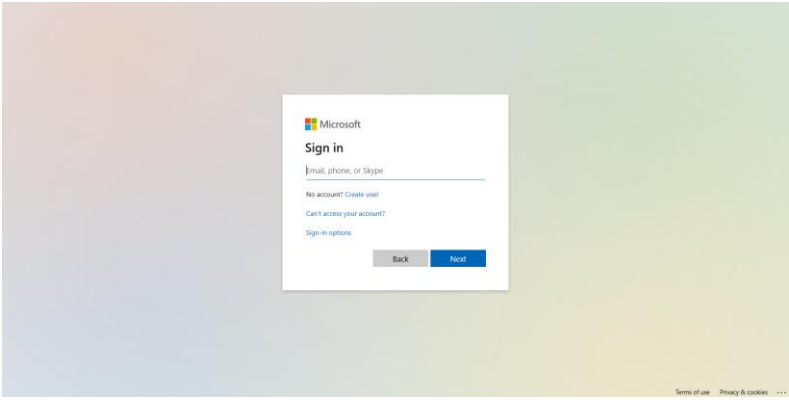
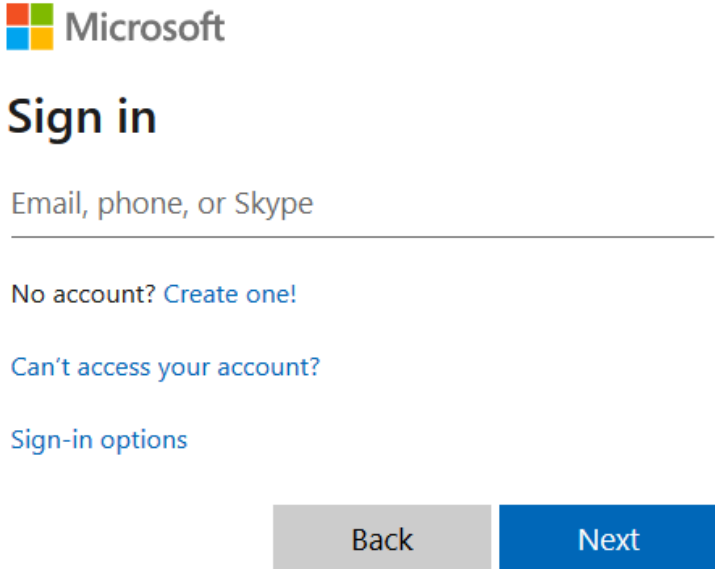
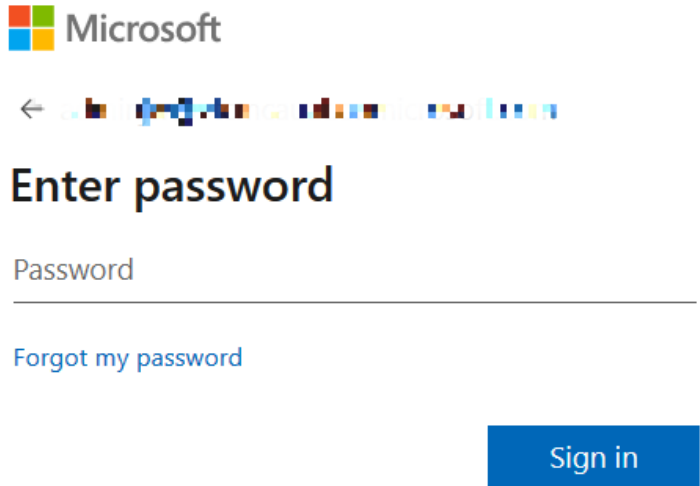
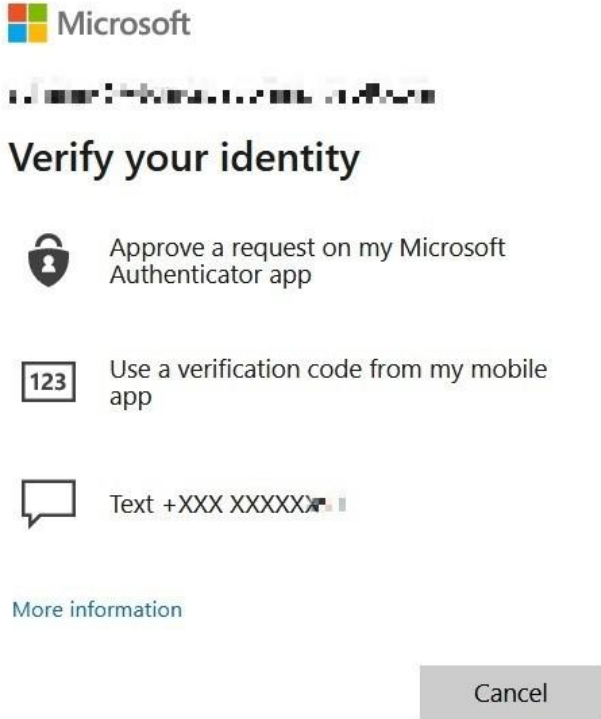


