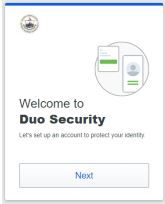


Salem Guide to DUO enrollment using the DUO APP (not a token)

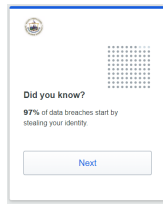


1) Download the DUO APP on your mobile device. STOP!!!! DO NOT complete the steps prompted through the DUO App.

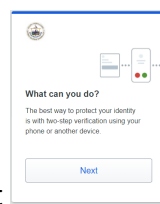
2) Click on the link in the DUO enrollment email



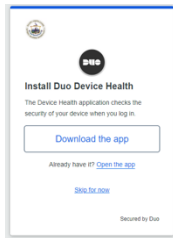
click next



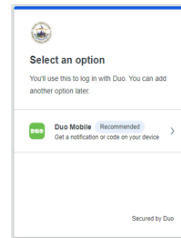
click next



click next.

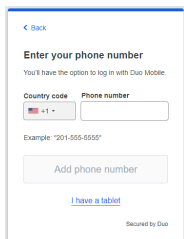


3) DO NOT select Download the app.
DO NOT Select Open the app.
Select SKIP FOR NOW

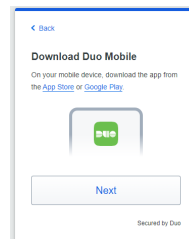


4) Select DUO Mobile Get A notification or code on your device.

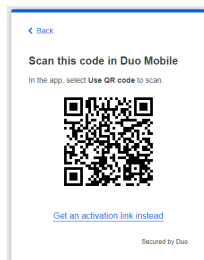
STOP! Did you open this email on your computer? Proceed to the next step 5).
Did you open this email on your phone? Go to step 10).



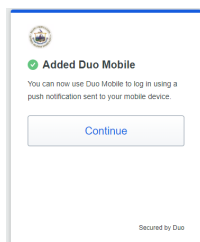
5) Select I have a tablet.
DO NOT enter your phone number



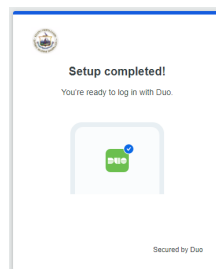
6) Select Next. *You already have the DUO app on your phone.*



7) On your phone open the Duo app and select **USE QR code** to scan
DO NOT select Get an activation link instead.



8) On your phone
Select Continue



9) On your phone – A new window opens.
Account Name = CITY OF SALEM Select Save

You are now ready to start using Duo !

If you opened the Duo enrollment email on your phone continue here

10) enter your cell phone
Number.

11) Select yes, it's
correct.

12) Select Next. *You already have the DUO app on your phone.*

13) Select Continue

14) Select Open

15) On your phone – A new window opens.
Account Name = CITY OF SALEM Select Save

You are now ready to start using Duo!