Setting App Passwords though the MyApps Portal
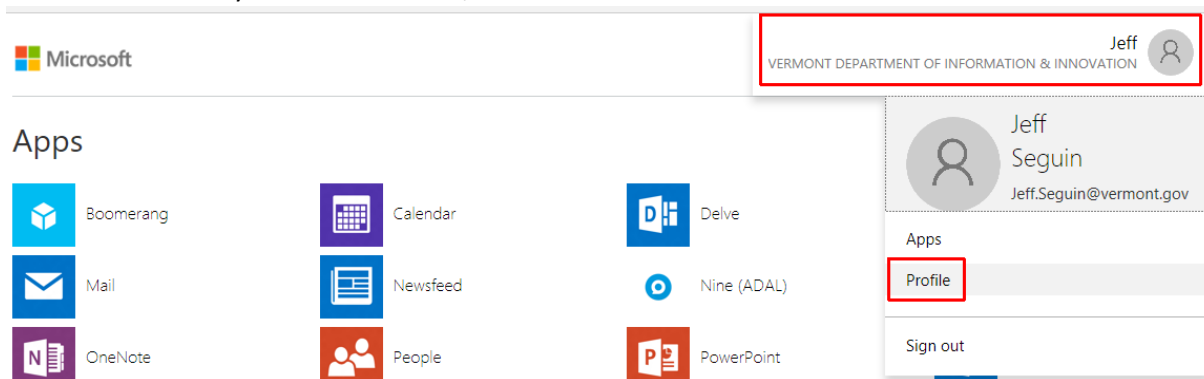
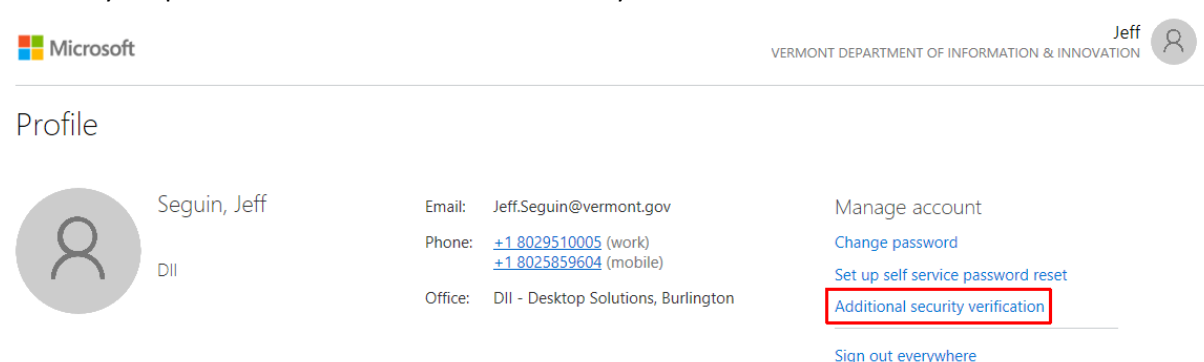1- Login to the MyApps Portal: https://myapps.microsoft.com using your email address and network password

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)
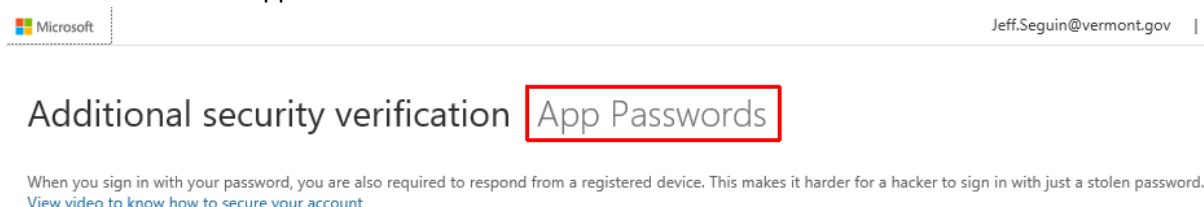

3- At this screen click your account name, then click Profile.

4- Once in your profile screen click "Additional security verification".

