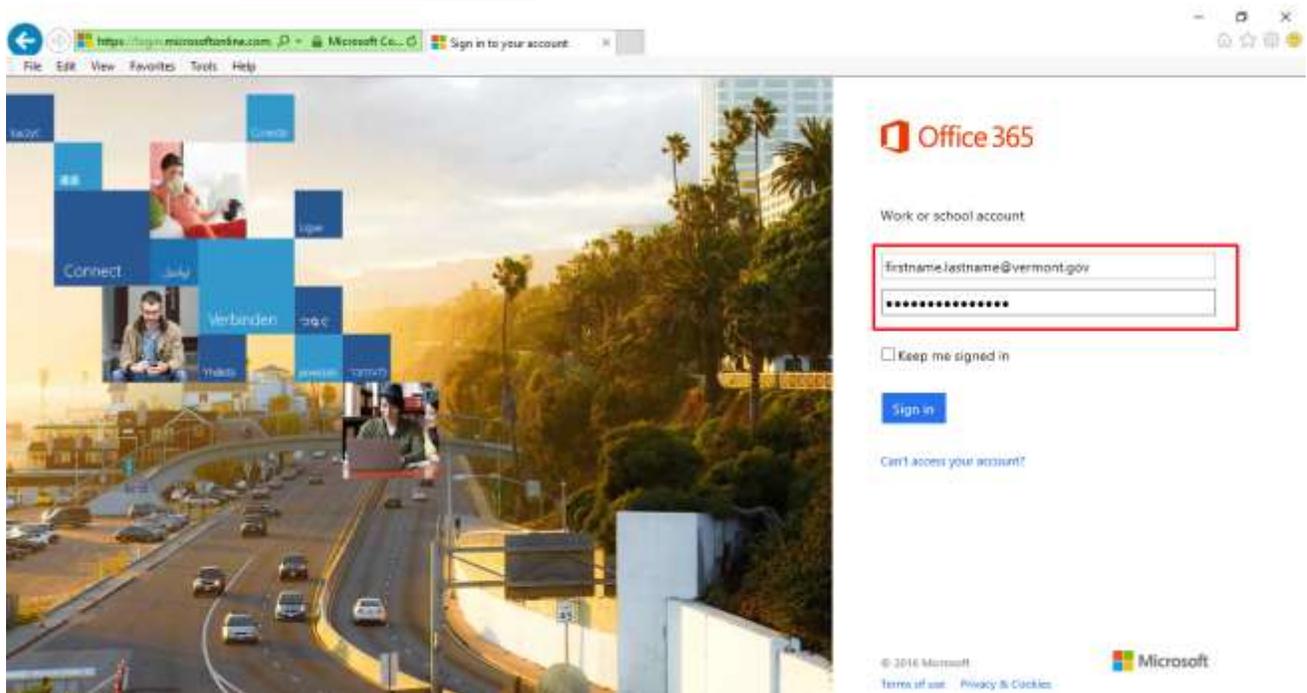


Setting App Passwords for Applications through the Microsoft Portal

- 1- Login to the portal: <https://portal.office.com>



- 2- If you receive this prompt, you may need to authenticate with the phone # you setup for text verification or a phone call. Enter the code you receive and click "Sign in". (note, be patient after clicking Sign in, it can take a bit)

For added security, we need to further verify your account

How do you want us to verify your account?



Jeff.Seguin@vermont.g...
Text me at +X XXX-XXX-XX04



We've sent you a text message with a verification code.

