

How to set up your State Outlook Exchange account on a State provided Android Phone or Tablet using App Password and the built-in Mail application.

**Note:** This portion of the setup for App Password should be done on your computer.

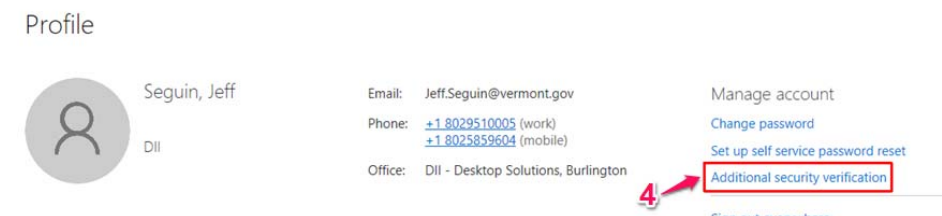
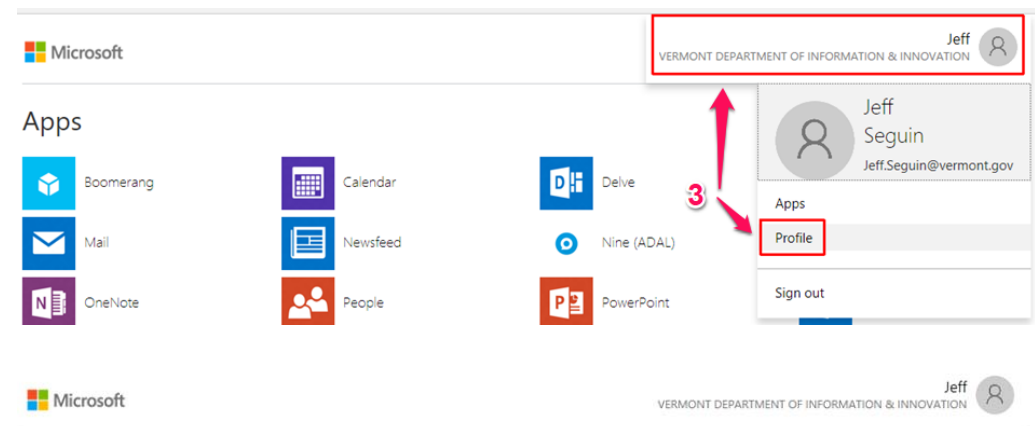
1. Login to the MyApps Portal: <https://myapps.microsoft.com> using your email address and network password
2. If you receive a prompt similar to this, you will need to authenticate with a code. Enter the code you receive and click "Sign in" or follow the process if you use the automated phone system. (note, be patient after clicking Sign in, it can take a bit)
3. At this screen click your account name, then click Profile.
4. Once in your profile screen click "Additional security verification".

**Note:**

The Agency of Digital Services preferred app to connect an Android Phone or Tablet to your Exchange Mailbox is the Microsoft Outlook app for Android:

<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en>

Using the Microsoft Outlook app for Android is not mandatory. However, minimal support is available for utilization of the built-in Android mail application.



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5. At this screen click “App Passwords”.

6. You may be asked to create an initial password which will be automatically created at this screen. Once you’ve created your initial AppPassword you will then create additional passwords for your device’s built in Mail application(s). Click “create”.

7. Enter a name for the application that is easy to remember (i.e.Android Mail, etc) and then click “next”.

8. **You need to keep this password that is displayed in a secure location as it WILL NOT display again and cannot be recovered.** Should you need to reset your device or delete the mail account on the device and set it up again you will need this password. If you do not save the password and need to reset the device you would have to follow the process from the beginning and create a new App Password.

You can copy to the clipboard and paste into a document you save in a secure location. When you click “copy password to clipboard” you may receive a prompt to allow clipboard access, Click “allow”. Once done click “close”.

Additional security verification **App Passwords** ← 5

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

additional security verification app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I get my apps working with app passwords?](#)

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

**create** ← 6

Create app password

Enter a name to help you remember where you use this password.

Name:

← 7

**next** Cancel

Your app password

Name: Android Type Mail App

Password:

Note: This password will not be displayed again.

**copy password to clipboard** ← 8

← 8

**close**

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Note: Screens shown below are from a Samsung Galaxy S8 and may differ considerably from your device.

