# Multi-Factor Authentication: Using Duo to log into Gordon Email

Multi-Factor Authentication (MFA) requires the user to authenticate, or determine identity, via several methods before logging into a secure area, such as email. In addition to logging into email using your Gordon email and password, you will now be asked to use a program that sends a notification or text to your device (phone) to further determine your identity.

Duo is the program currently used for MFA. You have the option of setting up Duo to send you a text message with a passcode or to send a push notification via the Duo app. This document provides instructions of how to set up Duo on your device. The first time using Duo will require a short setup. Afterwards, you would just need to do the two-step authentication of logging into your email and then either confirming the push notification or inputting in the passcode texted to you.

The following pages provide instructions on how to set up Duo on your device.

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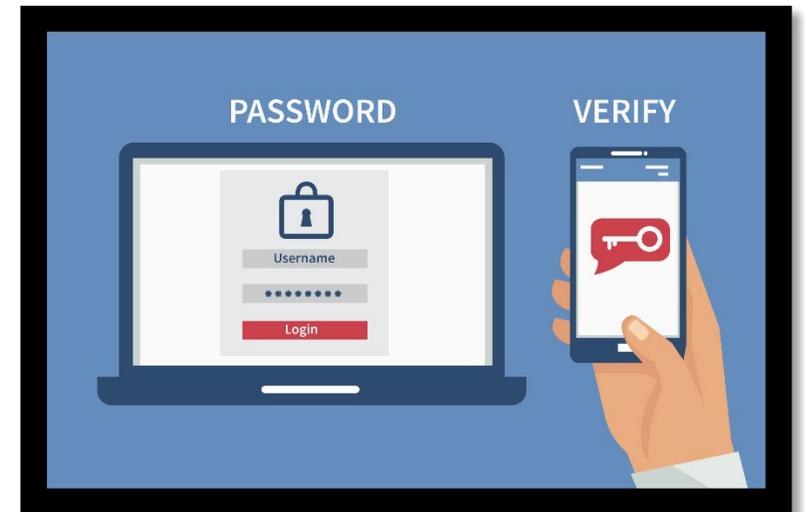
Option 1: Setting up Duo to send you a push notification