Enter verification code

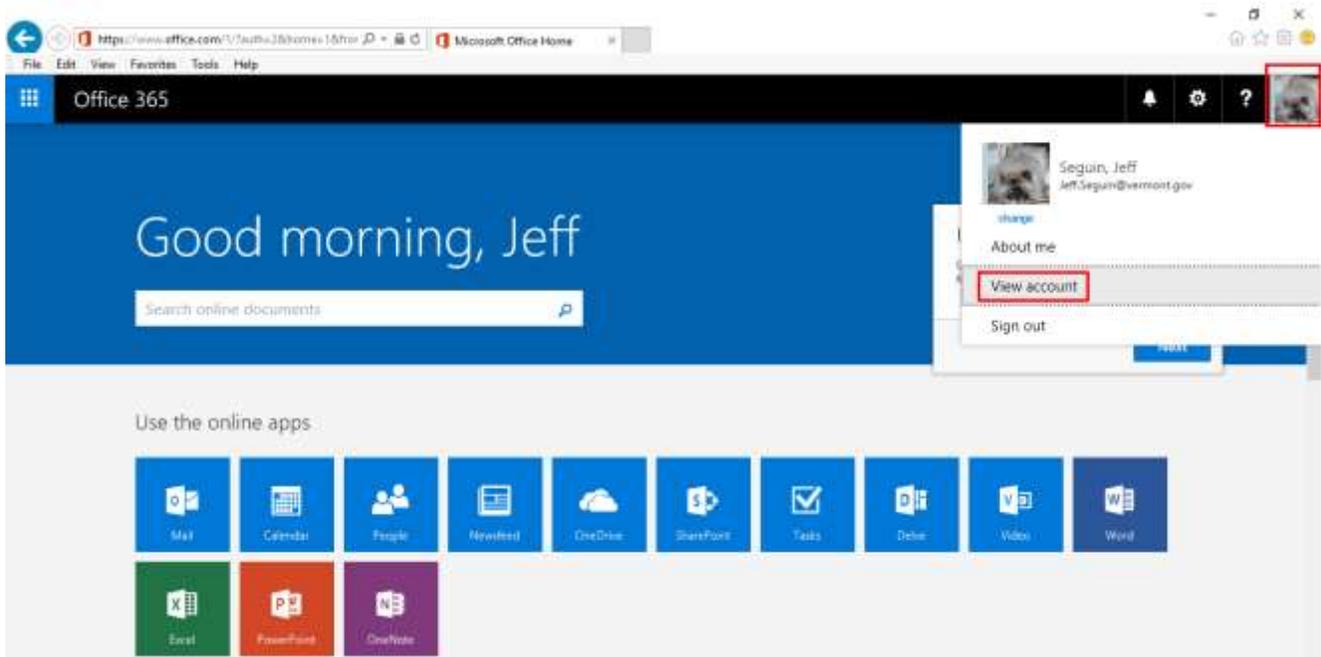
Sign in

[Use a different verification option](#)

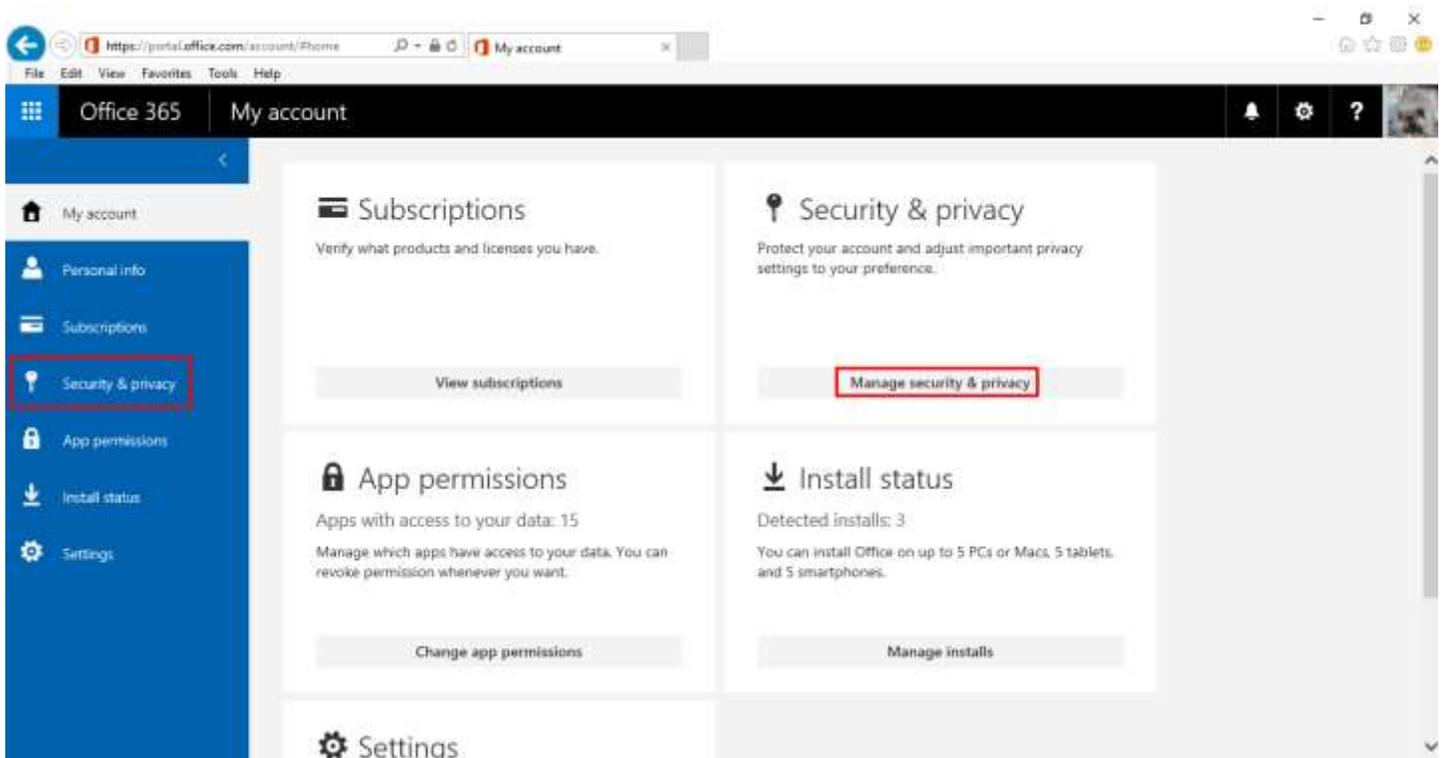
[Sign out and sign in with a different account](#)

