Make a personal app collection in the MyApps Portal

In the My Apps portal, applications appear in default collections and your custom app collections. The Apps collection in My Apps is a default collection that contains all the applications that have been assigned to you, sorted alphabetically.

Create a collection

1. Go to the My Apps portal and sign in using your work or school account.
2. Select  and enter a name for your new collection.
3. Select all the apps you'd like to include in the collection and select Add to add them to the collection.
4. You can reorder or delete apps, or select Add apps to select more apps for the collection.
5. Select Create collection to add the collection..

You can now see your new collection in My Apps.

Edit collections

You can edit the Apps collection and collections that you create. The Apps collection can't be renamed.

1. Go to the My Apps portal and sign in using your work or school account.
2. Find the collection you want to edit, open the collection menu and then select Edit. On the edit pane, you can add or remove apps, or rename the collection.
3. Select Save to save the edited collection.

Reorder apps in a collection

On supported devices, you can reorder apps by dragging and dropping them, or you can rearrange them in the Edit list.

1. Go to the My Apps portal and sign in using your work or school account.
2. Open a collection. You can edit only the Apps collection and collections that you create.
3. Select Edit.
4. Order the apps.

Add a site

When editing a collection, in addition to adding apps that have been assigned to you by your admin, you can add your own sites. To add a site, use the following steps.

1. Go to the My Apps portal and sign in using your work or school account.
2. Create a collection or select one to edit.
3. Open the collection menu and select Edit.
4. Select + Add a site.
5. Provide the required information:

    - A name for your site.
    - The URL for your site.
    - Optionally, select other collections that you want your site to be part of.
1. Select Save. Your site is added to the collection.

Reorder collections

1. Go to the My Apps portal and sign in using your work or school account.
2. Open the page menu ···, and then select Manage collections.
3. On the Manage collections pane you can create, edit, delete, and reorder the collections appear in My Apps. The collection at the top of the list will be the default collection displayed when you go to myapps.microsoft.com.
4. When you finish managing collections, close the pane.

Delete collections

You can delete only collections that you created. To delete a collection:

1. Go to the My Apps portal and sign in using your work or school account.
2. Open the page menu ···, and then select Manage collections.
3. Here you will see all the collections to which you have access, whether they were created by you or your admin. Find the collection you want to edit, open the collection menu , and then select Delete.