

How to Enroll Duo Security

Follow these steps to register your phone and install the Duo Mobile application on your smartphone or Apple/Android tablet.

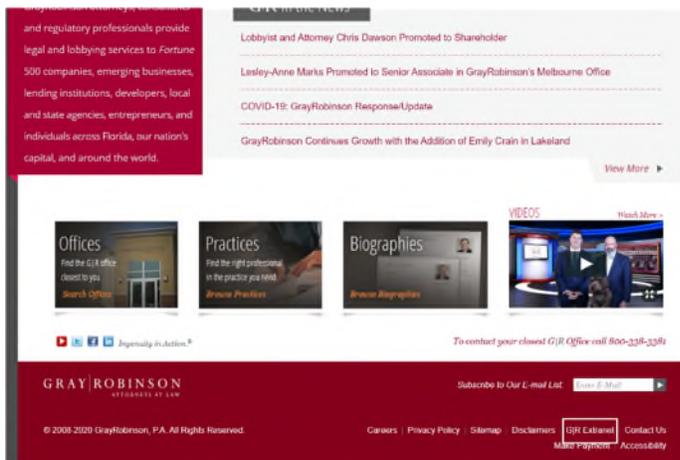
Install Duo Mobile

On your smartphone, go to the App Store (iPhone) or Google Play (Android) and search for the **Duo Mobile** app. Install the app on your smartphone.

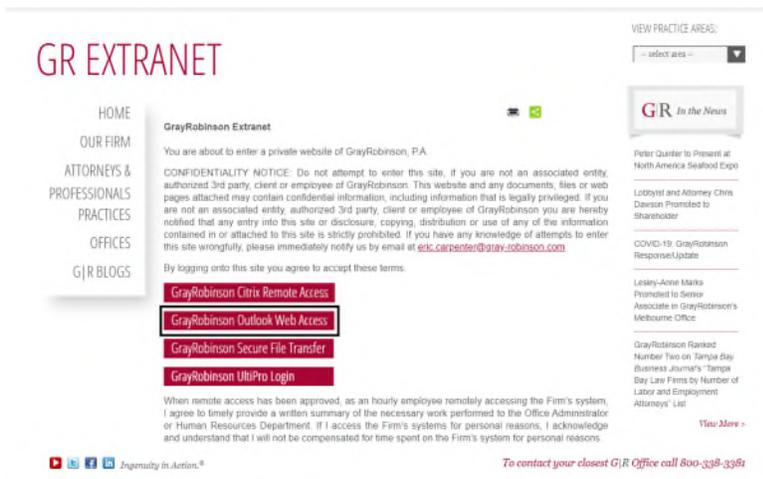


Enroll Your Smartphone

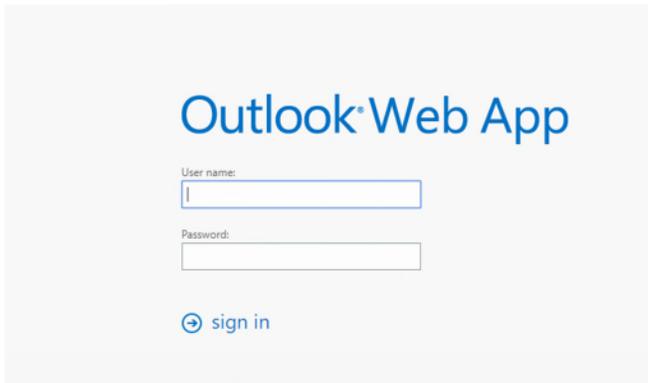
Go to the GrayRobinson website, www.gray-robinson.com. At the bottom of the home page, click on **G|R Extranet**.



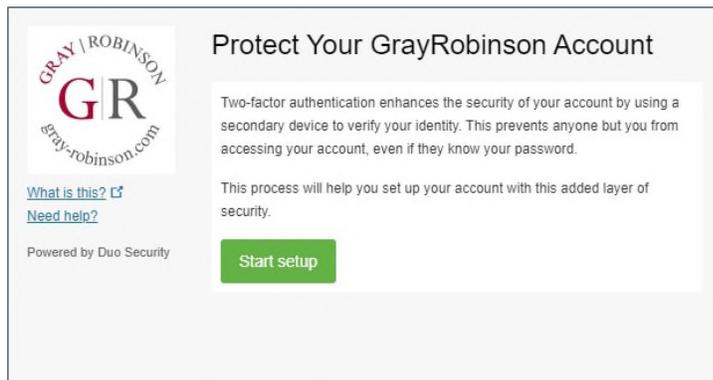
At the GR Extranet screen, click the **GrayRobinson Outlook Web Access** button.



Type in your computer credentials: your username in the User name: field and your computer password in the Password field. Click the **sign in** link or press Enter on your keyboard.