1. On your computer, navigate to the Gordon State Email log in page (scroll to the bottom of the Gordon State website & choose "Gordon Email").
2. Input your Gordon email and password
3. You will be asked to set up Duo Security on your device (phone). Follow the prompts. You will then be asked if you would like to set up Duo Mobile (the app to send push notifications) or a text message. In this case, choose **Duo Mobile**.
4. You will then be asked to input your cell phone number. Make sure to include the dashes (example: 770-123-1234).
5. You will then be asked to download the Duo app on your device. Navigate to the app store on your personal device. Search for "Duo Mobile". This is a free download.
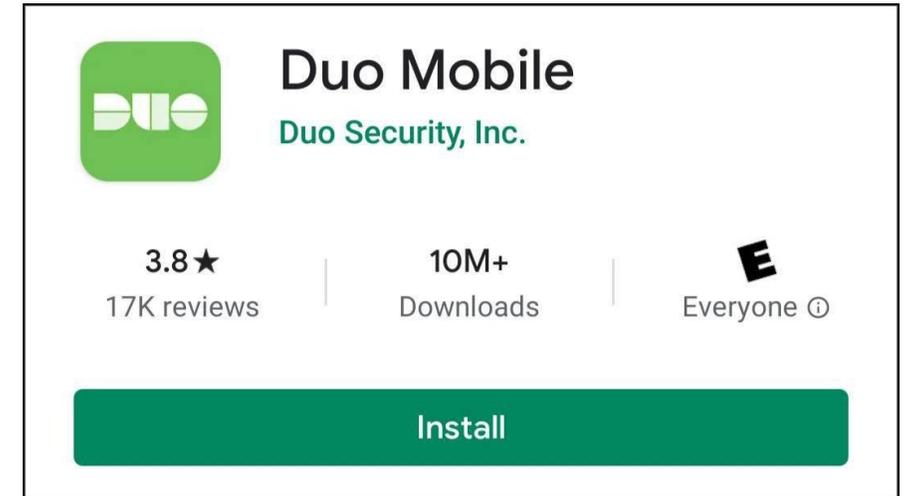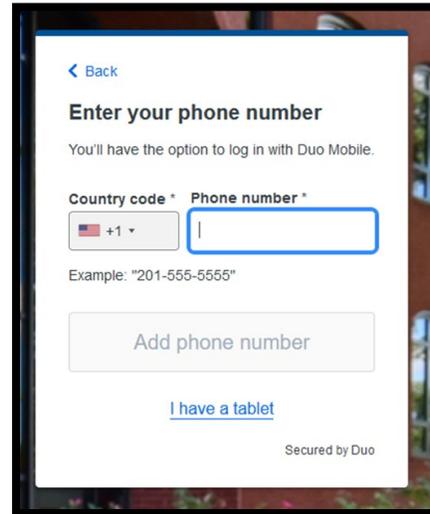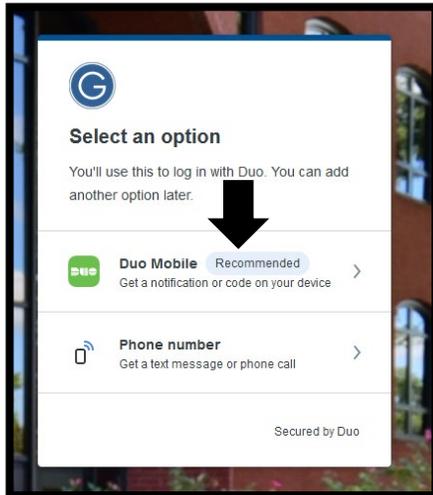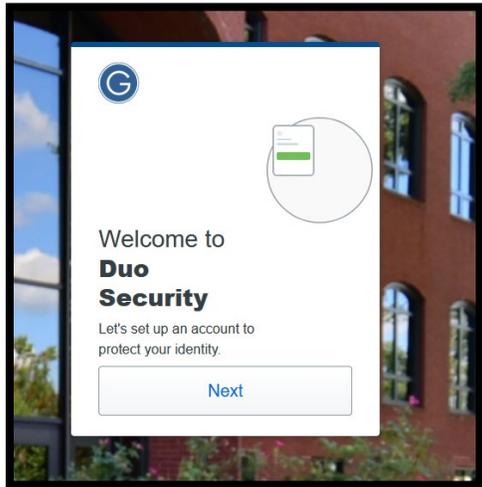
Option 1: Setting up Duo to send you a push notification

