

# ABC Helpdesk

Knowledgebase > Microsoft > Office 365 > Creating a Outlook App Password

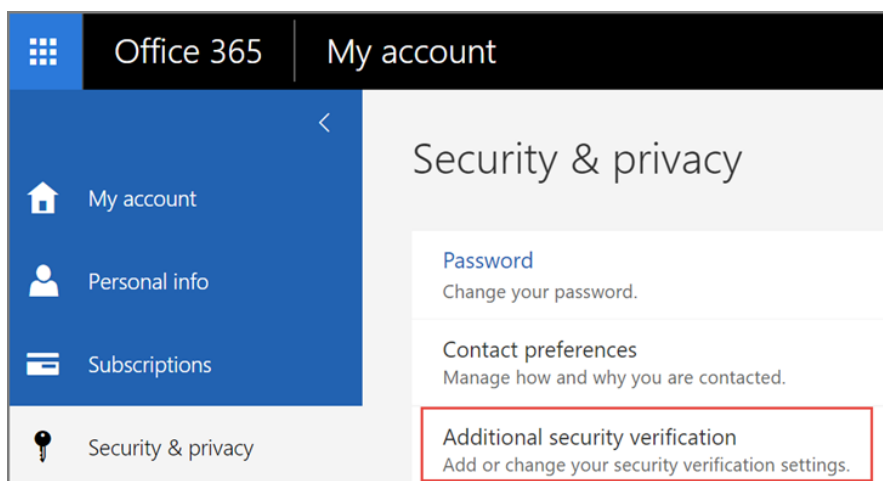
## Creating a Outlook App Password

Rob Gibson - 2019-10-30 - Office 365

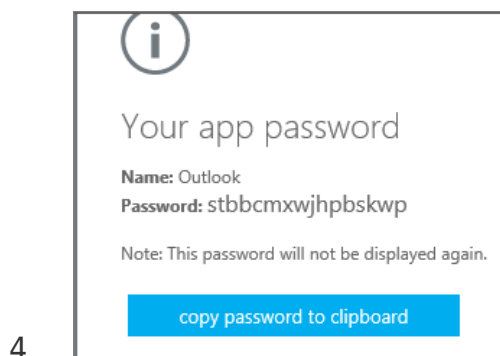
## Create an app password for Office 365

*An app password is a code that gives an app or device permission to access your Office 365 account.*

1. Sign in to Office 365 ([www.office.com](http://www.office.com)) and go to the [My Account](#) page. (top right corner and click your initials)
2. Choose **Security & Privacy > Additional security verification**. You'll only see this option if your admin has set up multi-factor authentication for your organization. If you don't see this option, contact your Office 365 admin and tell them to turn on multi-factor authentication.



1. Choose **App Passwords**.
2. Choose **create** to get an app password.
3. If prompted, type a name (Outlook) for your app password, and click **Next**.



- 4.

Choose **copy password to clipboard**. You won't need to memorize this password.

1. Go to the app (Outlook) that you want to connect to your Office 365 account. When prompted to enter a password, paste the app password in the box, choose **Remember password**.