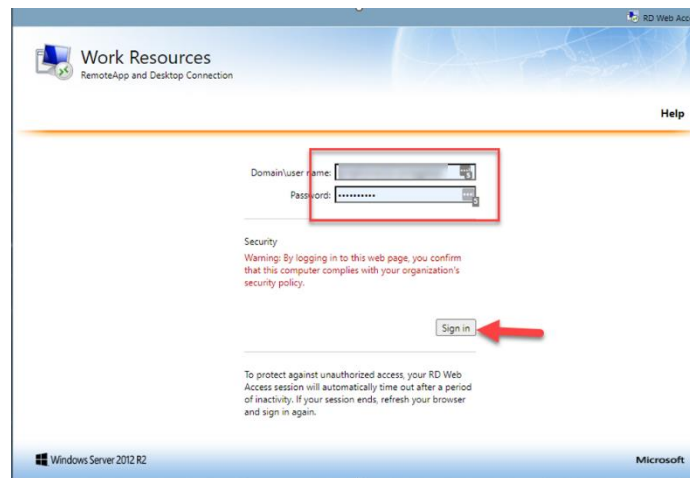


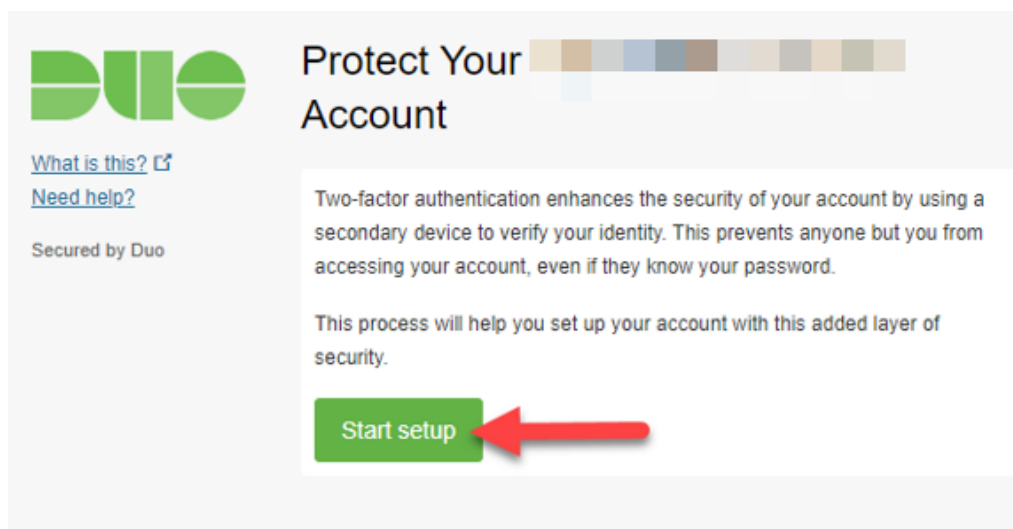


How to connect to the server through RDWeb and setup 2 Factor Authentication on your account.

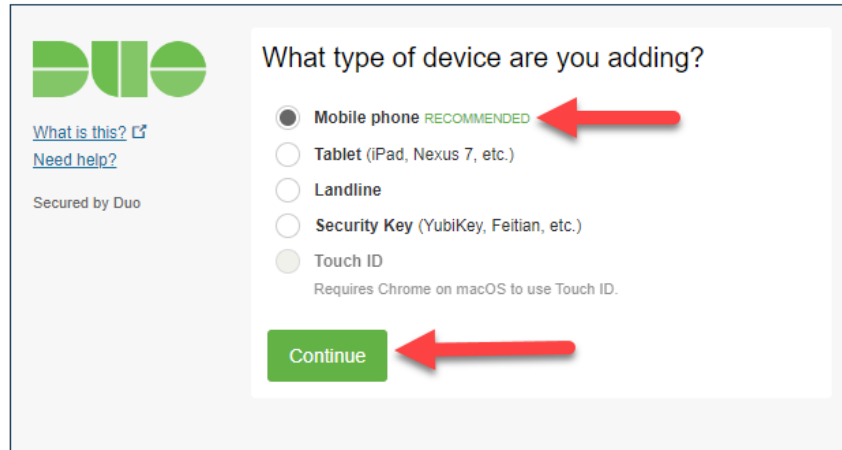
- 1) Open your browser and go to your company **RDWeb portal URL**. Enter your **username and password** to sign in.