6. On your computer screen (where you are logging into your email), you will see a QR to scan. Open the Duo app on your phone, choose to "add an account" and scan the QR code with your phone. You may name the account "Gordon State College". This will connect your Gordon email and phone number via Duo. You should then see a successful connection screen on your computer.
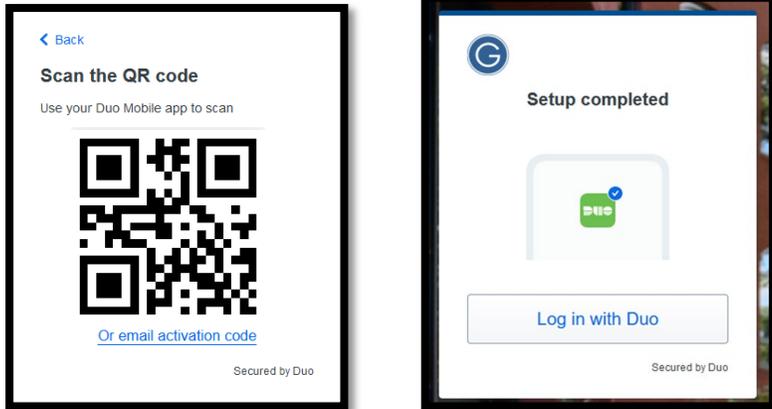
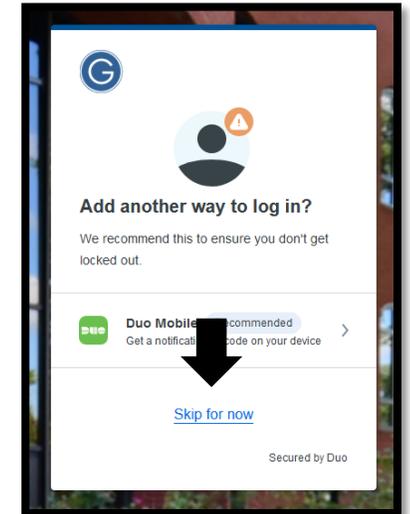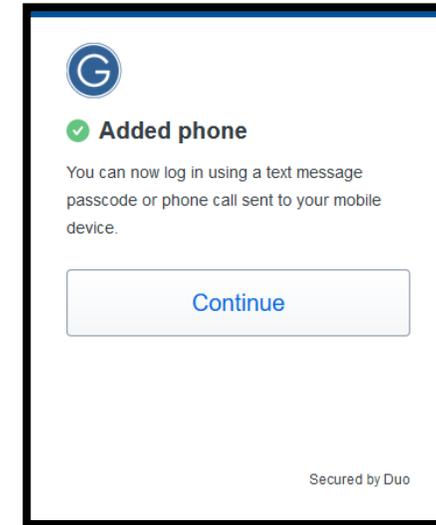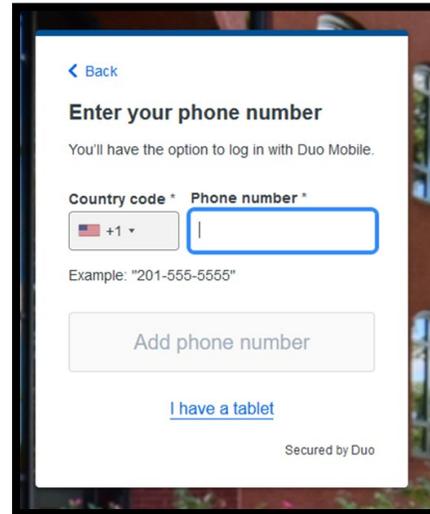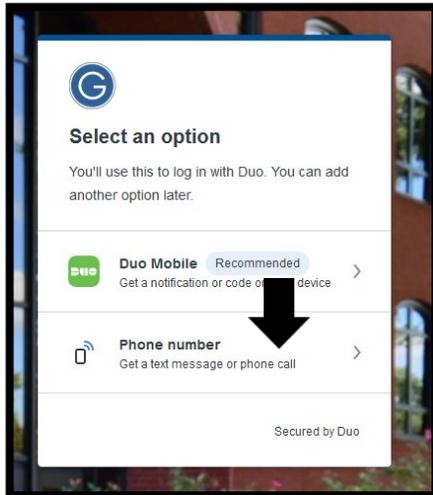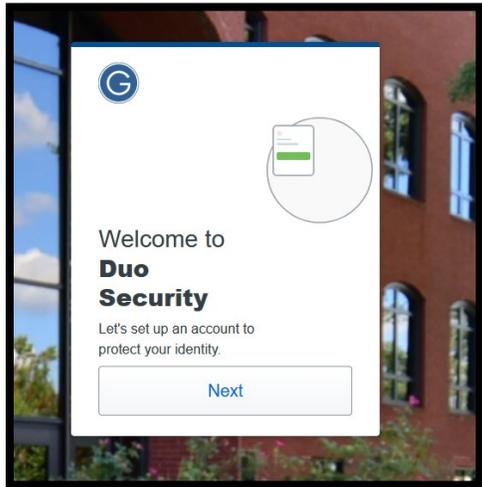## Logging into your email with Duo push notification

Now that you have Duo set up on your phone, the process for logging into your email would be:

1. Navigate to the Gordon State website, scroll to the bottom of the page, choose "Gordon Email".
2. Input your Gordon email and password. On your computer screen, you will see a message asking you to check your phone application.
3. On your phone, you should see a push notification/pop-up. Choose "approve". This will then log you into your email on the computer.
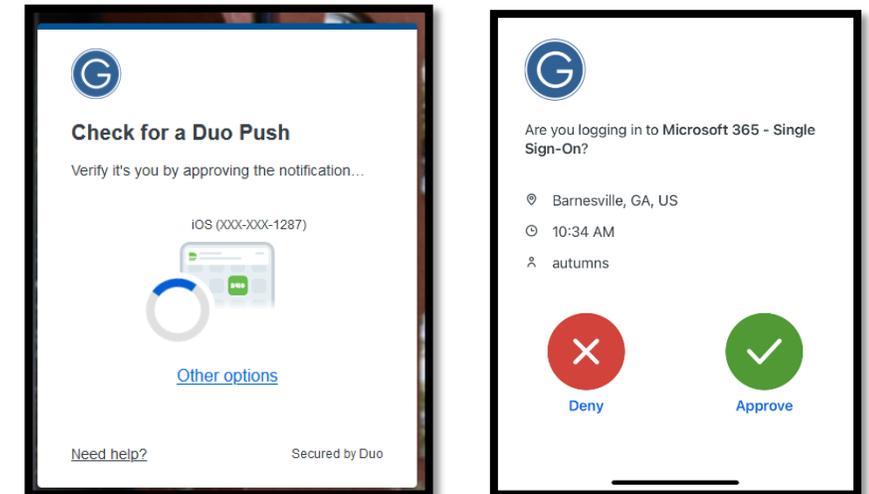
## Option 2: Setting up Duo to send you a text message

