These are instructions for setting up Dual Factor Authentication now required to use your Diocesan Accounts.

The easiest way to use this service – and the method we recommend is to download an app on your mobile phone. There are other ways of using the service, but this is the easiest.

First, install the Duo Mobile application on your phone from the app store, either Android (on the left) or Apple. The exact way the app icon will look depends on which phone version you have.

Once downloaded, you will need to keep this app on your phone. Please DO NOT DELETE the app.

Open an internet web browser and type in the address line, the following https://mail.diolaf.org/owa

OR

Go to the diocesan website https://diolaf.org/ and go to the bottom of the Home page and click “Diocesan Webmail”

Then logging in to webmail, you will see the following boxes (below). In the top box asking for the Domain\username put “DOL\your normal username” and your normal password, then click “sign in” follow the steps as outlined below:
Please click "Start setup"

Now choose the method that you would like the service to communicate with you.

For those of you who downloaded the app or would like a code texted to you, please click "Mobile phone"

< Please do not click "Security Key" as this option is not available >

If you choose "Landline", the service will call the phone number you designate in a later step to verify your identity *** skip to Landline Option *** page 7
Now enter the Mobile phone or Landline number that you would like the app to use, then verify that the number is correct and click "Continue"

The app will now call you to verify that the phone number you entered is correct.*** It will be from a Madison, Wisconsin phone number (608)208-6462 ***
Please answer the call and enter the verification code provided

You may want to add this phone number as a new contact in your phone.

After verification, please click "Continue"

What follows next in these instructions is the installation for an iPhone. An Android or Windows phone will be very similar
Please click the box next to the type of phone you are using for this process and then click "Continue"

Click "I have Duo Mobile installed"
Activate the app by following the on-screen directions. These will instruct you to use the camera in the app to scan the barcode.

If the app doesn't continue to the next step automatically, please click "Continue".
There will be three ways for you to verify your identity
1) Duo Push (Recommended as it will only require only one click in the future)
2) Call Me
3) Enter a Passcode (this requires opening the app on your phone to retrieve the Passcode for manual input)
All methods function easily, and the choice is completely yours.
You can choose to always one particular option or have the app ask you each time for an option. Once you have answered, please click "Save and "Continue to Login"

Please click the method you would like to use.

You are in! Congratulations!
LANDLINE OPTION

At this point, you can choose to always use this option or have the app ask you each time for an option. Once you have answered, please click "Continue to Login''

Click "Call me" and all you have to do is touch any key on your phone and you're in!

LASTLY

Once you have completed the processes above, log out of Webmail by clicking the emoji at the top right corner of the screen and sign out.

NOW, login to VMware as normal

You will be prompted to enter your "DUO username and password", which is the same as your normal username and password. You will then be asked to authenticate/verify that it is you logging in by the DUO method you have chosen in the steps above.