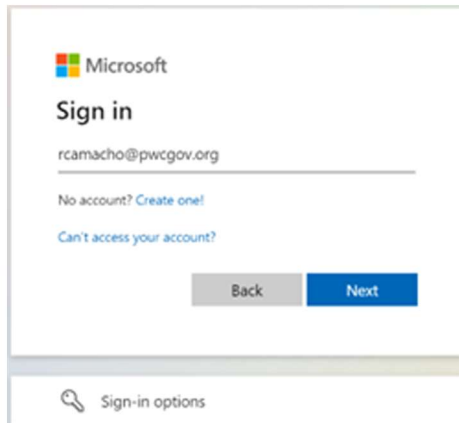


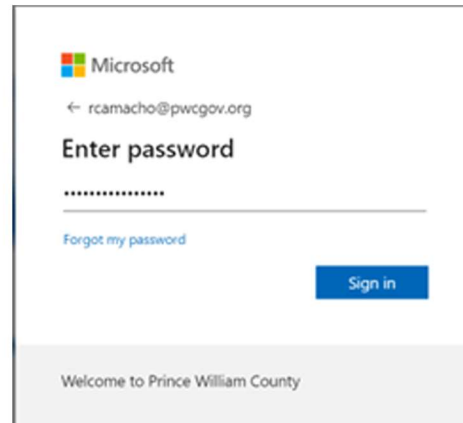
# HOW TO LOG IN WITH A TOKEN

## DUO MULTI-FACTOR AUTHENTICATION

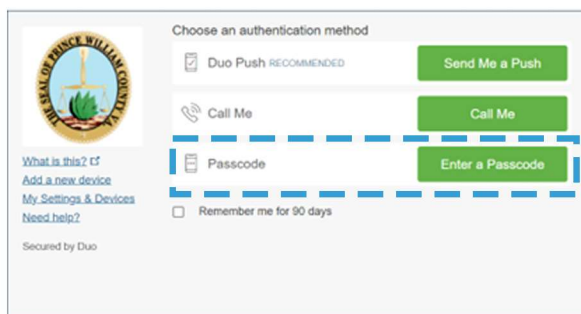
DoIT has implemented an important security enhancement that will change the way you login to County devices and applications, such as Microsoft 365 and Mobius. The following steps will walk you through using the DUO token to sign in.



1. Open Office.com or Mobius and enter your County email address.



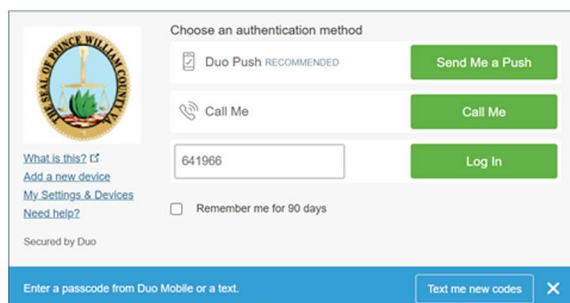
2. Enter your County password.



3. Duo will ask for authentication. Click on "Enter a Passcode".



4. On the Duo token click on the power button, it will show a six-digit passcode.



5. Enter that six-digit passcode on the authentication screen and click Log In. You know should have access to the application you were trying to log-in too.