[More information](#)

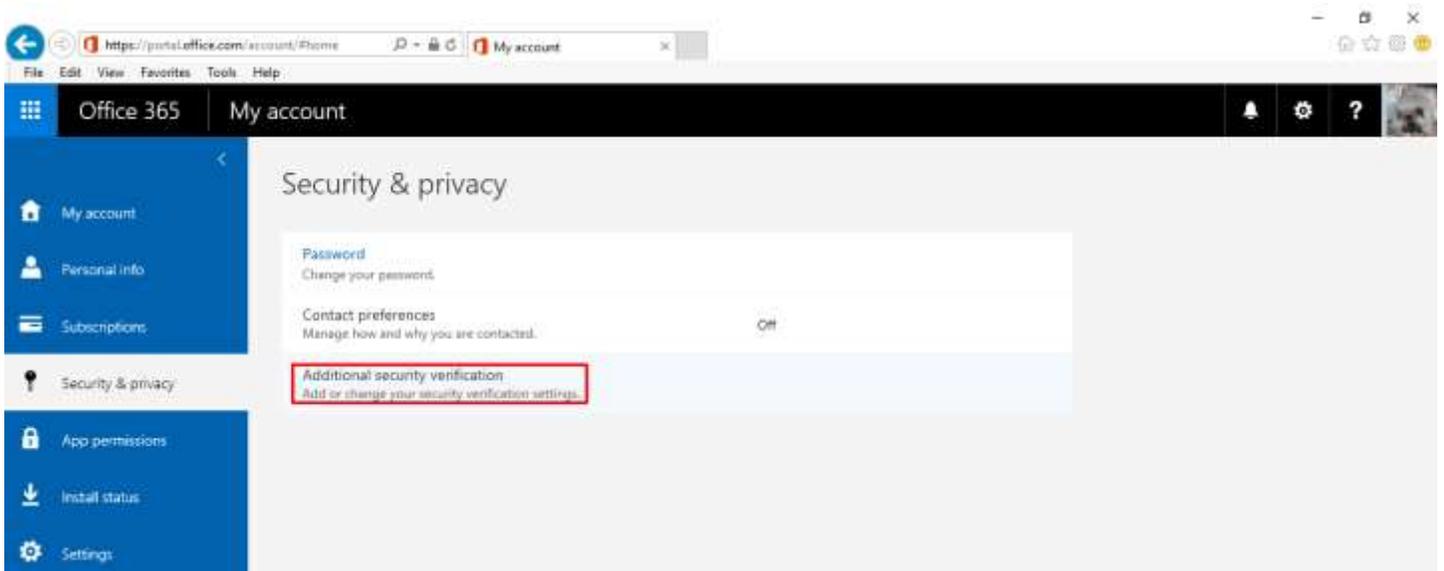
3- Once logged in, click your account “avatar” in the upper right corner and choose “View account”