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"

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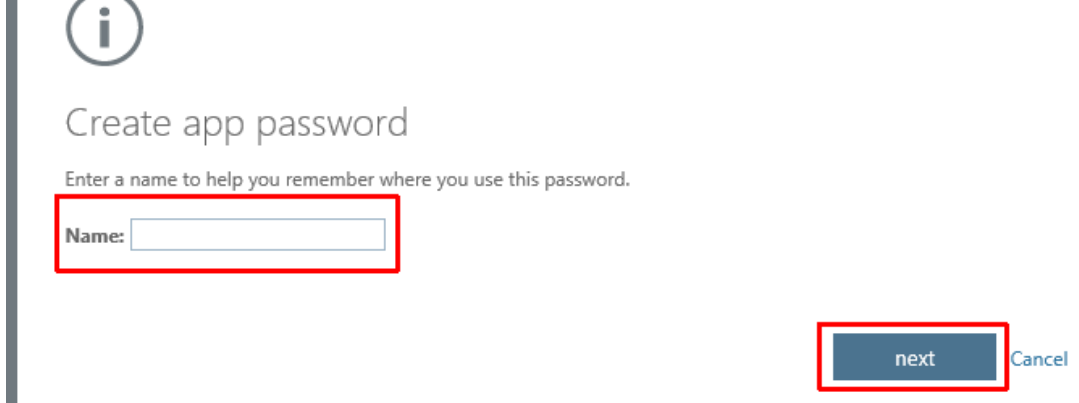
Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

Bookmark this page

create

NAME	DATE CREATED	
9	10/30/2016	Delete

7- Enter a name for the application that is easy to remember (iPhone Mail, Android Mail, etc) and then click "next"

(i)

Create app password

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

Name: [   ]

next   Cancel

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".

You will now use this password when using the application you set it up for instead of your usual network password. (i.e. the native iPhone mail application or an Android mail application, etc.)

(i)

Your app password

Name: Android Type Mail App
Password: |||((((blv)|)|) ||)|

Note: This password will not be displayed again.

copy password to clipboard

close

11- At the main window you can delete App Passwords you no longer need and create additional App Passwords.

additional security verification   app passwords

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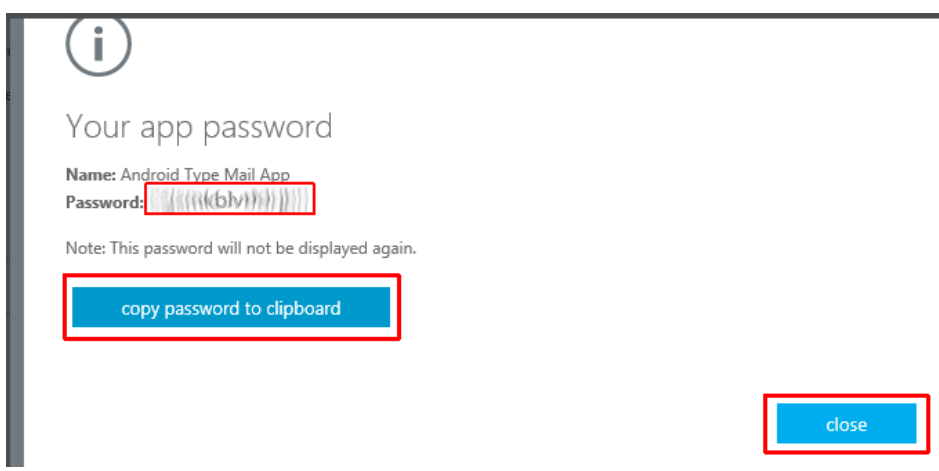
Bookmark this page

create

NAME	DATE CREATED	
9	10/30/2016	Delete
Android Type Mail App	9/4/2016	Delete
Initial app password20160831195929	8/31/2016	Delete

Notes from the Microsoft website for App Passwords:

- The actual password is automatically generated and is not supplied by the user. This is because the automatically generated password, is harder for an attacker to guess and is more secure.
- Currently there is a limit of 40 App passwords per user. If you attempt to create one after you have reached the limit, you will be prompted to delete one of your existing app passwords in order to create a new one.
- It is recommended that app passwords be created per device and not per application. For example, you can create one app password for your laptop and use that app password for all of your applications on that laptop.

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