- 2) Click on **start setup**.

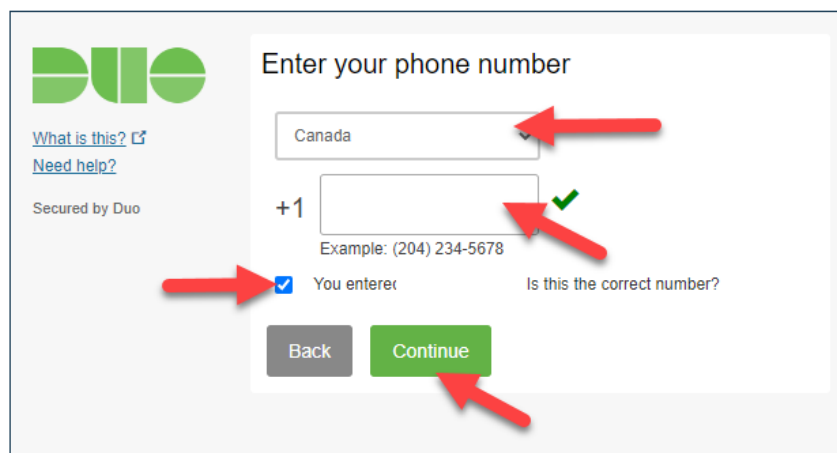


3) Select **mobile phone** and **click on continue**.



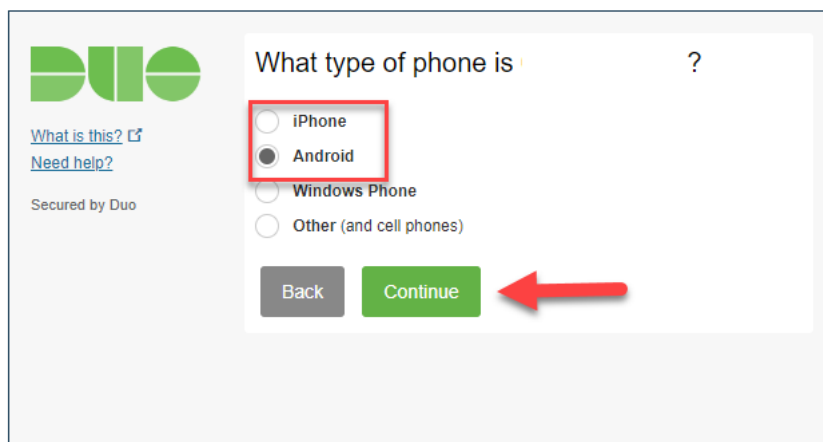
The screenshot shows the Duo interface with the heading "What type of device are you adding?". On the left, there is the Duo logo, links for "What is this?" and "Need help?", and the text "Secured by Duo". The main content area contains five radio button options: "Mobile phone RECOMMENDED", "Tablet (iPad, Nexus 7, etc.)", "Landline", "Security Key (YubiKey, Feitian, etc.)", and "Touch ID" (with a note "Requires Chrome on macOS to use Touch ID."). A green "Continue" button is at the bottom. Red arrows point to the "Mobile phone RECOMMENDED" option and the "Continue" button.

4) Set the country to **Canada**. Enter your **phone number**.
Check box to confirm phone number and **click continue**.



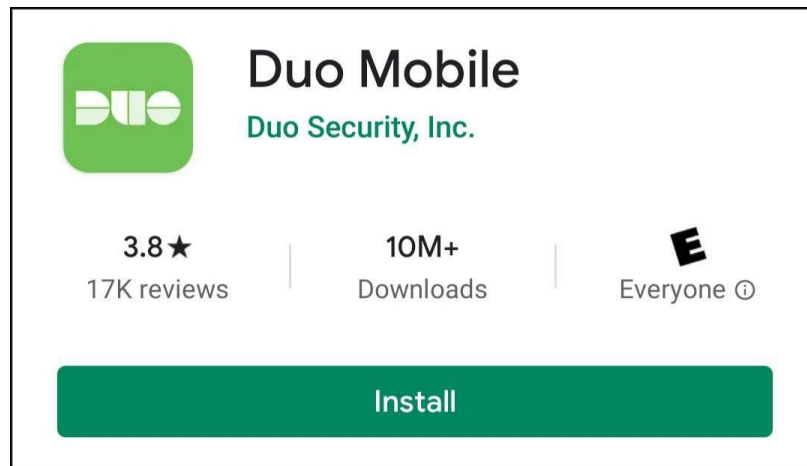
The screenshot shows the Duo interface with the heading "Enter your phone number". On the left, there is the Duo logo, links for "What is this?" and "Need help?", and the text "Secured by Duo". The main content area has a dropdown menu set to "Canada", a text input field for the phone number with a "+1" prefix and an example "(204) 234-5678", and a checkbox labeled "You entered" which is checked. A green checkmark is visible next to the phone number field. At the bottom are "Back" and "Continue" buttons. Red arrows point to the "Canada" dropdown, the phone number field, the checked "You entered" checkbox, and the "Continue" button.