Manage and create App passwords	
<p>Step 1</p> <p>Open Web browser (Edge/Chrome/Firefox) and type the URL below into address bar. https://aka.ms/mfasetup</p>	 <p>A screenshot of a Microsoft sign-in page displayed in a browser window. The page has a white background with a light blue and green gradient. At the top left is the Microsoft logo. Below it is the text 'Sign in' followed by a text input field labeled 'Email, phone, or Skype'. Underneath are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom are 'Sign in options' and two buttons: 'Back' (grey) and 'Next' (blue).</p>
<p>Step 2</p> <p>Enter student email address (xxx@stu.vtc.edu.hk) → Click “Next”</p>	 <p>A full view of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the heading 'Sign in'. Below the heading is a text input field with the placeholder text 'Email, phone, or Skype'. Underneath are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right are two buttons: 'Back' (grey) and 'Next' (blue).</p>

<p>Step 3</p> <p>Enter password → Click “Sign in”</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is a navigation bar with a back arrow and several colored icons. The main heading is "Enter password". There is a text input field labeled "Password" with a horizontal line below it. Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".</p>
<p>Step 4</p> <p>System requires authentication base on your 2FA setting.</p>	 <p>The screenshot shows the Microsoft "Verify your identity" page. At the top is the Microsoft logo. Below it is a navigation bar with a back arrow and several colored icons. The main heading is "Verify your identity". There are three options for verification: <ul style="list-style-type: none"> An icon of a shield with a person inside, followed by the text "Approve a request on my Microsoft Authenticator app". An icon of a box containing the number "123", followed by the text "Use a verification code from my mobile app". An icon of a speech bubble, followed by the text "Text +XXX XXXXX" and a small icon of a mobile phone. Below these options is a link that says "More information". At the bottom right is a grey button labeled "Cancel". </p>
<p>Step 5</p> <p>Click “App Passwords”</p>	<p>Additional security verification App Passwords</p> <p><small>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</small></p>

<p>Step 6</p> <p>To create a new App password → Click “create”</p> <p>To delete password → Go to Step 9</p>	<p>additional security verification app passwords</p> <p>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.</p> <p>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?</p> <p>Note: If you are an admin of a Microsoft service, we recommend not using app passwords.</p> <p>Bookmark this page</p> <p>create</p>									
<p>Step 7</p> <p>Type a name for the new App password → Click “next”</p>	<p>Create app password</p> <p>Enter a name to help you remember where you use this password.</p> <p>Name: <input type="text"/></p> <p>next Cancel</p>									
<p>Step 8</p> <p>Copy and save app password in order to login native Apps → Click “close”</p> <p>Remark : App passwords are auto-generated, and should be created and entered once per app. The password will not be displayed again after you clicked “close”.</p>	<p>Your app password</p> <p>Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Note: This password will not be displayed again.</p> <p>copy password to clipboard</p> <p>close</p>									
<p>Step 9</p> <p>Click “Delete” to delete the App password</p>	<table border="1"> <thead> <tr> <th>NAME</th> <th>DATE CREATED</th> <th></th> </tr> </thead> <tbody> <tr> <td>Initial app password2020040411:075</td> <td>8/4/2020</td> <td>Delete</td> </tr> <tr> <td><input type="password"/></td> <td>8/5/2020</td> <td>Delete</td> </tr> </tbody> </table>	NAME	DATE CREATED		Initial app password2020040411:075	8/4/2020	Delete	<input type="password"/>	8/5/2020	Delete
NAME	DATE CREATED									
Initial app password2020040411:075	8/4/2020	Delete								
<input type="password"/>	8/5/2020	Delete								
<p>Step 10</p> <p>Click “yes” to confirm delete App password</p>	<p>Delete app password?</p> <p>yes no</p>									
<p>Step 11</p> <p>App password successfully deleted → Click “close”</p>	<p>App password successfully deleted</p> <p>close</p>									