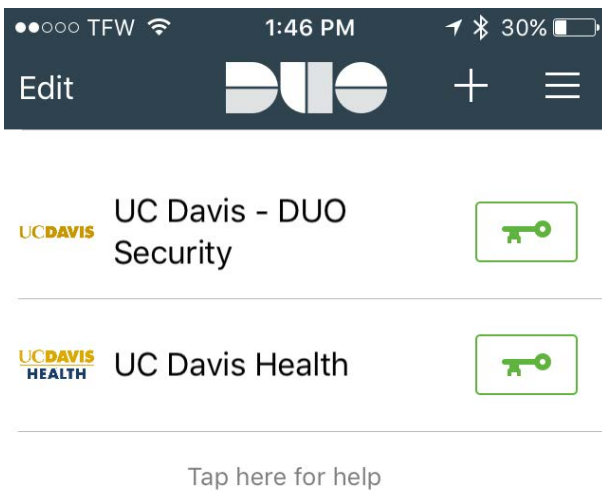


## Connect to Email while phone has no connection

Occasionally a laptop has Internet access, but the Duo registered phone used to approve Email sessions does not have Internet or cellular network access. This is most common on aircraft where access to Internet must be purchased for each device.

Often the Outlook Application will allow access if you authenticated in the days before your trip. If it does not, follow the procedure below to access Email in those situations. This example uses OWA but outlook will also allow you to use a passcode.

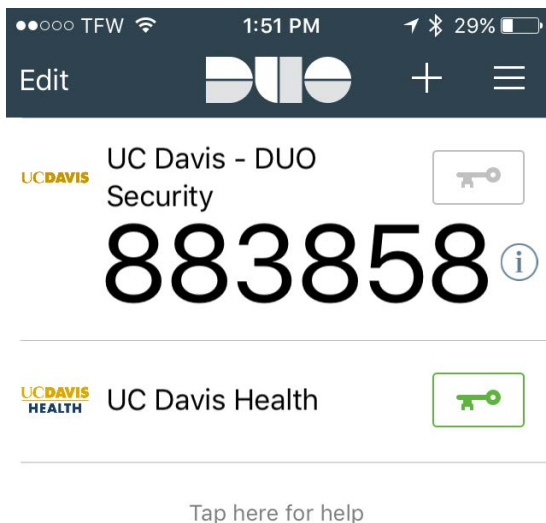
1. Open the Duo app on your phone.
2. Find the **UC Davis - Duo Security** account.



### Duo App

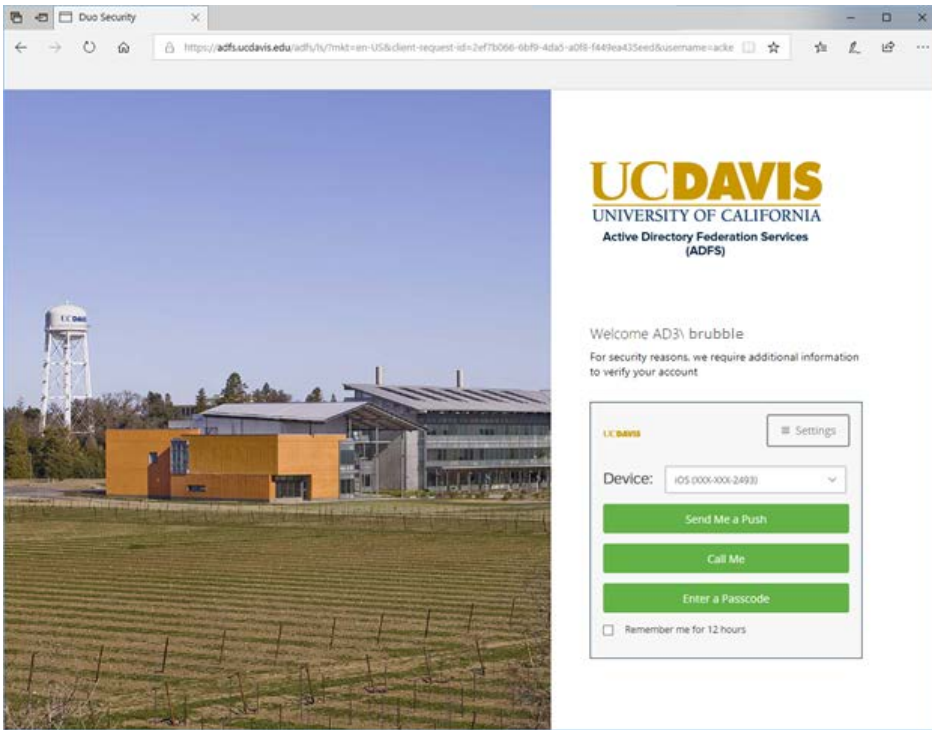
3. Click the Green key next to the **UC Davis - Duo Security** account.

**Note: Make sure you are looking at the correct account. The UC Davis Health account passcode will not work with email.**



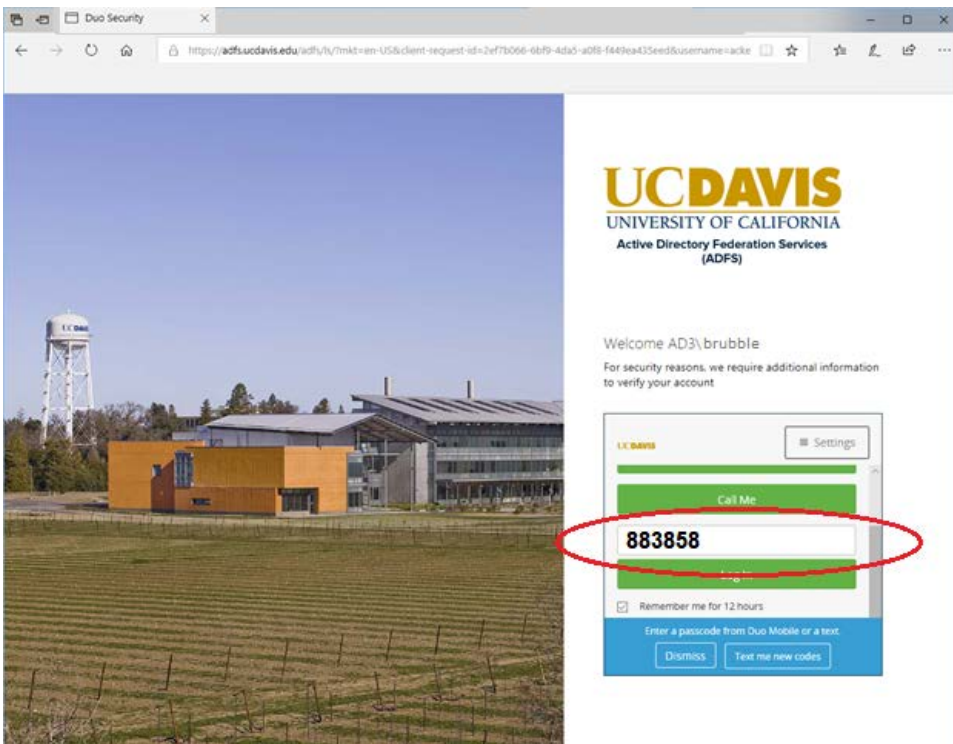
### PassCode

4. Open <http://365.ucdavis.edu>
5. Enter your userid and password as normal
6. Click **Enter a Passcode** .



*OWA Login*

7. Enter the passcode from the Duo App in the window that appears and press enter.



8. The email application will open. All done.