

## HOW-TO: INSTALL KEEPASS

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**What is it?:** KeePass is an encrypted password manager that is downloaded on your computer. This is the most secure option for storing your passwords. Once you set a master password do not forget it because there is no recovery for that password.

1. Check to see if KeePass is downloaded on your computer.
2. If it is not it can be found in Dropbox (OEE)\IT-General\Software Installation\KeePass\KeePass-2.28-Setup
  1. Yes you want to allow it to make changes to your computer.
  2. English
  3. OK
  4. Next
  5. I accept the agreement
  6. Next
  7. Full installation
  8. Next
  9. Leave to box checked for "Associate KeePass with the .kdbx file extension"
  10. The other boxes you can check if you would like
  11. Next
  12. Install
  13. Finish
3. Next you need to create your own database
  1. Click on the KeePass program in the start menu
  2. Click Cancel
  3. Click File/New
  4. Save your database to Dropbox (OEE)\Passwords
  5. Save as either your initials\_passwords or firstinitiallastname\_passwords
4. Now that you have a database you can create entries
5. You can create groups which are equivalent to folders and entries which are equivalent to documents
6. To create a new group right click in the left tool bar
  1. Click "Add Group"
  2. You can name it whatever you like, for example I have groups named "IT", "Software" and "Work Passwords"
7. Now you can create entries in those groups
  1. Right click in the large box on the right
  2. Click "Add Entry"
  3. Title it and enter your username and password, there are also many other options of information that can be stored. You can enter the URL to get to the website or you can add notes. There is also an advanced tab where more information can be stored.
  4. Click "OK"
8. Be sure to hit save by clicking the floppy disc icon before closing. If you fail to do this you can lose any changes that you have made.