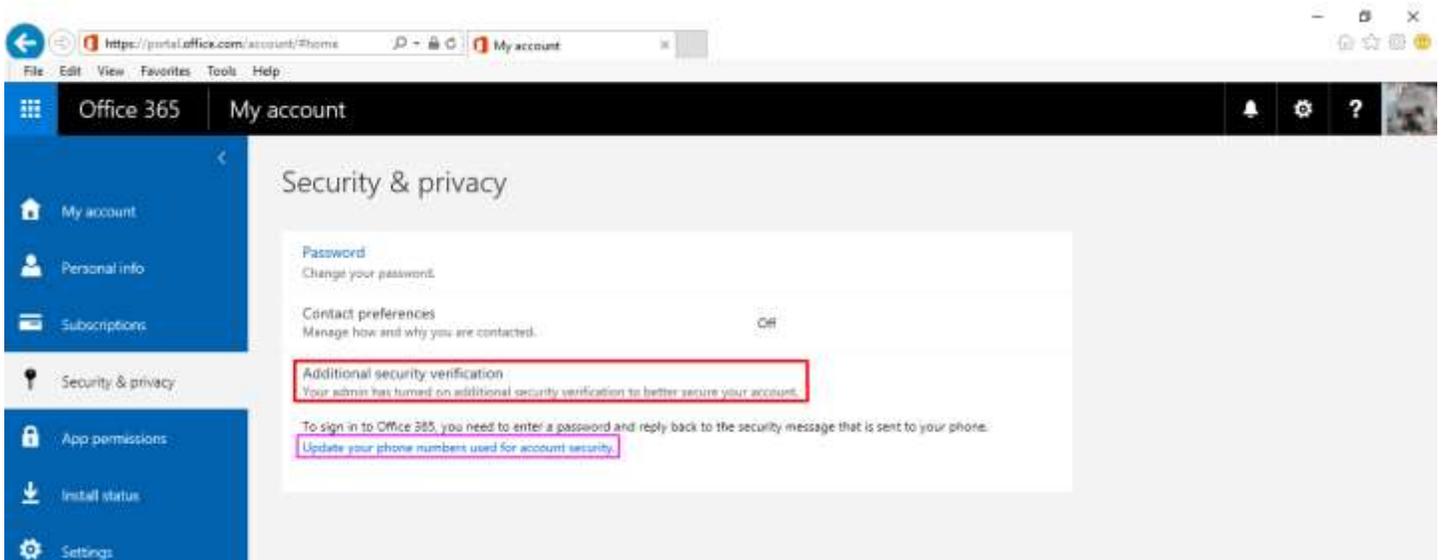
4- Once here click “Security and privacy” on the left or “Manage security and privacy” on the right



5- Click on “Additional security verification”



6- Click “Additional security verification” which will then show you the “Update your phone numbers used for account security” option. Click “Update your phone numbers used for account security”



7- Click “app passwords”

https://account.activedirectory.windowsazure.com

My account

Additional security verificat...

