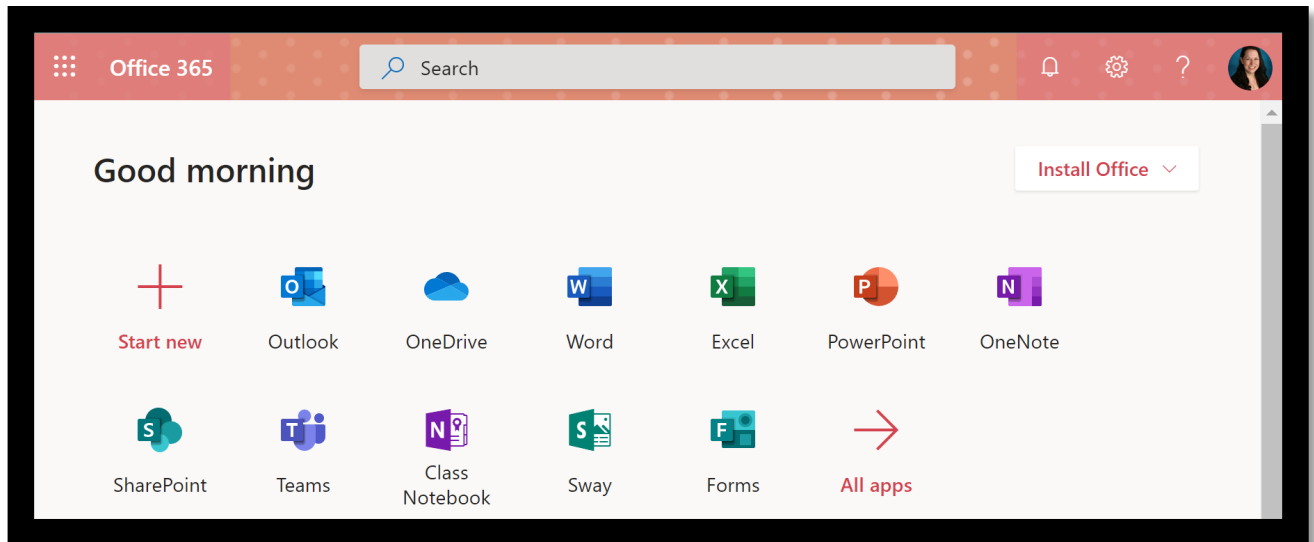


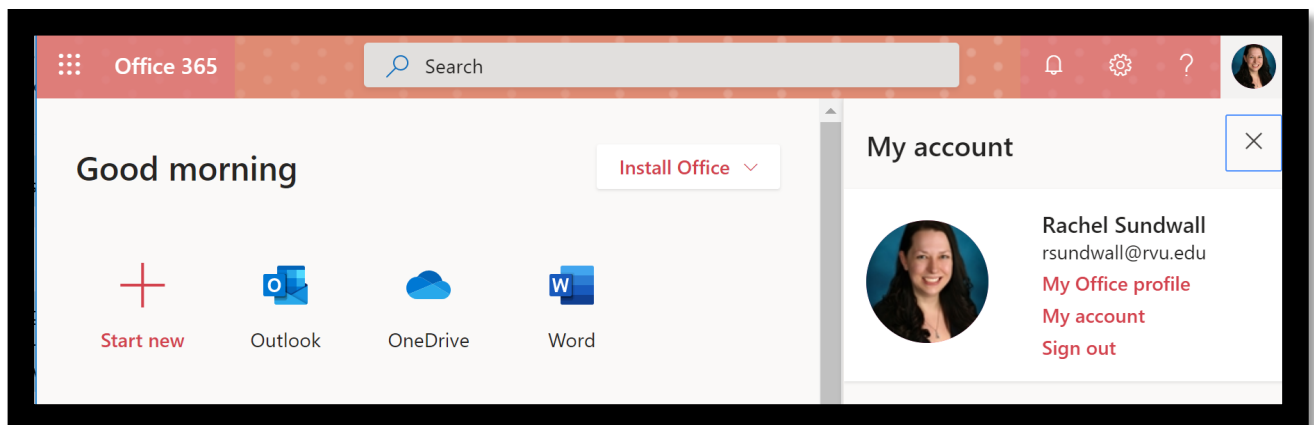
How to access Skype via Smartphone or Laptop

If you'd like to access Skype via your laptop or cellphone, you will need to create an "app password" with these steps.

