

## Create an app password for office 365

1. Sign in to <u>www.portal.office365.com</u>

**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.

Subscriptions	Contact preferences Off Manage how and why you are contacted.
🔍 Security & privacy	Organization Privacy Statement View your organization's Privacy Statement
App permissions	Additional security verification Your admin has turned on additional security verification to better secure your account.
$ \underline{\downarrow} $ Install status	To sign in to Office 365, you need to enter a password and reply back to the security me Update your phone numbers used for account security.
👸 Settings	To sign into some apps installed on your computer or smart phone, you'll need to create 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.

3	additional security verification app passwords
	To sign in to Outlook, Lync or other apps installed on your computer or smartphone, you'll need to create an app password. When prompted by the app, er pastword instead of your work or school account password.
	fou can use the same app password with multiple apps or create a new app password for each app. How do I get my apps to work with app passwords?
	Note: If you are an admin of a Microsoft service, we recommend not using app passwords.
1	Bookmark this page
C	urada
	(i)
	$\bigcirc$
1201	Your app password
	Name: Test
	Password:
	Note: This password will not be displayed again.
a gat	copy password to clipboard
	close

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