

Keepass – Installation and Usage – Step-by-Step

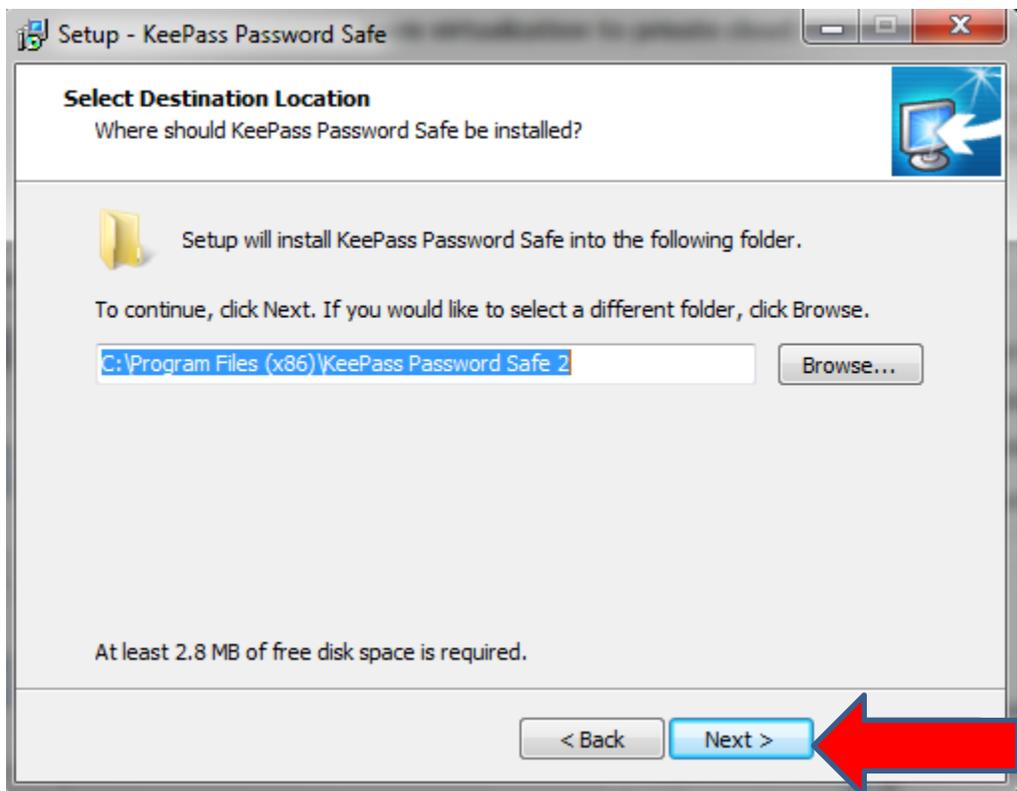
This short tutorial will show you how to actually use KeePass. It describes only the basic installation and usage.

