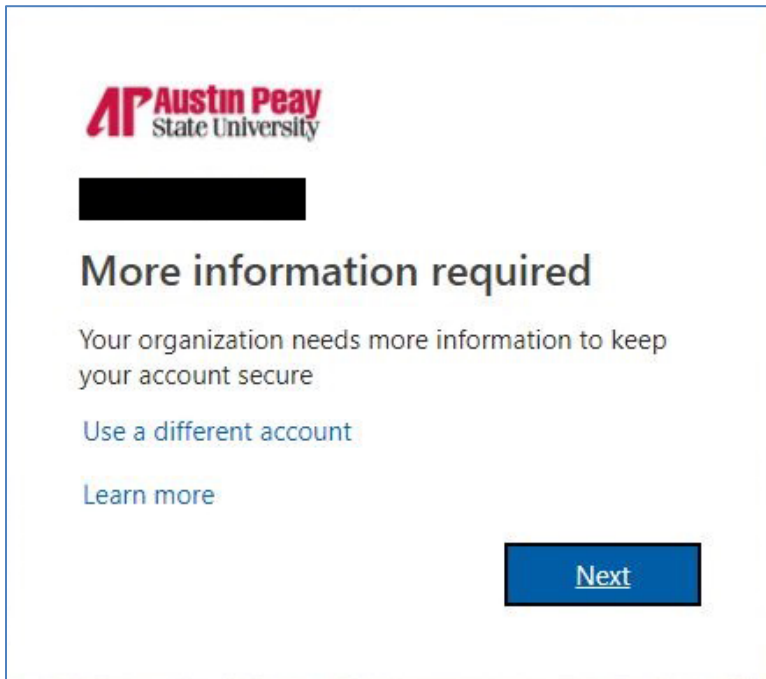
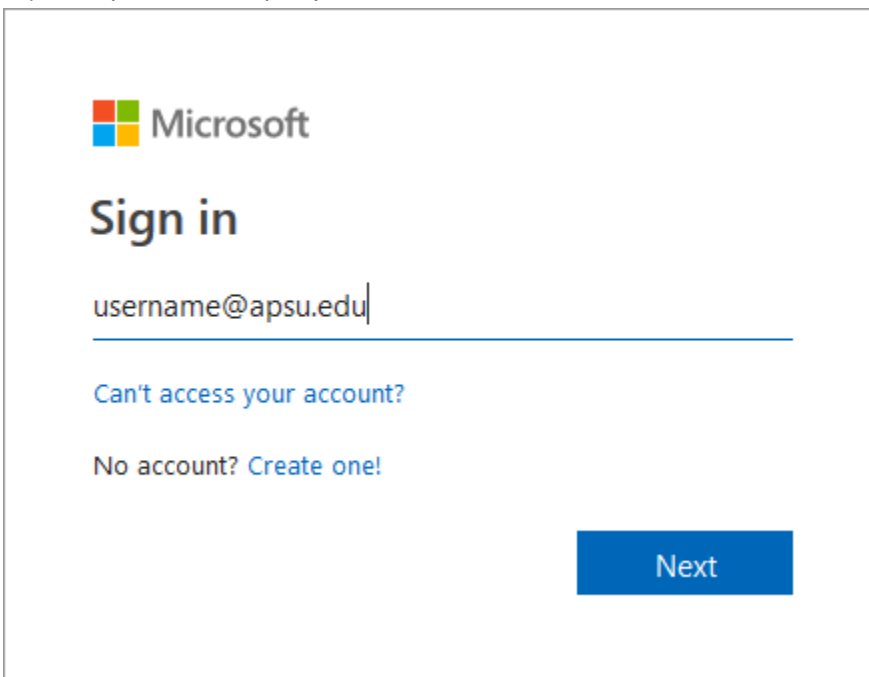


## Enrolling in Azure Password Manager:

1. The first time you access your email via the web (<https://mail.apsu.edu> for employees and <https://outlook.office365.com> for students), you will see the below screen. Click **Next**.



2. If you do not see the above screen, navigate to <https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprsetup> in any browser. Input your APSU email address and click **Next**.



3. Input your APSU username and password and click **Sign In**.

# Employee



**AP Austin Peay State University**

Austin Peay State University

Username

Password

[Sign in](#)

[Password Requirements](#) [Help](#)

# Student

**AP Austin Peay State University**

Sign in to your account

Username

Password

[Student/Employee Password Recovery/Reset](#)

4. There are three options for verification. Set up at least one of the options by clicking **Set it up now** to the right of each choice.

AP Austin Peay State University

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

! Authentication Phone is not configured. Set it up now

! Authentication Email is not configured. Set it up now

finish cancel

©2018 Microsoft Legal | Privacy Your session will expire in 14:50

5. If you chose to set up an authentication phone, choose your **country**, enter your **phone number** in the box and choose **text me** or **call me**.

AP Austin Peay State University

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me call me

back

©2018 Microsoft Legal | Privacy Your session will expire in 14:52

6. If you chose **text me**, a code will be sent to your phone. If you chose **call me**, you will receive an automated call from Microsoft with the verification code. Enter it in the box and click **verify**.

The screenshot shows the Microsoft account verification interface for phone numbers. At the top left is the Austin Peay State University logo. The main heading is "don't lose access to your account!". Below this, it says "Please verify your authentication phone number below." There is a dropdown menu for "Authentication phone" set to "United States (+1)". A text input field contains a redacted phone number. Below the input are two buttons: "text me" and "call me". A message states "We've sent a text message containing a verification code to your phone." Below this is another text input field with a redacted verification code, a blue "verify" button, and a "try again" link. A blue "back" button is at the bottom left. The footer includes "©2018 Microsoft Legal | Privacy" and "Your session will expire in 14:54".

7. If you chose to have a reset email sent to a personal email, enter it in the **Authentication Email** box and click **email me**. Enter the code you receive in the box and click **verify**. **Do not enter your APSU email in this step or you will not be able to receive password reset emails.**

The screenshot shows the Microsoft account verification interface for email addresses. At the top left is the Austin Peay State University logo. The main heading is "don't lose access to your account!". Below this, it says "Please verify your authentication email address below. Don't use your primary work or school email." There is a text input field for "Authentication Email" containing a redacted email address. Below the input is a button labeled "email me". A message states "We've sent an email message containing a verification code to your inbox." Below this is another text input field with a redacted verification code, a grey "verify" button, and a blue "back" button. The footer includes "©2018 Microsoft Legal | Privacy" and "Your session will expire in 14:52".

8. Once you have configured your recovery settings, click **finish**.

The screenshot shows a web page for Austin Peay State University. At the top left is the university logo. At the top right is a user profile icon and a question mark. The main heading is "don't lose access to your account!". Below this is a message: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two status items, each with a green checkmark: "Authentication Phone is set to [redacted] Change" and "Authentication Email is set to [redacted] Change". At the bottom of the main content area are two buttons: "finish" (highlighted in blue) and "cancel". The footer contains "©2018 Microsoft Legal | Privacy" on the left and "Your session will expire in 14:54" on the right.