

Microsoft - Two-Factor Authentication (2FA) + creating App Passwords with OAuth

967 [TDOKB3](#) November 24, 2025 [Compatibility + Integrations](#), [Setup](#), [Site Configuration](#), [Troubleshooting](#) 21.37K

Overview

OAuth provides an extra layer of security for your email address so that the password to your email is not exposed to applications. In lieu, the generated app password is what will be entered in the password field for services like TDO Letters Module.

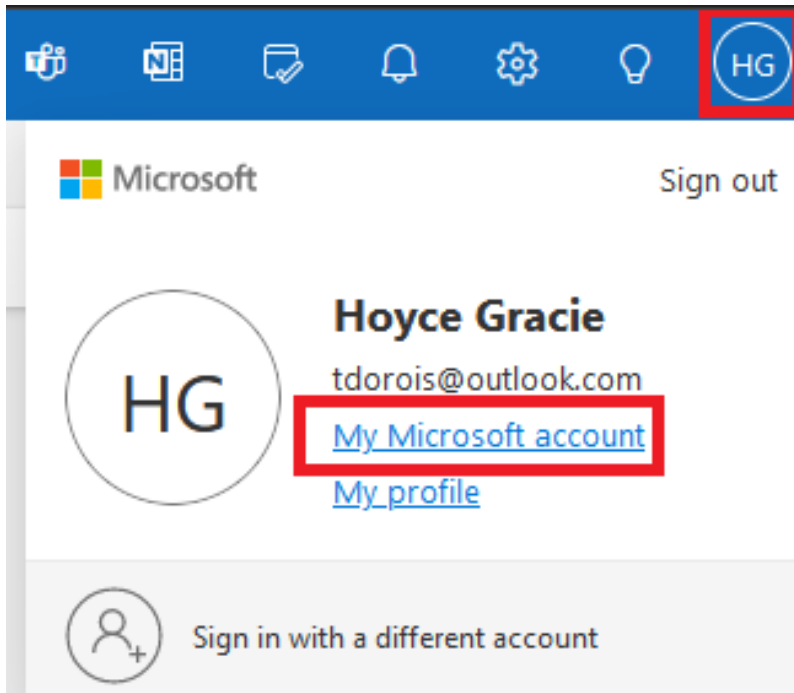
We will be using Microsoft Outlook as an example in this article, but the steps you will see are within the ballpark for other companies such as Google.

Google (Gmail) users

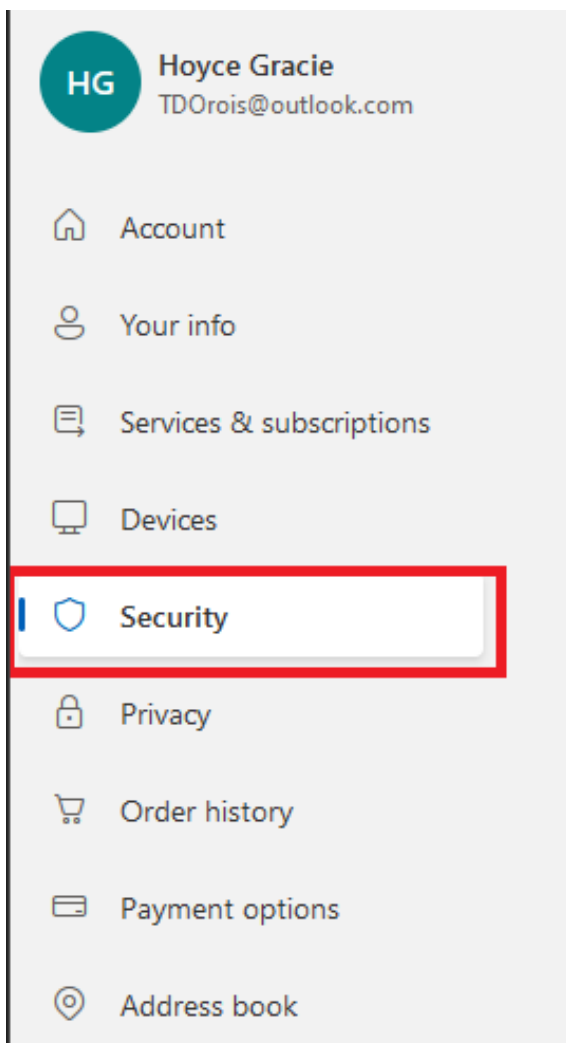
The information in this article provides directions for Microsoft users. If using Google (Gmail), please visit the following linked article: [Google - Two-Factor Authentication \(2FA\) + creating App Passwords with OAuth](#).

