

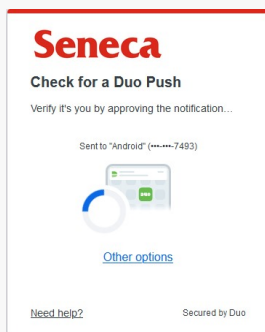
# Using Duo Mobile to log into Office365

Version 8

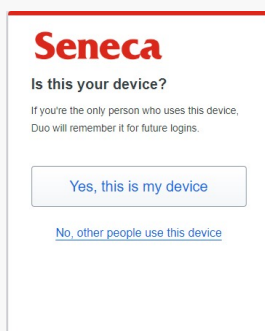
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Every 15 days you will be prompted to authenticate your trusted device by approving the popup request on your mobile device.

1. Open Office 365 (email, SharePoint, OneDrive, etc.) in your computer or phone
2. A popup request will appear asking you to check for a Duo push notification.



6. A Duo push notification will be delivered to your mobile device. Tap the link in the notification
7. A Login Request window will show on your phone screen. Tap Approve and the Duo Mobile app will be dismissed



8. Confirm this is your device
9. You have successfully logged into Office 365

Note – if the Duo Mobile app produces an unexpected authentication prompt (for example, when you have not attempted to log in recently) you can either tap DENY or ignore the prompt and access will not be granted or contact the [ITS Service Desk](#). However, this may be an indication that your account has been compromised so you should change your password immediately at [myid.senecapolytechnic.ca](https://myid.senecapolytechnic.ca).

tags : duo-security, it-services, office-365