Creating App Passwords for Microsoft 365 Accounts

The following document will guide you through creating an App Password for your Microsoft 365 account. If you find that App Passwords are not available for your account while following this document, you may need to take additional steps:

- Verify that Two-step authentication is enabled by following the steps outlined in the <u>Set up an</u> <u>authenticator app as a two-step verification method</u> article provided by Microsoft
- If using a work, school, or other organization account, verify with your IT provider that App-Specific Passwords are enabled for your account.

Generating an App Password in the Microsoft 365 Portal

- 1. Sign into your work or school account and visit the My Account page.
- 2. Select **Security info** from the left navigation pane on the **My Account** page.

AS				
Overview Security info Devices Password Organizations Settings & Privacy Hy sign-ins		Security info	Password Q Make your password stronger, or change it if someone else knows it. CHANGE PASSWORD >	Settings & Privacy Personalize your account settings and see how your data is used. VIEW SETTINGS AND PRIVACY >
□ Office apps □ Subscriptions My Apps ♦ My Groups Give feedback	✓ Why can't edit? Sign out everywhere	Devices Disable a lost device and review your connected devices. MANAGE DEVICES >	Organizations E See all the organizations that you're a part of. MANAGE ORGANIZATIONS >	My sign-ins See when and where you've signed in and check if anything looks unusual. REVIEW RECENT ACTIVITY >

3. Select **Add sign-in method** on the **Security info** page.

4. In the **Add a method** pop-up, select **App password** from the list, then select **Add**.

🗰 My Sign-Ins 🗸					
A Overview	Security info				
$\mathcal{P}_{\!\!P}$ Security info	These are the methods you use to sign into your ac				
므 Devices	You're using the most advisable sign-in method Sign-in method when most advisable is unavailable: Phone - text +1 865				
🔍 Password	+ Add sign-in method				
Siganizations	& Phone				
A Settings & Privacy	••• Password				
🕥 Recent activity	Microsoft Authenticator Push multi-factor authentication (MFA)				
Which method would you like to add? App password ✓ Cancel Add					
App password Start by creating a name for your app password. This will help differentiate it from others. What name would you like to use? Minimum length is 8 characters. Outlook 2010					
	Cancel Next				

5. Specify a name for the app password, then select **Next**.

6. Copy the password into your app.

App password				
Copy the password to clipboard and paste into your app. Then return here and choose 'Done'				
Name: Outlook 2010				
Password:				
Note: Keep this password in a safe place. it will not be shown again.				
	Back	Done		