

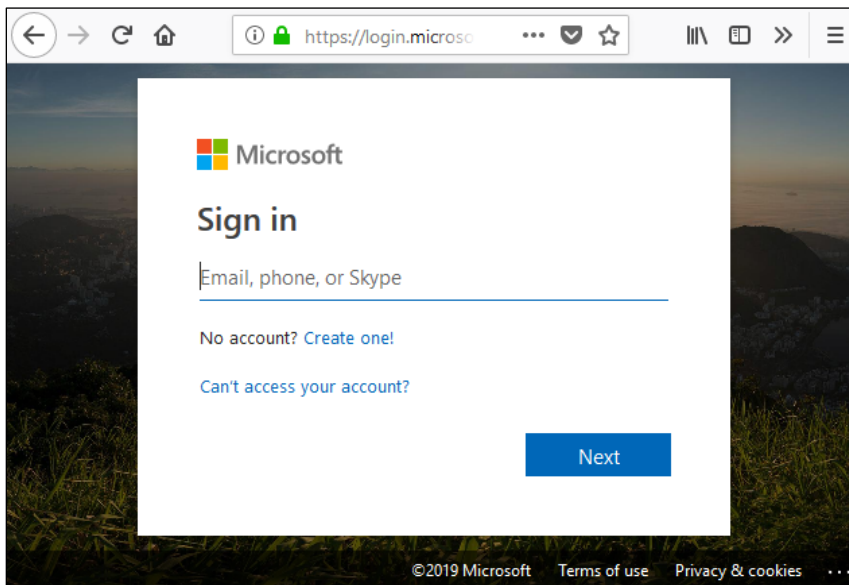
# Duo for Office 365



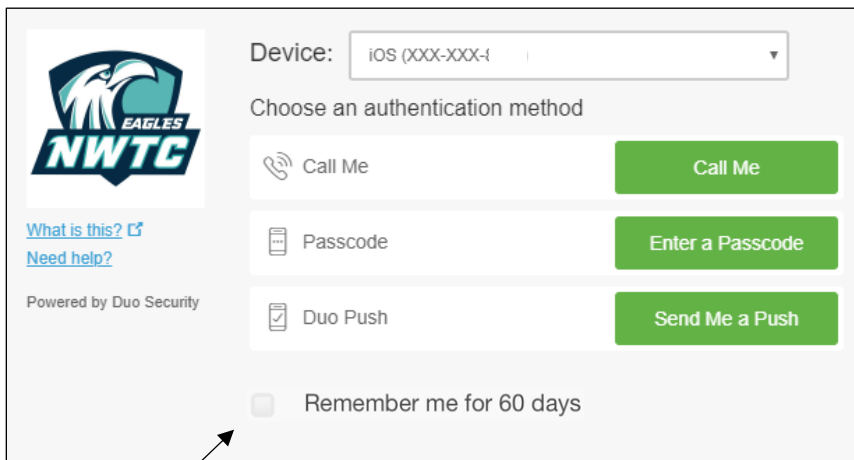
Before you begin, you will need to have a valid NWTC ID # and password. Enrollment in Duo is required for accessing Office 365 (NWTC Email, OneDrive or the Hub) from off-Campus. New employees, please see the “Getting Started” guide on the NWTC [website](#).

1. Login to Office 365 with your NWTC ID and password.

**Example: 12345678@NWTC.EDU**

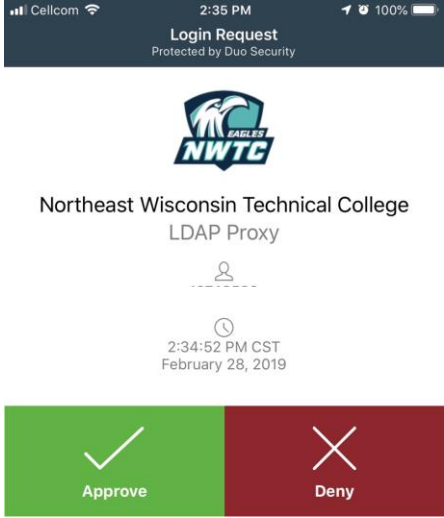

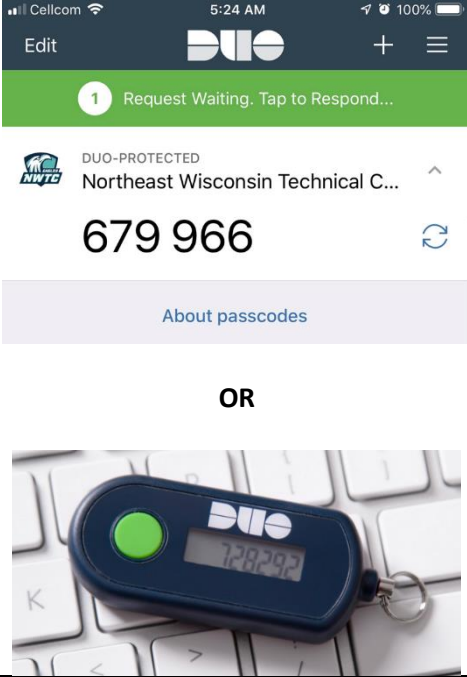


2. The Duo Prompt will display on screen.



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

3. Make a selection from the available options.

Duo Push	Phone Call	Passcode
 <p>The screenshot shows a Duo Push notification on a smartphone. At the top, it says 'Login Request Protected by Duo Security'. Below that is the NWTC logo and the text 'Northeast Wisconsin Technical College LDAP Proxy'. A clock icon indicates the time '2:34:52 PM CST February 28, 2019'. At the bottom, there are two buttons: a green 'Approve' button with a checkmark and a red 'Deny' button with an 'X'.</p>	 <p>A large black icon of a telephone handset with three curved lines representing sound waves emanating from it.</p>	 <p>The screenshot shows the Duo Mobile app interface. At the top, it says 'Request Waiting. Tap to Respond...'. Below that, it displays 'DUO-PROTECTED' and 'Northeast Wisconsin Technical C...'. A large six-digit passcode '679 966' is shown. Below the passcode is a button that says 'About passcodes'. The word 'OR' is centered below this. At the bottom, there is an image of a blue Duo security key with a green light and a small display showing the number '728292'.</p>
<p><i>Tap "Approve" on your smart phone or tablet.</i></p>	<p><i>Answer your phone, press 1 to login.</i></p>	<p><i>Enter the six-digit code found on your Duo Mobile App or Duo security key.</i></p>

*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 [Getting Started guide](#).*

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

For assistance, see the [MFA page](#) on the NWTC website or contact the Help Desk at 920-498-6800 or email [help.desk@nwtc.edu](mailto:help.desk@nwtc.edu).