

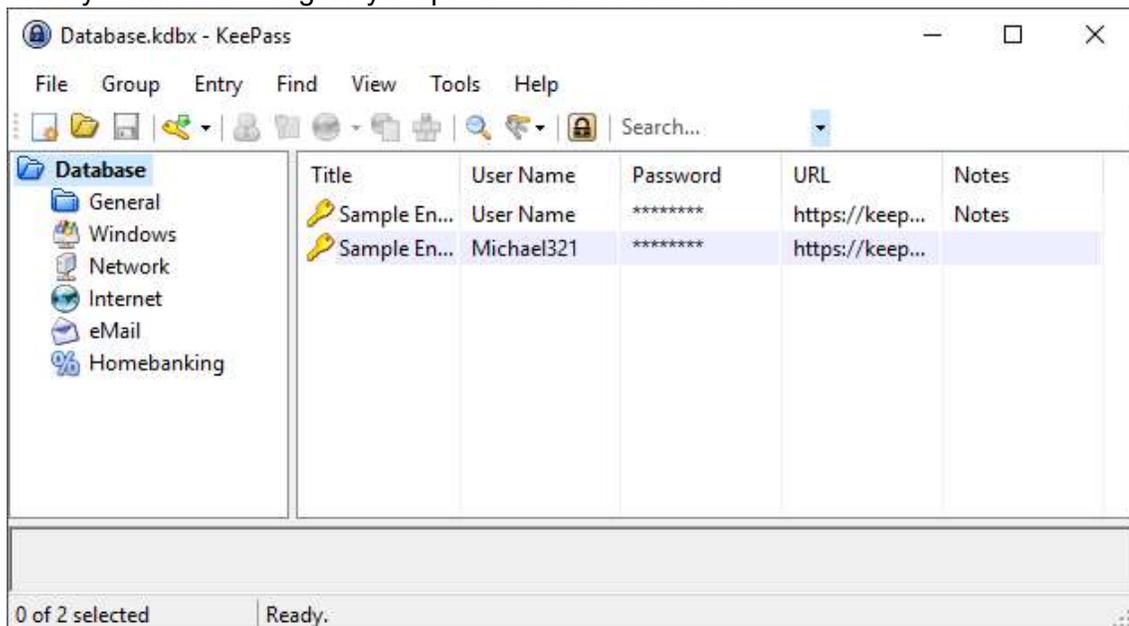


A password manager application is a piece of software that you install on your local machine and you use it to safely store and retrieve passwords for any other type of accounts, email, shopping experiences, social media and more.

In this how-to we show you the steps on installing and configuring KeePass Password Safe <sup>1</sup> version 2.45. The software is available as an installable application but you can also use it as a portable application (running from a USB stick). In this document we are using the portable version.

### Obtaining and configuring KeePass

1. Navigate to <https://keepass.info/> and click on 'Downloads'
2. Download the 'portable' version of the software
3. Extract the software in your desired location, and then open the folder
4. Double click on 'KeePass.exe'
5. The application opens up with an interface that seems empty, and this is because you have not yet created a system database
6. Use the menu and select 'File→New' to create a new database. You will be prompted for database location, name and master password. **Be advised:** every time you start KeePass you must insert the 'master password'
7. Once you complete the database setup the application interface updates. On the left hand side you can see a tree of categories of passwords and once you create entries in there you will be 'saving' all your passwords in KeePass.



<sup>1</sup> Available free for personal use at: <https://keepass.info/>

## Adding a password

1. Select a category on the left, for example 'eMail'
2. Use the menu and select 'Entry→Add Entry'. A dialog like the one shown below appears and you must complete the details of the entry

The screenshot shows the 'Add Entry' dialog box. The 'Entry' tab is selected. The 'Password' field is filled with dots, and the 'Repeat' field is also filled with dots. The 'Quality' field shows a progress bar for '109 bits' and '20 ch.'. The 'Expires' checkbox is unchecked, and the date is '02/08/2020 12:00:00 AM'. The 'OK' button is highlighted.

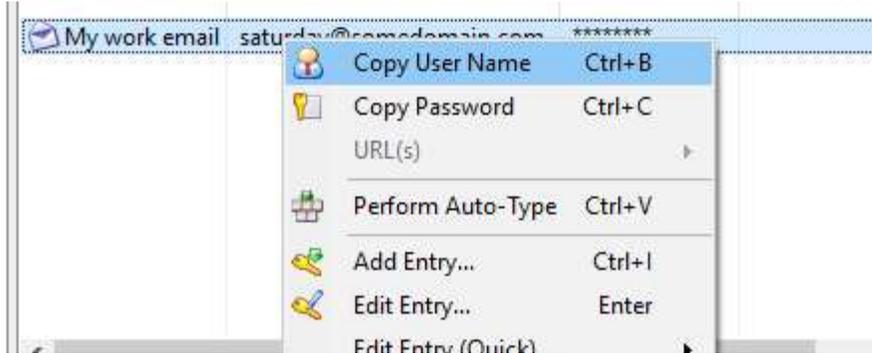
3. Notice how a password appears to have been already provided? This is because KeePass can generate (and obviously remember) strong passwords. You do not have to use this password; you can change it to whatever you want (use the three dots button to see the password)
4. Once you complete the details, click the 'OK' button and the entry will appear in the database.

Database	Title	User Name	Password	URL
General	My work email	saturday@somedomain.com	*****	

## Using KeePass and retrieving credentials

Once you are at a website or an application and you are prompted for credentials, the following are the steps to take in order to retrieve information from KeePass

1. Open up KeePass (remember you need to enter the 'master password')
2. Find the entry you need and right click on it. The following menu appears



3. You can use the 'Copy user name' or 'Copy password' commands to copy what you need
4. Switch to the webpage or application where the input is needed
5. Right click on the appropriate input field
6. Select 'Paste'; the information will be pasted from the clipboard.



KeePass provides a very useful set of tools and utilities to work with and manipulate your passwords. Worth mentioning are: the 'Auto-Type' feature, importing and exporting entries, generating one or a list of passwords and the event-condition-action trigger system (see Triggers)