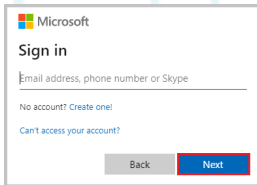
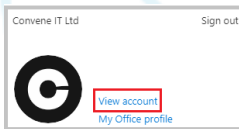


# Adding an App password for 2 Factor Authentication on Microsoft 365

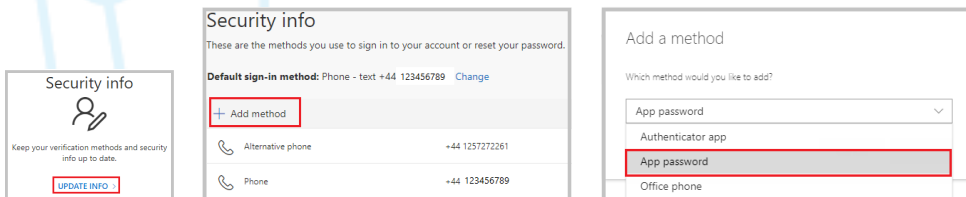
1. Open a browser and go to <https://portal.office.com> and sign into your account.



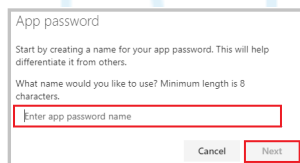
2. After signing into your account click on your initials in the top right-hand corner (in the example it is the Convene IT logo). Click on this and select **View account**.



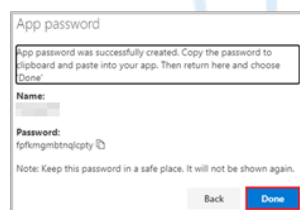
3. Select **Security info** and click **UPDATE INFO**. On the next page click **Add method**, select **App password** from the drop down menu. Click **Add**.



4. Create a name for the new App password. Click **Next**.



5. A new window will appear. Follow the instructions in the box and click **Done**.



6. Your new **App password** will now appear on the Security info screen.