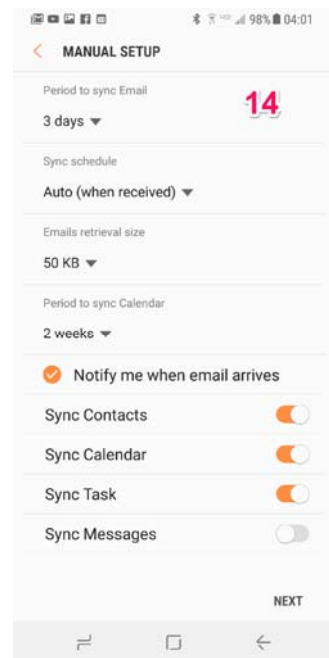
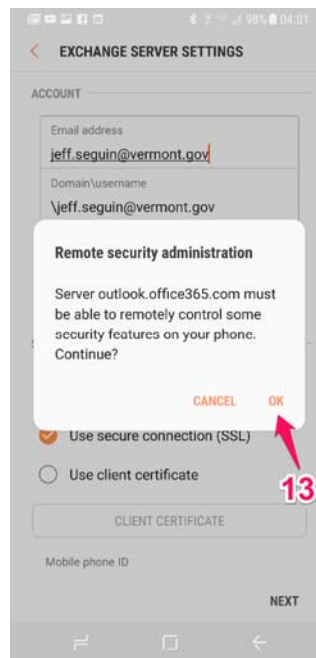
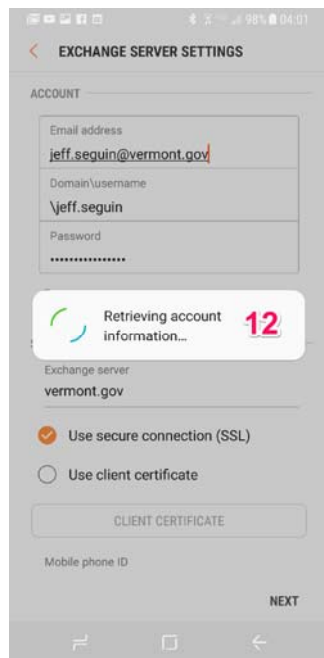
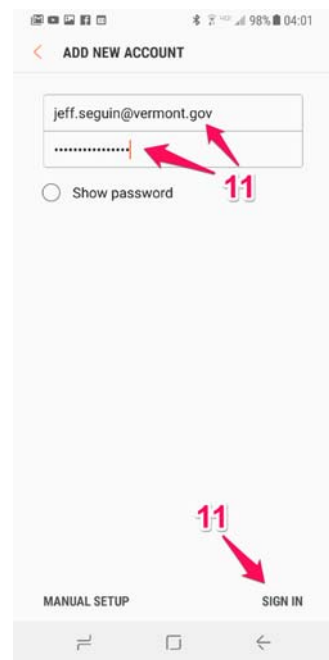
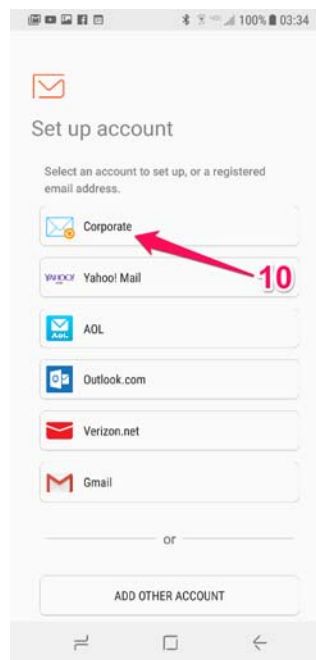
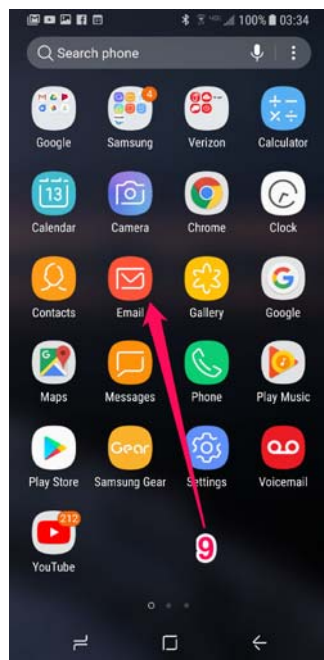
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9. Find and tap Email.
10. Tap Corporate.
11. Enter your email address, the APP Password created and tap SIGN IN.
12. Your account will be verified.
13. Tap OK.
14. Here you can adjust how much email you synchronize and how many calendar days you synchronize.



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15. Tap Activate.
16. Tap Done.
17. Your email will populate after a bit.

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