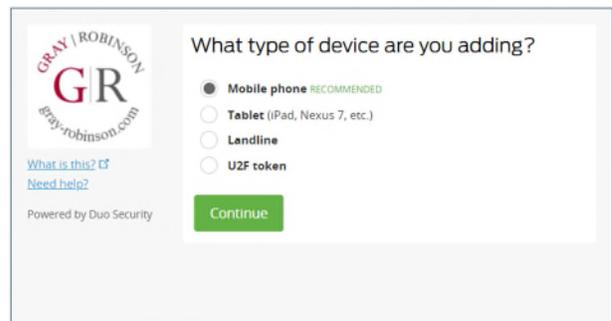


You will see this pop-up window:



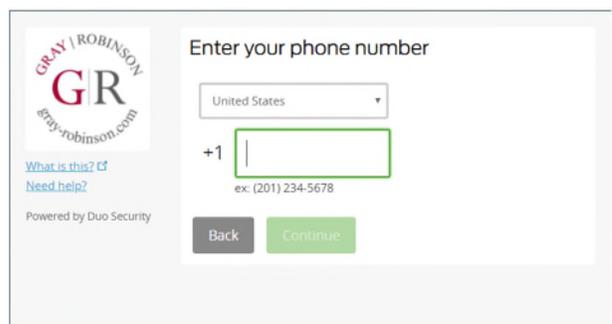
Click **Start setup** to begin enrolling your device.

Select the type of device to enroll and click **Continue**.



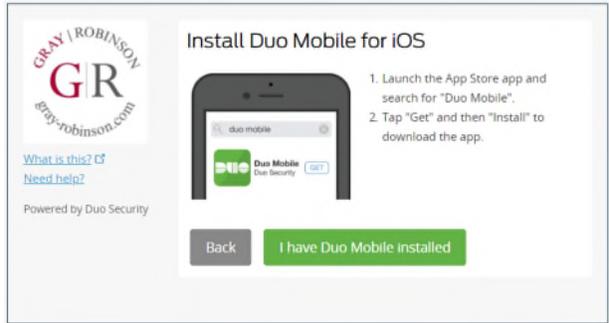
Confirm *United States* appears in the first field. Type your phone number in the second field. Use the number of the smartphone, landline, or cell phone that you will have with you when logging into Citrix, GoToMyPC or VPN.

NOTE: If you are enrolling a tablet, you will not be prompted for a phone number.



Confirm that you entered the number correctly, check the box **[your number]** This is the correct number. Click **Continue**.

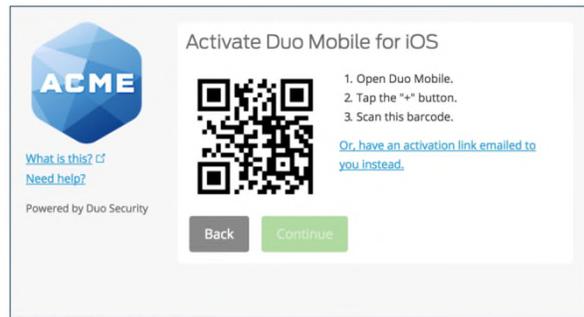
Click **“I have Duo Mobile installed.”**



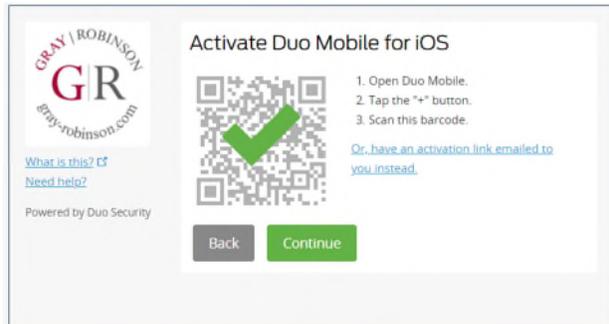
Activate Duo Mobile

Open the **Duo** app on your smartphone and click the **Add Account** button. This will open the camera on your phone. **If the app requests permission to access your camera, allow it.**

Hold the phone in front of your computer screen, positioned over the QR bar code.



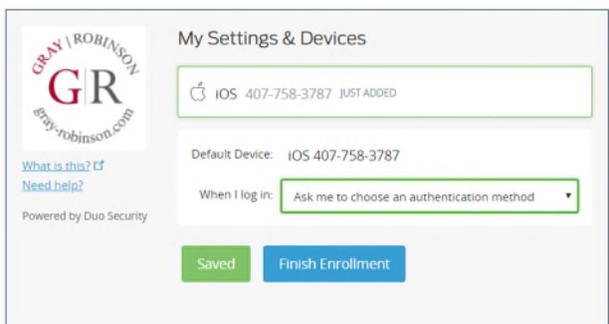
After you successfully scan the QR barcode, the **Continue** button will become available.



Can't scan the barcode? Click **Or, have an activation link emailed to you instead** and follow the instructions.

At the **When I log in:** field, click the drop-down arrow and choose **“Automatically send this device a Duo Push.”**

Click **Finish Enrollment** to complete the enrollment process.



Congratulations! Your device is ready to approve Duo authentication requests. Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received on your phone.

How to Login to Citrix, GoToMyPC or VPN:

- At the login screen for Citrix, GoToMyPC or VPN, enter your network username and password (the credentials you use to login to the computer at the office).
- Enter the DUO token number provided in the Duo app on your phone to verify your identity (you can also use a tablet, fob, landline, etc.)
- Click Login for secure access.

#38379631 v2