When you are deployed the DUO-Multi-Factor Authentication (MFA) for MS Office 365 and CAS change, you will be required to enter your password and to DUO authenticate upon the first use of MS Outlook, other Office 365 applications and CAS. This will happen on your computer when you are on campus, and also on any mobile device.

1. In the DUO window, select the **Remember me for 90 days** checkbox. You should expect to be prompted again in 90 days after authenticating.

1. In the DUO window, select **Remember me for 90 days**.
2. Select **Send me a Push**.
3. Accept the DUO push.
You should expect to be prompted again in 90 days.

You do not need to follow the steps below if you are able to select **Remember me for 90 days**.

2. If you have DUO set to push automatically, reset your settings to select Remember me for 90 days.

1. DUO will automatically push a login request to your device. Click **Cancel**.
2. Click my **Settings & Devices**. This sends a DUO push. Accept the push.
3. In My Settings & Devices select **Ask me to choose an authentication method**.
4. Scroll down in the DUO window and click **Save**.
5. Click **Back to Login**.
6. Click **Remember me for 90 days**.
7. Click **Send me a Push**.

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