File Edit View Favorites Tools Help

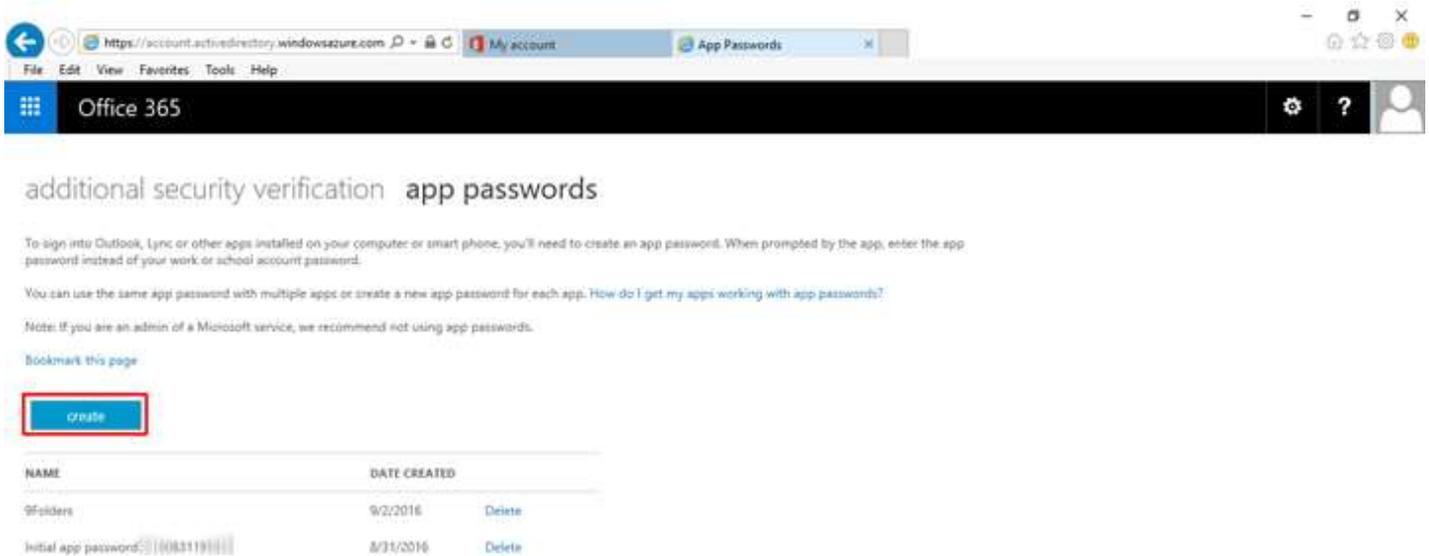
Office 365

Additional security verification **app passwords**

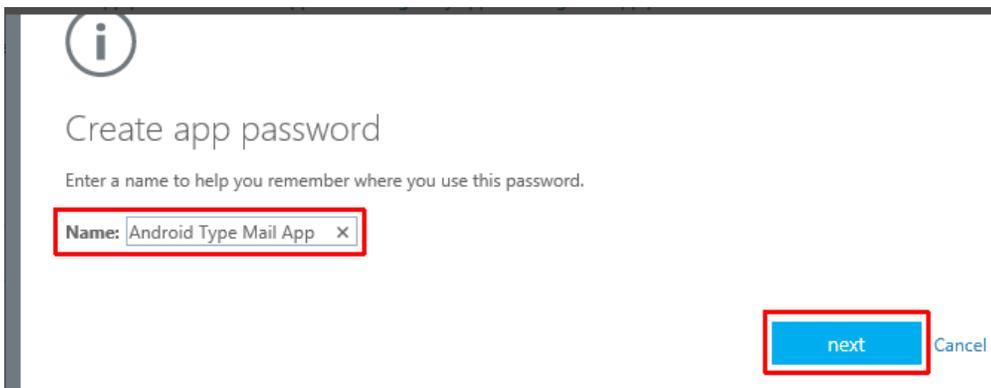
When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video](#)

what's your preferred option?

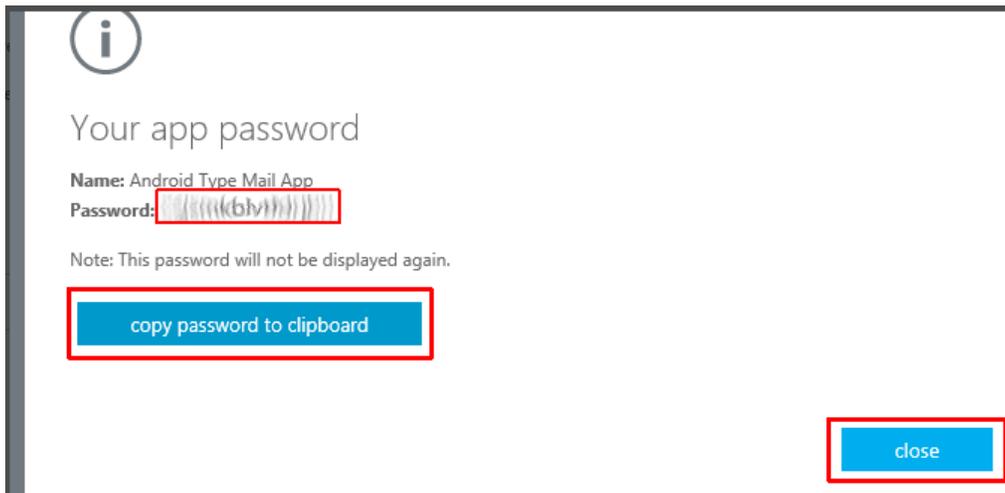
8- Click "Create"



