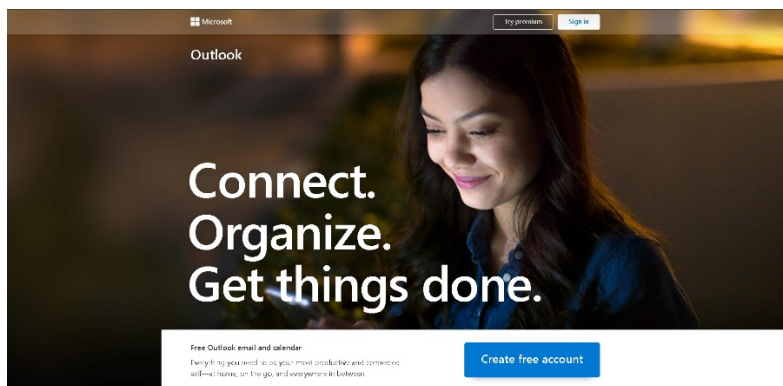


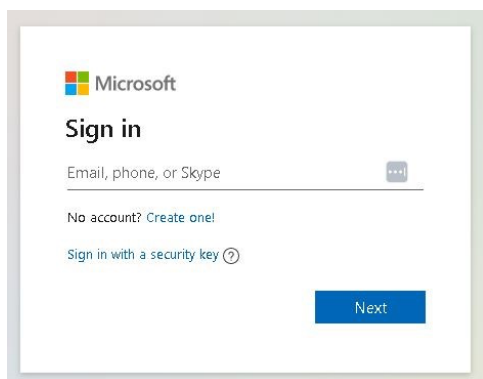
Instructions on using Duo for Outlook.com

Please note that this is not required for the desktop Outlook application or the smartphone Outlook app at this time. Only the Outlook.com web site. This will be in effect on October 18th, 2023.

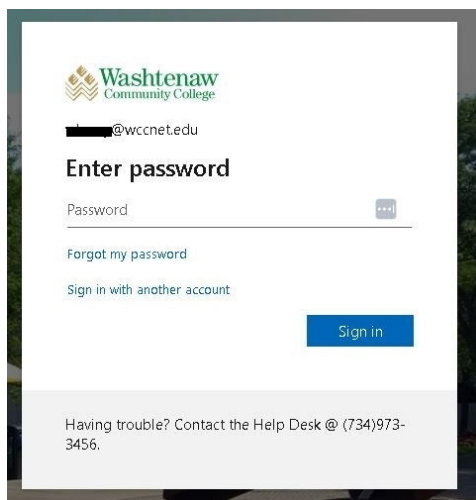
First go to the outlook.com site.



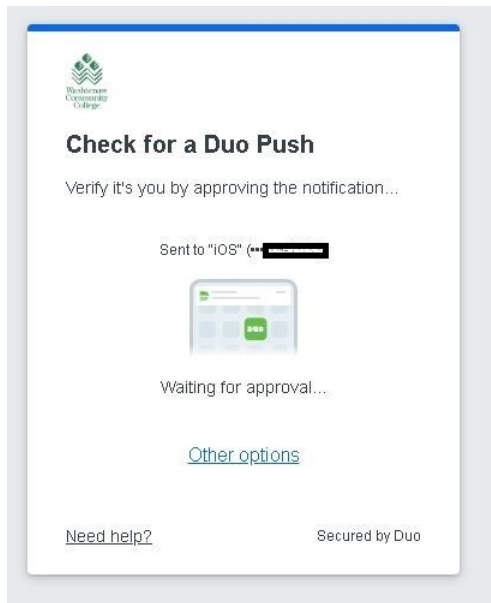
Click "Sign in" and you will see this screen. Enter your email address.



Then you will be asked for your password.

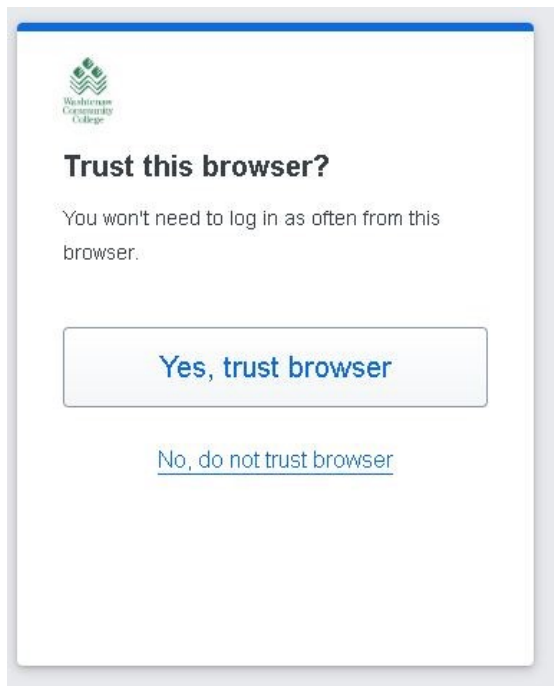


You will then be prompted to use your Duo multi-factor authentication.



If you do not use Duo Push click “Other options” for text, phone call, or Duo token options.

At this point you will see a new screen. It asks if you trust the browser.



It is similar to the “Remember me for 20 hours” checkbox you see when logging into the single sign-on. If you click “Yes, trust browser” you will not need to use Duo to access outlook.com for the next 20 hours using the same web browser and computer. When you log on again after 20 hours you will have to authenticate with Duo.