Instructions

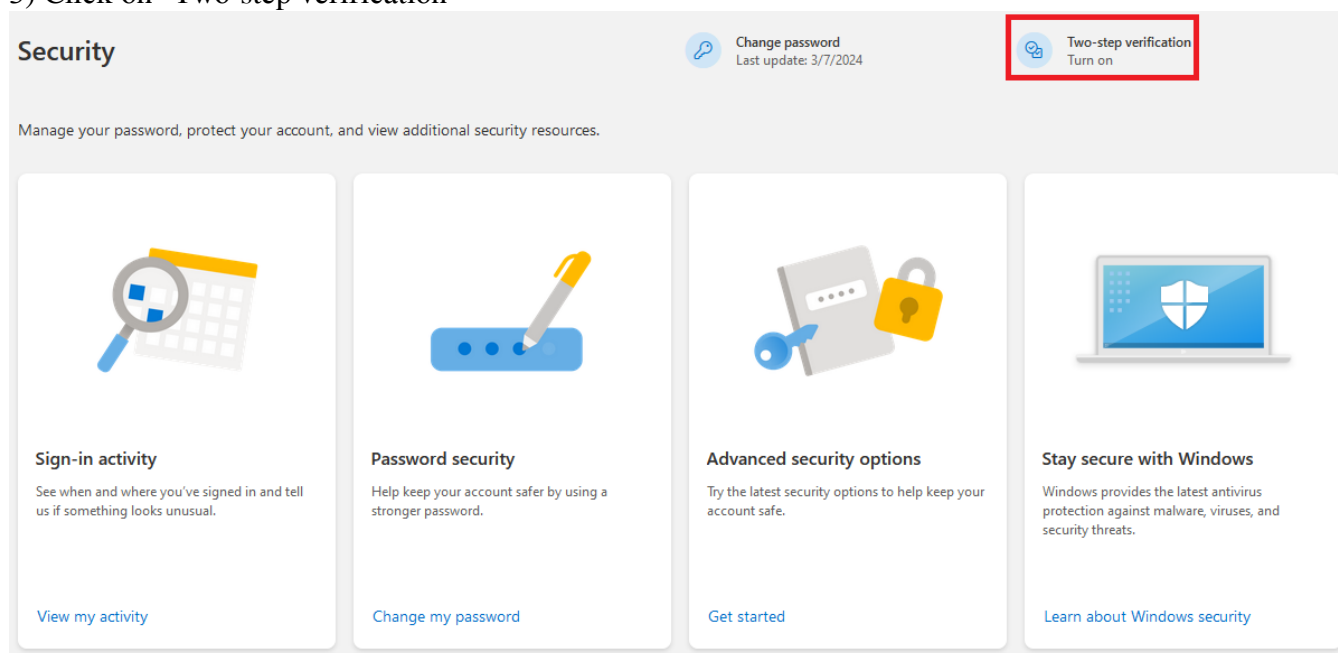
1) Log in to Outlook's website
Look towards the top right and click on the circled initials
Click on "My Microsoft account"



2) Click on "Security" on the left-hand side



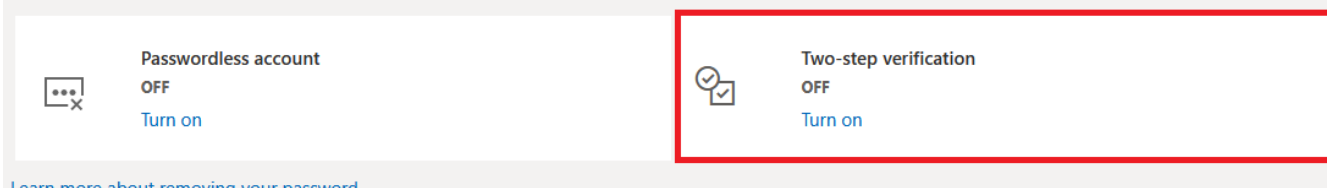
3) Click on "Two-step verification"



4) Click on 'Turn on Two-step verification'

Additional security

To increase the security of your account, remove your password or require two steps to sign in.



5) Closely follow the steps. **We recommend setting up an authenticator application and please make sure to print or write down your recovery code**, as both provide extra security. Set up two-step verification

Two-step verification adds an extra layer of protection to your account. After you've turned it on, we'll ask you to enter an additional security code when you sign in. We'll provide this security code only to you. In the following steps, we'll help you:

1. Make sure you have up-to-date security info where you can receive security codes.
2. Set up an authenticator app if you have a smartphone. (With an authenticator app, you can get security codes even if your phone isn't connected to a cellular network.)
3. Print or write down your recovery code.
4. Create app passwords for apps and devices (such as Xbox 360, Windows Phone 8 (or earlier), or mail apps on your other devices) that don't support two-step verification codes.



6) As previously explained, please proceed to either write down or print this recovery code. **You will be required to provide this should you ever lose access to the email account.**

Two-step verification is turned on

If you ever need to recover access to your account, this code will help. You should print it or write it down, and store it in a safe place. We strongly recommend that you don't store your recovery code on a device.

If you previously had a recovery code, it is no longer valid. Use this new code instead.