1. On your computer, navigate to the Gordon State Email log in page (scroll to the bottom of the Gordon State website & choose "Gordon Email").
2. Input your Gordon email and password
3. You will be asked to set up Duo Security on your device (phone). Follow the prompts. You will then be asked if you would like to set up Duo Mobile (the app to send push notifications) or a text message. In this case, choose "**Phone Number**" to set up the text messaging process.
4. You will then be asked to input your cell phone number. Make sure to include the dashes (example: 770-123-1234). You may see a message reminding you that you can set up the Duo push notification (Option 1). For now, choose to skip.

Logging into your email with Duo text messaging

Now that you have Duo set up on your phone, the process for logging into your email would be:
1. Navigate to the Gordon State website, scroll to the bottom of the page, choose "Gordon Email".
2. Input your Gordon email and password. On your computer screen, choose to send a passcode.
3. The passcode will be send to you in the form of a text. Type the passcode from your text message into the box on your computer screen.
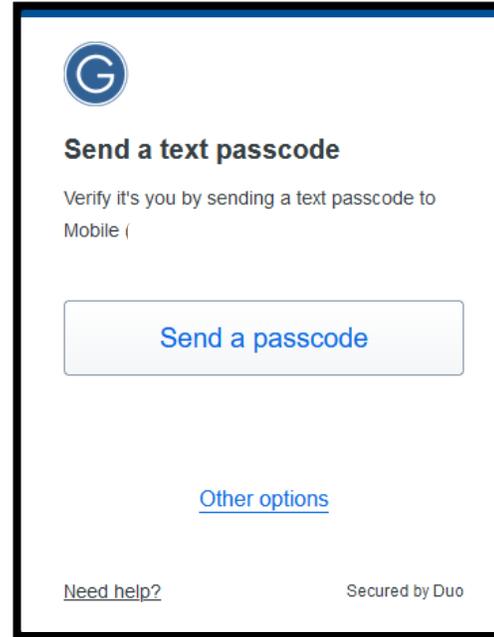
Send a text passcode

Verify it's you by sending a text passcode to Mobile (

Send a passcode

Other options

Need help?   Secured by Duo
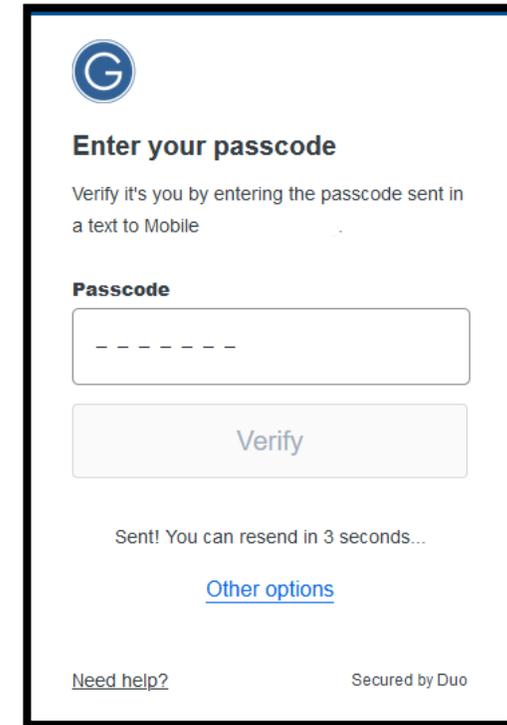
Enter your passcode

Verify it's you by entering the passcode sent in a text to Mobile

Passcode

_ _ _ _ _ _

Verify

Sent! You can resend in 3 seconds...

Other options

Need help?   Secured by Duo

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