

KeePass

KeePass is a password manager. You can use it to store all your passwords in one database, and locked with a master key. You can store the database on a shared network drive and used by multiple users.

A video tutorial on how to setup KeePass on your machine is available [here](#).

Getting Started...

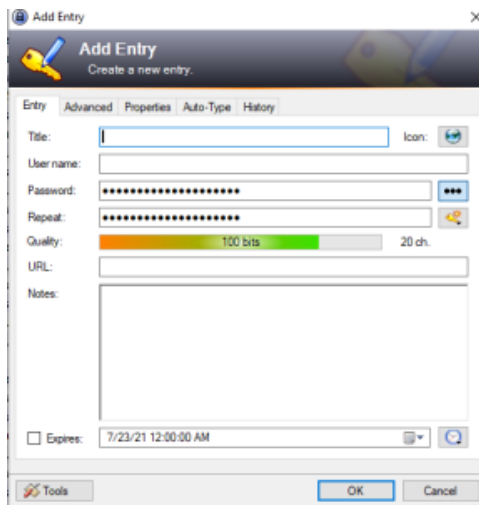
- Click **Start KeePass 2**

Create a new password database

- Click **File New...** and click **OK**.
- Type in the filename of your new password database and click **Save**. Remember where you save your password database file.
- Make sure Master Password is checked. Enter your Master password and enter again in Repeat password. Click **OK**.
- If asked, click **OK** at the Database Settings window. Please print your KeePass Emergency Sheet if asked and store it in a safe location.
- You are now at the main window. On the left, you have the entry groups. On the right, you have the actual password entries.

Add an entry

- Click on **Edit New entry...**




- Type in an entry on the Title line representing an identifying name to the service/site password you are creating.
- Type in your username for the service/site you are creating an entry for.
- You can keep the (automatically) generated and use it as your password for the service/site, or you can type-in whatever password you may already have.
- In the URL line, type in the website's login portal URL.
- In the Notes section, type in any additional information you may need to associate with the entry you are creating (eg., challenge questions and answers).
- Click on **OK**.

Use entries

Option 1:

- After you have logged in to KeePass, scroll through the list of entries on your database, and double-click on the entry you would like to get a password for.

- The password for the service/site will be initially masked, click on the  icon to reveal the password. You can copy and paste the revealed password.
- Any additional notes you have made on the entry will also be available for you, should you need the information.
- Click on **OK** when done.

Option 2:

- After you have logged in to KeePass, scroll through the list of entries on your database,
- Right-click on the entry Title, and choose **Copy password**.

Save the password database

- Click **File Save**

How to...

- **share a password database with multiple users**

You can store the password database file on a shared network drive. Multiple users can use it at the same time. When attempting to save, KeePass will check if the file on disk has been modified since it was loaded. If yes, you have an option to synchronize or overwrite the file. With synchronizing, changes made by others (file on disk) and your changes are merged.

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