Your new code is [Print code](#)

Next

7) Click on 'Finish'

Some other apps and devices need an app password too

If you use any of the following, [learn more about how to set them up](#):

Xbox 360
Outlook desktop app for your PC or Mac
Office 2010, Office for Mac 2011, or earlier
Windows Essentials (Photo Gallery, Movie Maker, Mail, Writer)
Zune desktop app

You can also set these apps and devices up with an app password later, but they won't work until you do. Visit the security info page any time to get a new app password for each app or device that needs one.

Finish

8) You should have ended up back on the Security page. Click on "Create a new app password"

Additional security

To increase the security of your account, remove your password or require two steps to sign in.



Passwordless account

OFF

[Turn on](#)



Two-step verification

ON

[Turn off](#)

[Learn more about removing your password](#)

[Learn more about two-step verification](#)

App passwords

Some apps and devices (such as Xbox 360, Windows Phone, or mail apps on your other devices) don't support security codes for two-step verification. In these cases, you need to create an app password to sign in. [Learn more about app passwords.](#)

[Create a new app password](#)

9) Your password has been automatically generated. **Please keep this password somewhere secure and safe.**

Use this app password to sign in

Enter the app password below in the password field of the app or device that can't accept security codes. If you're not sure how to update your app or device with an app password, [follow these steps](#).

App password

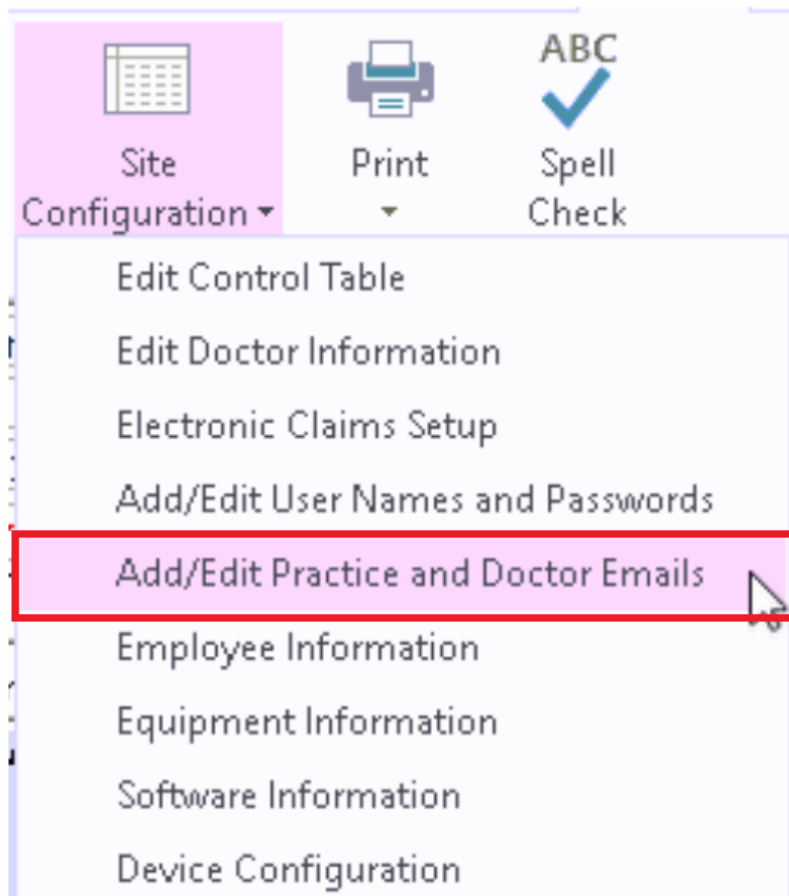
t

For each app or device that can't accept security codes, you need to create a new app password to use instead.

[Create another app password](#)

Done

10) Log in to TDO, then go to *Setup > Site Configuration > Add/Edit Practice and Doctor Emails*



11) Click on the **"Add"** button

'Short Name' is essentially just a profile name, which you can see towards the top.

Port: 587

Enable 'Require TLS Connection'

Author Name can be the practice name or the doctor's name

Author Email: Enter the email address that you will be using

User Name: Enter the user name for the email address you will be using

Password: Enter the APP PASSWORD that was generated in Step 8

Select a default location that will be using the email address

SMTP Server Definitions - 12.0.0.31

Emails - Server Definitions

Outlook Email

Delete Add

Server Definition

Short Name:	Outlook Email			☐ Hide
Server Address:	smtp-mail.outlook.com	Port:	587	☒ Require TLS Connection
		Timeout:	60	☐ Require SSL Connection
Author Name:	Hoyce Gracie			Is Default for Location: No location selected
Author Email:	TDOris@outlook.com			
User Name:	TDOris@outlook.com	Password:		
Created:	carr on 3/6/2024			
Updated:	endo on 3/7/2024			Save

The setup is now complete, and you can proceed to test sending a letter to ensure that it works.

Online URL: <https://kb.tdo4endo.com/article.php?id=967>