JP IT SOLUTIONS

NOT JUST FINDING & FIXING, BUT FUTURE PROOFING

Create an app password for office 365

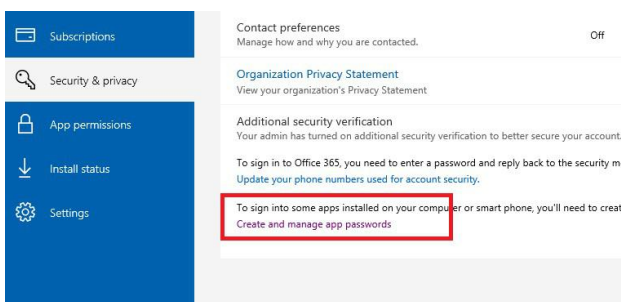**1.** Sign in to www.portal.office365.com

2. Click on the profile image (highlighted) then click My Account
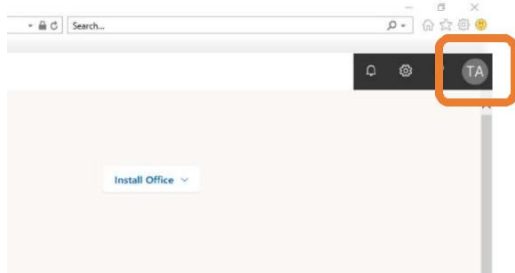
3. Choose Security & Privacy > Additional security verification.
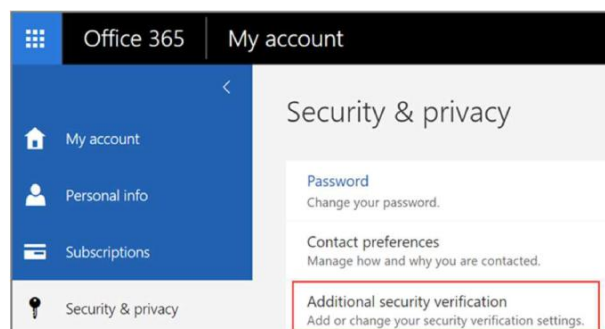
3. Choose Create and manage app passwords.

4. Choose Create to get an app password. When prompted type the name for your app and click next. This is the password you need to enter into the relevant application along with your email address.