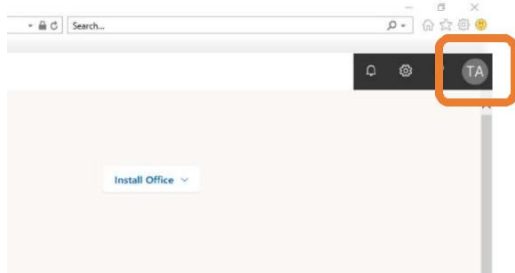


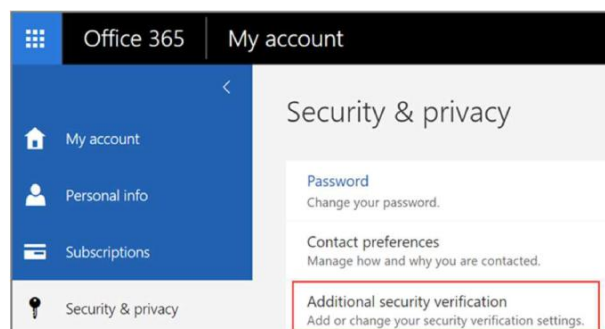
## Create an app password for office 365

1. Sign in to [www.portal.office365.com](http://www.portal.office365.com)

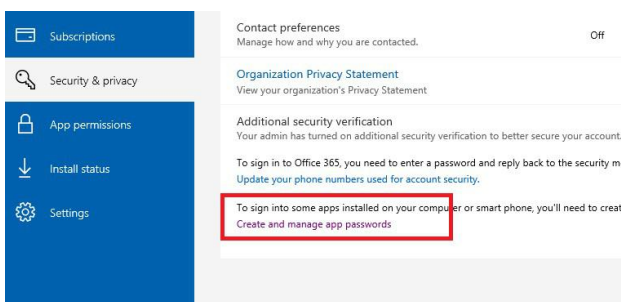
2. Click on the profile image (highlighted) then click My Account



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.

### 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, enter the app password instead of your work or school account password.

You 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.

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