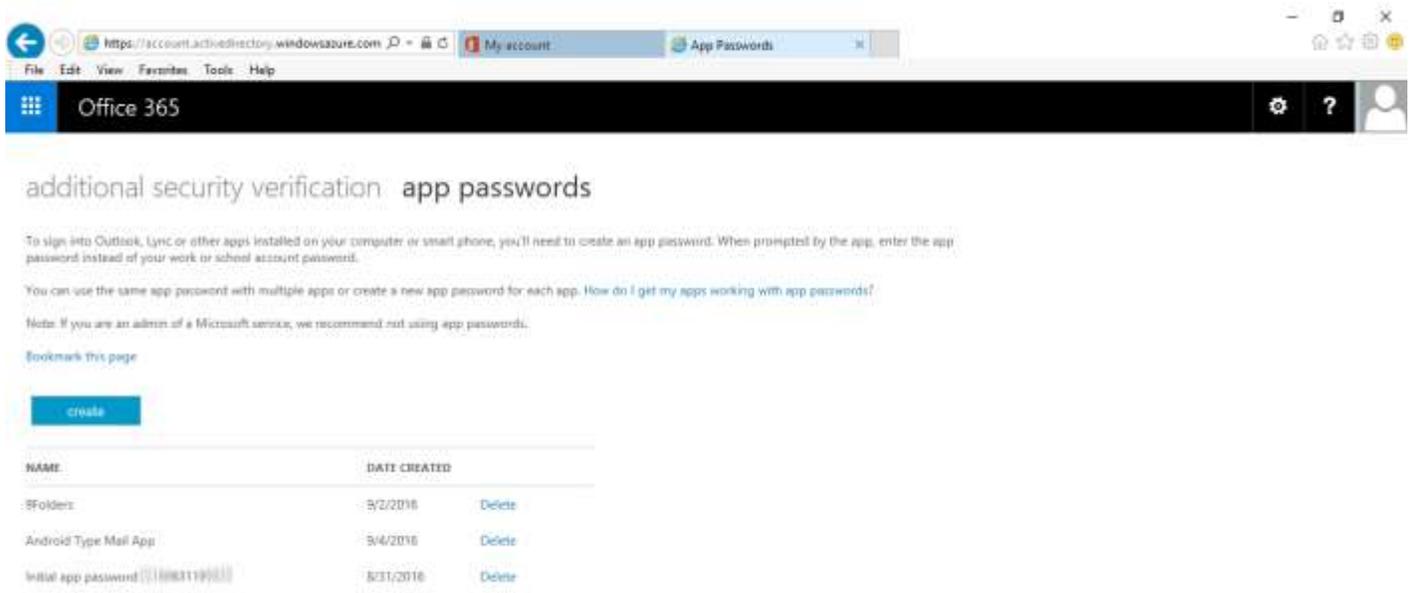
9- Enter a name for the application that is easy to remember and then click "next"



10- **You need to keep this password that is displayed in a secure location as it WILL NOT display again and cannot be recovered.** You can copy to the clipboard and paste into a secure document. 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)



11- Back at the main window you can now delete app passwords you no longer need



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 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.
- You can also create/manage app passwords through the Myapps Portal

<https://myapps.microsoft.com>

More information: <https://azure.microsoft.com/en-us/documentation/articles/multi-factor-authentication-end-user-app-passwords/>

Instructions on how to set Up Native Email/Contacts/Calendar Apps on iPhone with new Password App can be found here: <http://dii.vermont.gov/sites/dii/files/PDF/Support/MSO365-Setup-Outlook-Iphone.pdf>