



# How to change your Office 365 App Password

If you've forgotten your App Password or need to delete or create a new one, here is where to find them and how to create a new one.

The easiest and quickest way is to go to the following link: <http://aka.ms/CreateAppPassword>. This will take you directly to the App Passwords. Click on "create," enter a name like Outlook, be sure to use the copy icon to copy the password, then store it discreetly. Copy and paste this password into Outlook on your desktop or phone.

OR another method to change your Office 365 is to follow these steps:

1. Sign into **Office 365** ([www.office.com](http://www.office.com)) with your work email address and password.
2. Click on **your initials** in the top right hand corner.
3. Click **View Account**.
4. On the left hand menu, click **Security Info**.
5. Click **Add method**
6. Select **App password** as the method.

The screenshot shows the 'My Sign-Ins' page in the Microsoft account center. The 'Security info' section is active, displaying the current default sign-in method as 'Phone - text + [redacted]' with a 'Change' link. Below this, there is a table of existing methods:

Method	Details	Actions
Phone	+1 8185369744	Change, Delete
App password	Initial app password20210514100747	Delete

An 'Add a method' dialog box is open in the foreground, asking 'Which method would you like to add?'. The 'App password' option is selected in the dropdown menu. The dialog has 'Cancel' and 'Add' buttons.

- 7.) Click on "Copy password to clipboard" and save it discreetly.
- 8.) Enter this password into Outlook program on your desktop or phone.