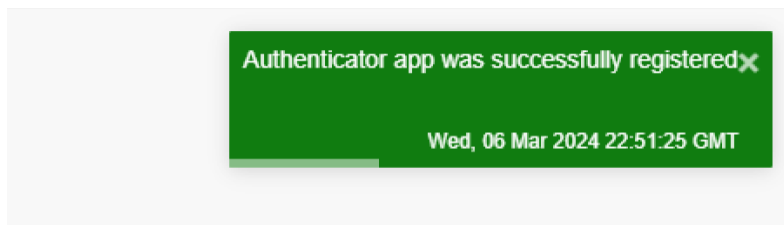
# Step 6

A. On the website with the QR code from earlier, click **“Next”**

B. Enter the code display on your authentication app.



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.