What is an App Password?
An App Password is a special password that can be used with applications instead of Multi-Factor Authentication. With applications that do not support MFA (e.g. some Android email apps), this may be the only workable configuration.

What You Should Know about App Passwords
- You should create a separate App Password for each device that uses one.
- The same App Password can be used for multiple applications on the same device.
- Once an App Password is created, there is no way to go back and get the value. You must create a new App Password and delete the old one.
- If an account becomes compromised or if a device is lost, delete all App Passwords as soon as possible.
- If exposed, App Passwords are dangerous as they bypass the account password and MFA.
- **Important:**
  - Do not write down or save the App Passwords
  - Do not set up an App Password on a shared computing device

How to Configure an App Password on a Phone or Tablet
- For applications that do not support MFA, you will need to substitute the App Password (created for the device) for your existing password.
- Configuring a new password in the Android native email and calendar apps may require you to remove your LUC account and re-add it.

How to create a new app password
To create a new app password for an app or device, take the following steps. You may repeat these steps to create an app password for as many apps or devices as needed.
1. App passwords are managed on the **additional security verification** screen via the **App Password link**, or you may log into the Office 365 portal ([https://portal.office.com/](https://portal.office.com/)) and click on the gear icon to go to “**Settings**”. Then, click on “**Update contact preferences**”.

![Settings](image-url)
2. Click on “Additional security verification”.

3. Click on “Create and manage app passwords”.

To sign in to Office 365, you need to enter a password and reply back to the security message. Update your phone numbers used for account security.

To sign into some apps installed on your computer or smart phone, you'll need to create an "App Password".
4. Choose “app passwords” and click on Create.

5. Type in a name for your new app password and click Next.
6. Enter the password into the application that does not support MFA. The App Password should be entered in same place you would usually enter your LUC password in that application. You do not need to memorize this password. When you are done, click Close.

You will be returned to the app passwords screen, which is where you can create, delete and find a list of your applications or devices with App Passwords.