

Generate backup code for a user


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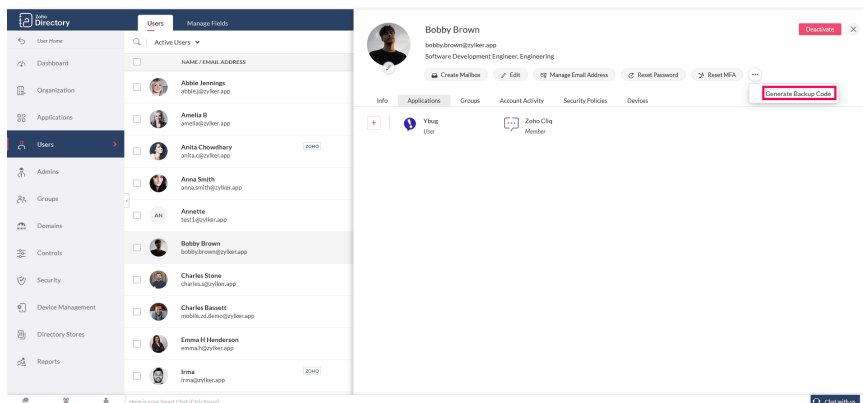
▸ Generate backup code for a user


Prerequisite

Role required to perform this action: Organization Owner or Organization Admin.

Generate backup code for a user

1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Click **Users** in the left menu, then click on the user for whom you want to generate a backup code.
3. Click  , then click **Generate Backup Code**. You can copy the displayed backup code to your clipboard and share it with the user. The user can use this code only once to sign in to their account.



 **Note:** You will see this *Generate Backup Code* option only for the confirmed users in your organization.