APP PASSWORD

Step-by-step instructions for creating an app password.

Some applications, like Outlook and Apple Mail, do not support multi-factor authentication. In these instances, an app password will need to be created.

**STEP 1:**
Create and manage your app passwords in Office 365 by clicking on your picture or initial icon in the top right corner (A), then click **My account** (B). Then, click on **Security & privacy** (C) from the menu on the left. Then, click on **Additional security verification** (D) from the middle section. Then, click on **Create and manage app passwords** (E) from the middle section.

**STEP 2:**
Click on **Add security info**.

**STEP 3:**
On the next window, click **App password**.

Instructions continued on next page.
**STEP 4:**

Enter a name for your password and then click **Next**.

**STEP 5:**

Copy your password and paste it somewhere else for later. You won’t see the password again when you go to access the application.

Note: You will need to create an app password, following these steps, for each application that requires an app password.

For questions, contact the Helpdesk by phone at 843.953.3375 or through the portal at http://help.cofc.edu.