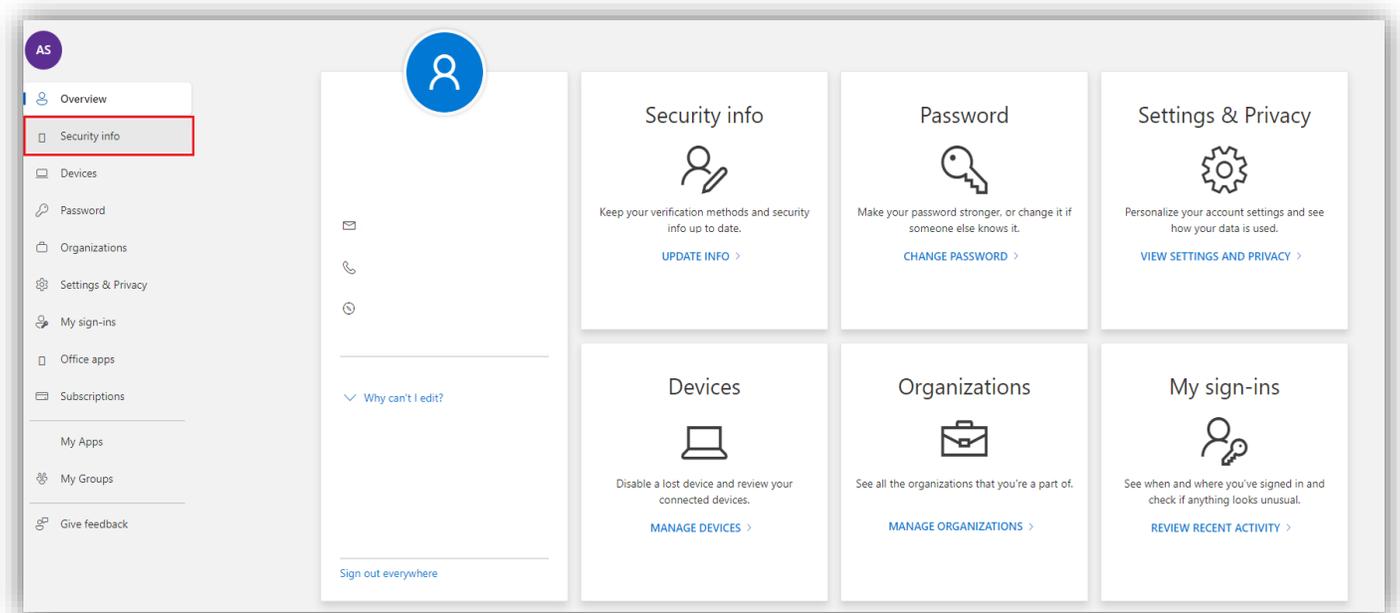# Creating App Passwords for Microsoft 365 Accounts

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:
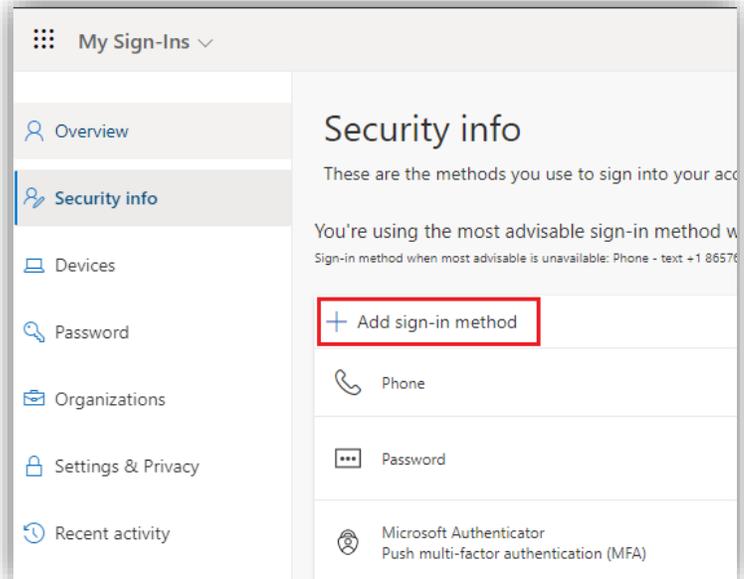
- Verify that Two-step authentication is enabled by following the steps outlined in the [Set up an authenticator app as a two-step verification method](#) article provided by Microsoft

- If using a work, school, or other organization account, verify with your IT provider that App-Specific Passwords are enabled for your account.

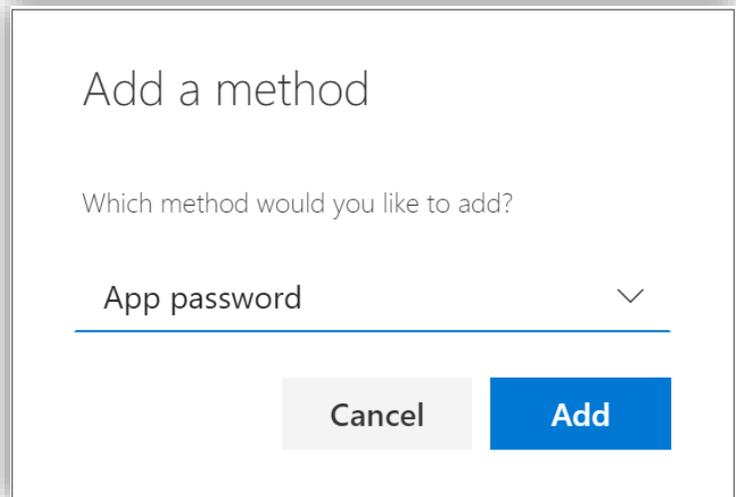## Generating an App Password in the Microsoft 365 Portal

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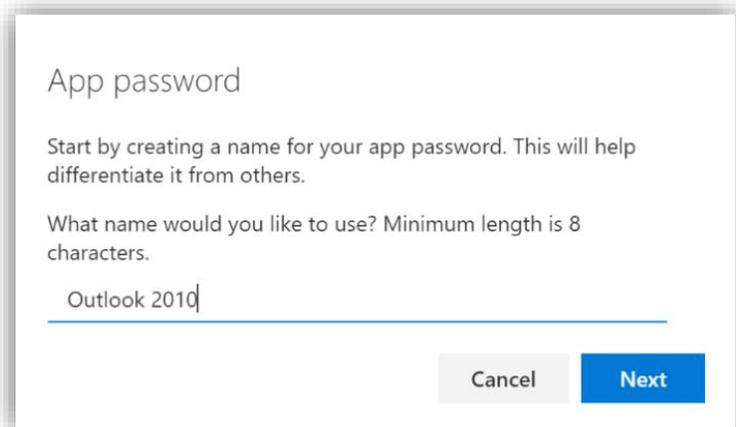
3. Select **Add sign-in method** on the **Security info** page.

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

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