5) Select your phone **OS type** (Android or iPhone) and **click on continue**.

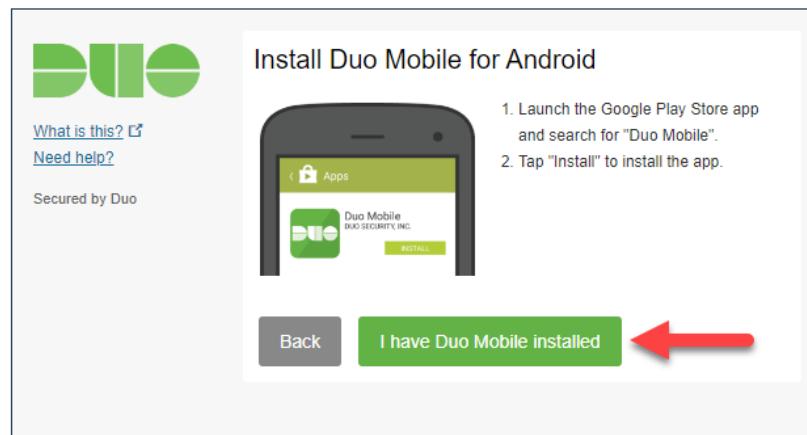


The screenshot shows the Duo interface with the heading "What type of phone is?". On the left, there is the Duo logo, links for "What is this?" and "Need help?", and the text "Secured by Duo". The main content area contains four radio button options: "iPhone", "Android", "Windows Phone", and "Other (and cell phones)". The "Android" option is selected and highlighted with a red box. At the bottom are "Back" and "Continue" buttons. A red arrow points to the "Continue" button.

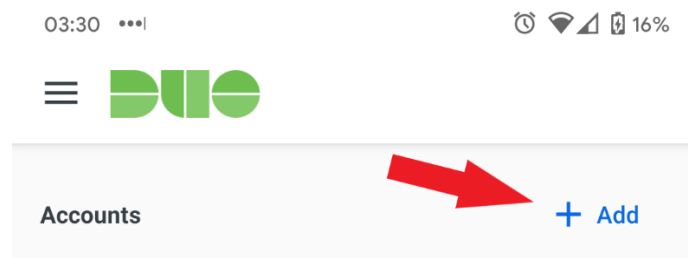
6) On your phone, go to the **App store** or **Google play store** and **install “Duo Mobile”**.



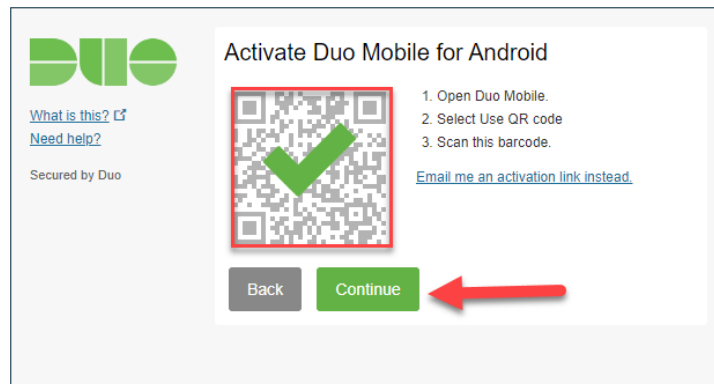
7) **Return to the RDWeb portal** you’ve already opened and **click on “I have Duo Mobile installed”**.



