CONVENE

Adding an App password for 2 Factor Authentication on Microsoft 365

1. Open a browser and go to <u>https://portal.office.com</u> 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.**

	Security info These are the methods you use to sign in to your account or reset your password.		Add a method	
Security info	Default sign-in method: Phone - tex	tt +44 123456789 Change	Which method would you like to add?	
81	+ Add method		App password	~
Keep your verification methods and security	Alternative phone	+44 1257272261	Authenticator app	
info up to date.			App password	
UPDATE INFO >	S Phone	+44 123456789	Office phone	

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**.

which hassword	
App password was successfully crea clipboard and paste into your app. 1 Done'	ited. Copy the password to Then return here and choose
Name:	
pfkmgmbtnqlcpty 🗅	
Note: Keep this password in a safe p	place. It will not be shown again

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

Sec	urity info	
These a	are the methods you use to sign in to your ac	count or reset your passwe
Defaul	It sign-in method: Phone - text +44	Change
+ A	dd method	
S	Alternative phone	+44
S	Phone	+44
	App password	App Password