## How to setup the Outlook App

**Step 1:** Open the Outlook app on your device.

Step 2: Enter your NRAO email address in the box, and click "Connect."



**Step 3:** You will be redirected to an NRAO login screen. Enter your username and password as normal, and hit "Log in."

*	Log in Please enter your credentials to access Microsoft 365.
NRAO	Username mcreager Password Log in

**Step 4:** You will then be redirected to another NRAO login screen. This is where you enter your Multi-factor Authentication device or passcode.



Important note: If you only have a YubiKey and do not have an app, you will only have the "Enter a Passcode" option on this screen.

<u>For a YubiKey (Black USB token)</u>: Click on "Enter a Passcode." Plug in your YubiKey, and then do a short press (less than 2 seconds) on the gold circle with a "Y" in it. This will spit out a string of numbers into the passcode field, and the page will automatically log you in.

*	Device: Android	~
	Duo Push Recommended	Send Me a Push
NRÃO	ex. 867539	Log In
What is this? C	Remember me for 10 days	
Secured by Duo		
Enter a passcode from D	Duo Mobile.	×

<u>For the passcode on the Duo App</u>: Click on "Enter a Passcode" like shown in the YubiKey section above. Open the Duo Mobile app, and locate your NRAO entry on the app. Click on "Show" next to the Passcode field (you will see 6 dots). Type the shown passcode into the passcode field shown below. Click "Log In."

<u>For the push notification on the Duo App</u>: Click "Send Me a Push." When the push notification appears on your phone, check the request number (the 4 characters shown in the blue banner below) and then click "Accept" if the requests match. The client will automatically log you in once you respond on your phone or tablet.

*	Device: Android	~
1	Choose an authentication method	
	Duo Push Recommended	Send Me a Push
NRÃO	Passcode	Enter a Passcode
What is this? C	Remember me for 10 days	
Secured by Duo		
Pushed login request	FMVY to your device	Cancel

**Step 5:** Outlook will then tell you the account setup is complete. Uncheck the "Set up Outlook Mobile on my phone, too" if you do not wish to do so. Then, click "OK."



**Step 6:** Celebrate! Welcome to your new email. If you encounter any issues receiving email after your move, please contact the helpdesk at helpdesk@nrao.edu.