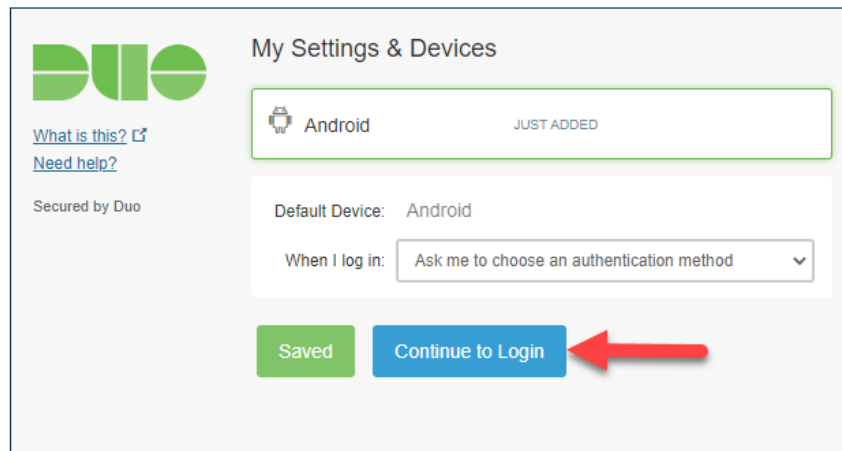
8) **Open the “Duo Mobile” app** on your phone and **select add** from the top right corner.



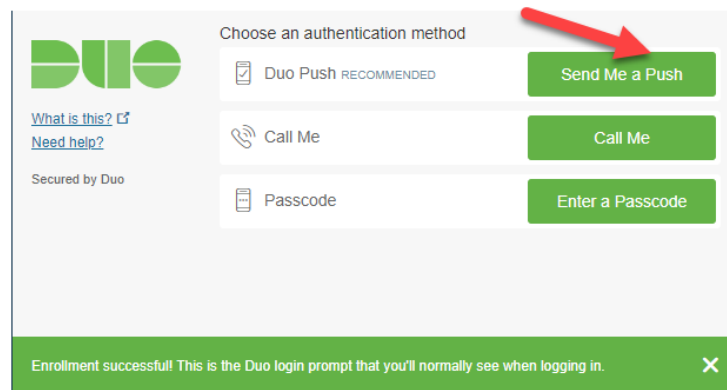
9) Select **“Use QR code”** and scan the QR code from the computer screen then **click continue**.



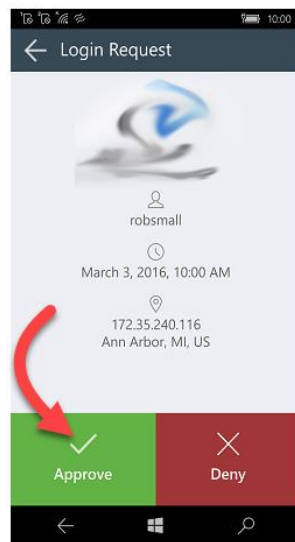
10) Click on **continue** to Login.



11) Click on **“Send me a push”**.



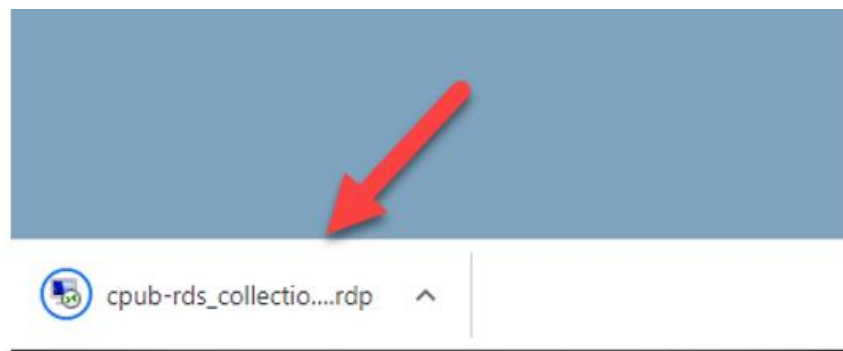
12) Duo Mobile will send a push message to your phone. **Click approve.**



13) Once you've logged into your RDWeb portal you can **click on the corresponding Desktop icon.**



14) **Click on the RDP file** that is **downloaded to your browser** to connect to the server.



15) On the proceeding **Windows security screen**, enter your **username and password** then **click on OK** to finish connecting to the server.

