

How to create a new App Password in Microsoft 365

There are 2 routes to create a new app password inside Microsoft 365 (M365) for apps requiring legacy authentication, e.g. Skype for Business:

Quick Way

1. Go to : <https://account.activedirectory.windowsazure.com/AppPasswords.aspx>
2. Sign in with your M365 credentials
3. Click **Create**
4. Give app password a name, e.g. Skype for Business
5. Click **Next**
6. Record the password securely (take photo, store in password managed)
7. Copy and paste the password into your desired app, e.g. Skype for Business

Longer way

1. Go to <https://office.com>
2. Sign in with your M365 credentials
3. Click your avatar, photo or initials in the top right corner and then click **My Account**
4. In Security Info box/card on screen, click **Additional Security Verification**
5. If prompted to confirm your recovery email and mobile, please do so
6. At the Additional security verification screen, click **App Passwords** next to page title
7. Click **Create** to create a new App password
8. Give the app password a name, e.g. Skype for Business
9. Click **Next**
10. Record the password securely (take a photo, store in password manager etc.)
11. Copy and paste the password into your desired app, e.g. Skype for Business