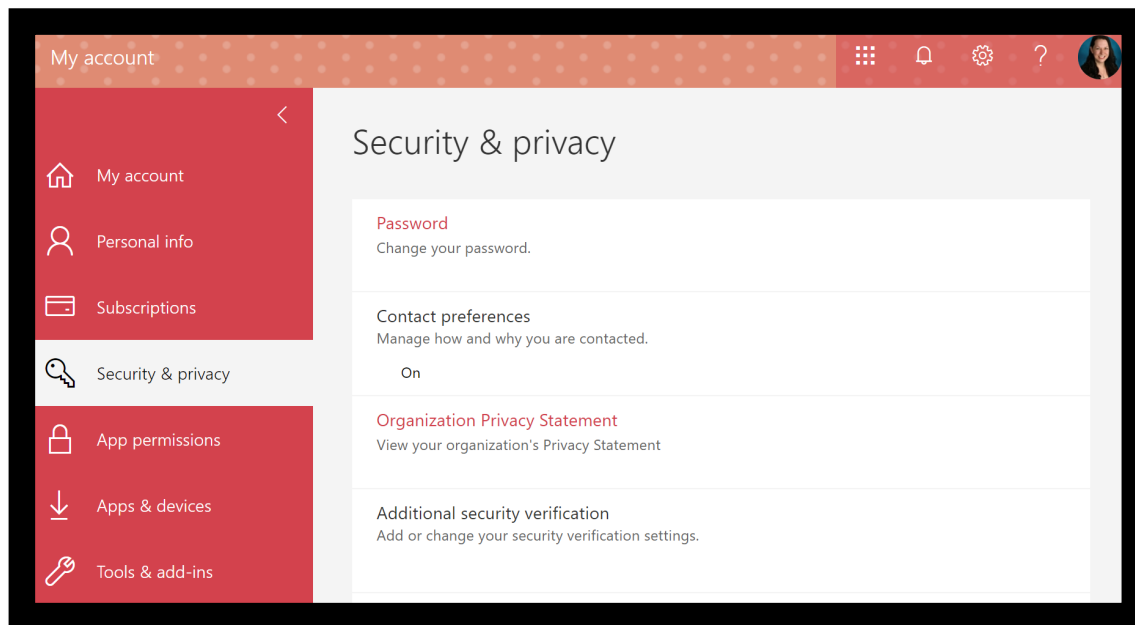
Login to [Office 365](#), and click on your picture in the top right hand corner.



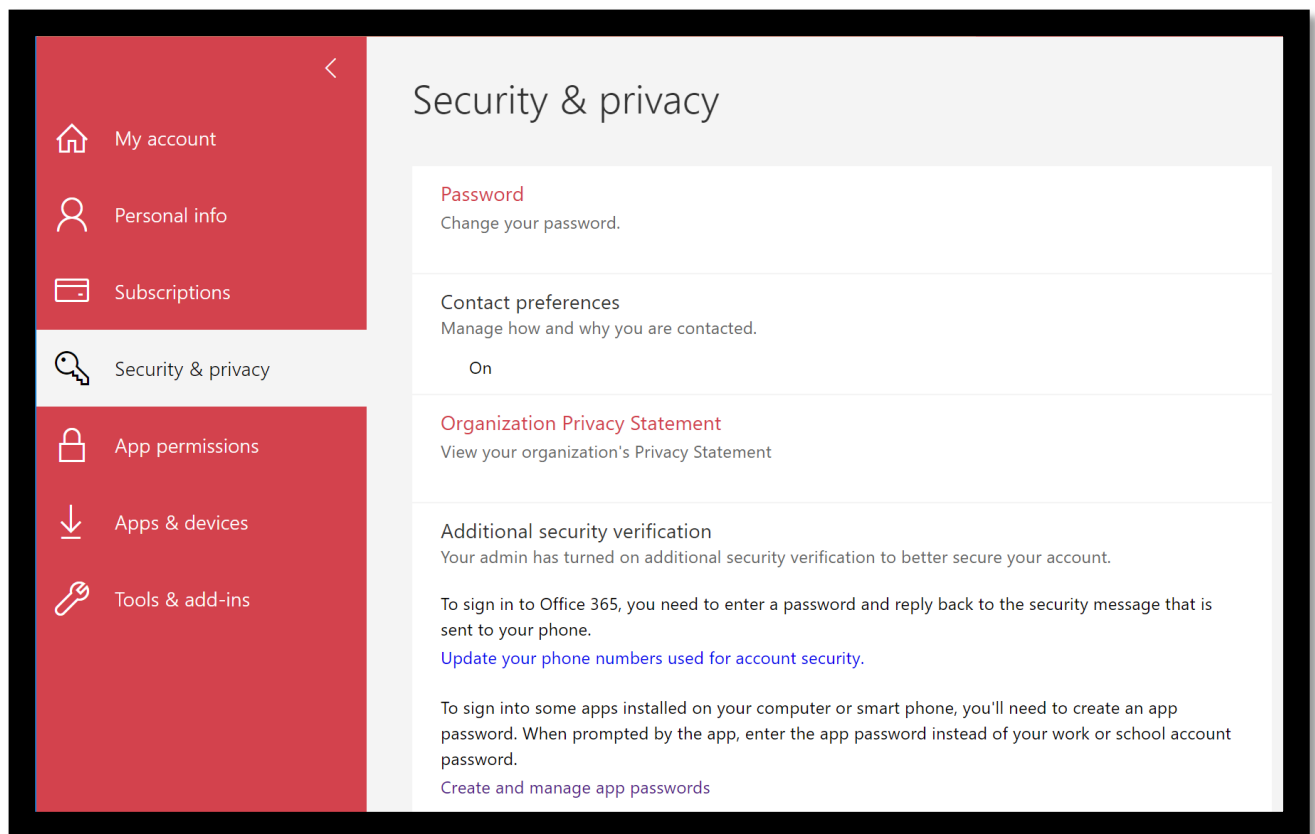
Click on "My Account"



Click "Security and Privacy"



Then click "Additional Security Verification", and press "Create and manage app passwords"



Press "Create"

additional security verification app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I create an app password?](#)


Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

create

NAME	DATE CREATED
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Name it whatever you want (it really doesn't matter what you name it) and press next



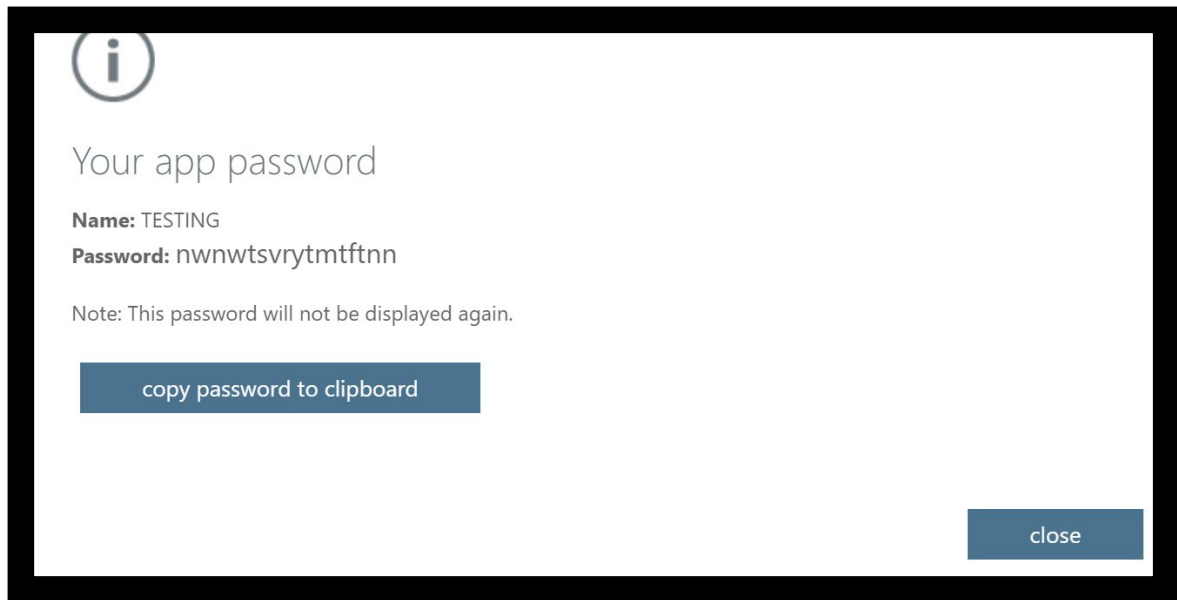
Create app password

Enter a name to help you remember where you use this password.

Name:

next Cancel

When you see this screen, WRITE DOWN THE PASSWORD. You will NOT be able to access this again, unless you start over. Use this password to login to Skype from your Skype for Business app on your phone, or on Skype via your laptop.



Note that if Skype is still telling you that your username and/or password is incorrect, you may have to click the "Delete my sign-in info" link and re-enter your username and the App Password.