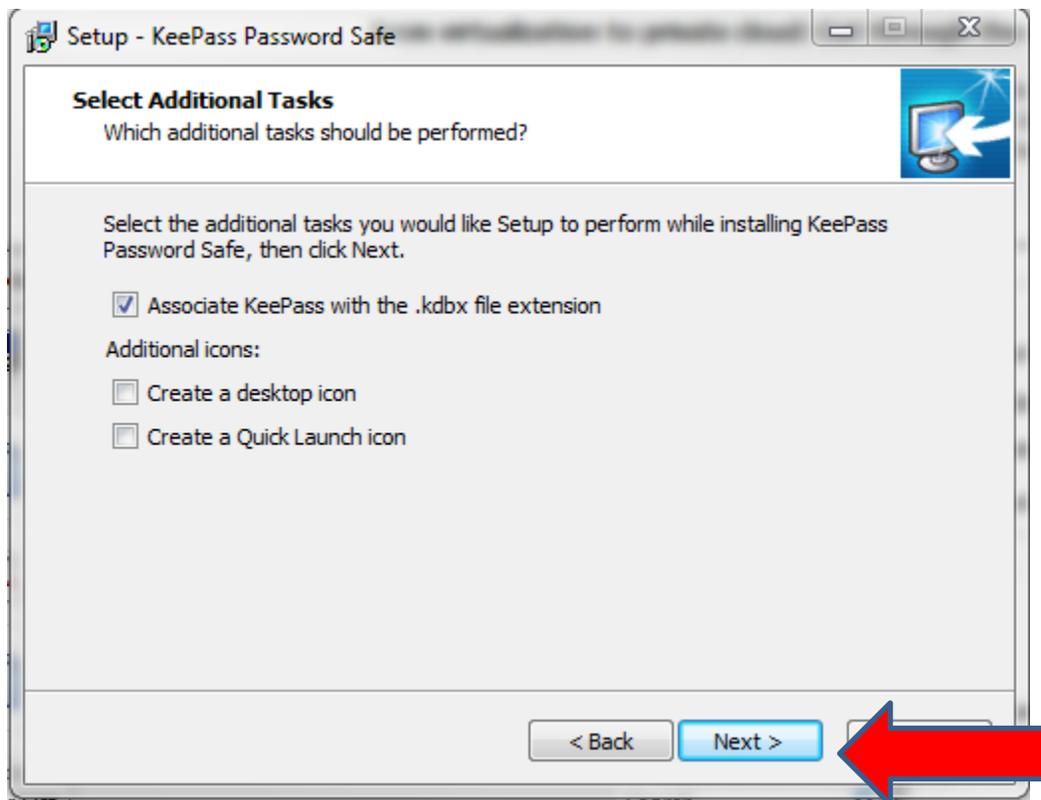
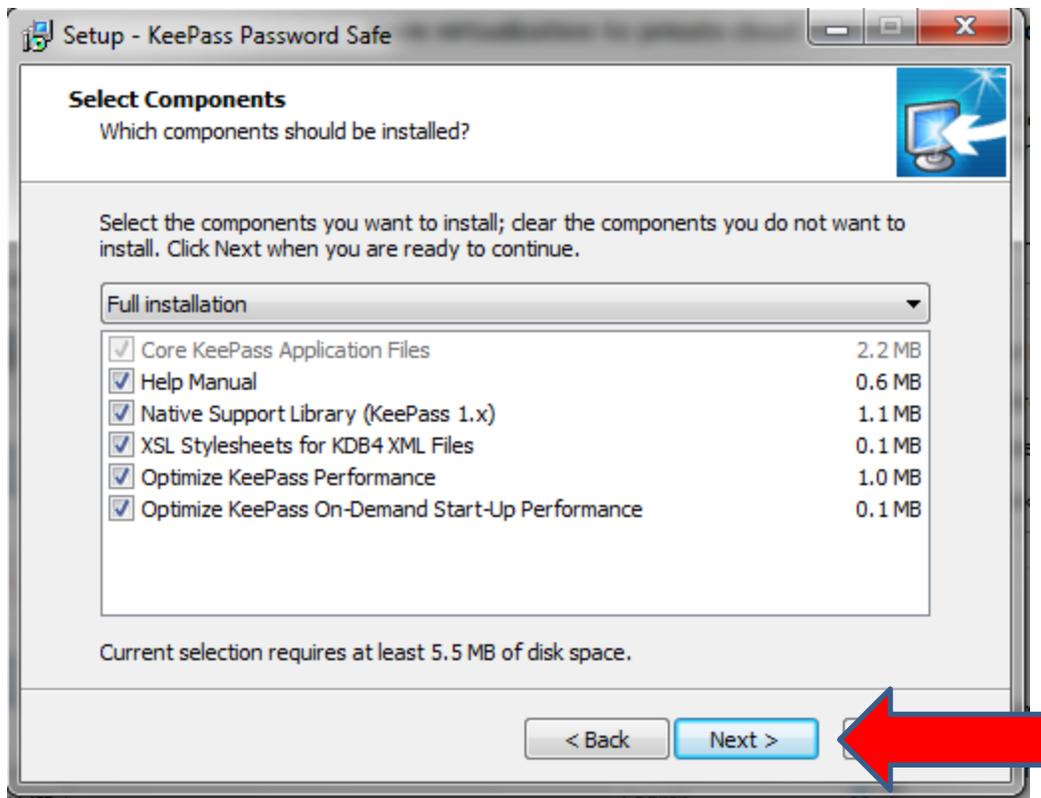
Go to <http://keepass.info/download.html> to download KeePass 2 Professional application (current version 2.1.7):

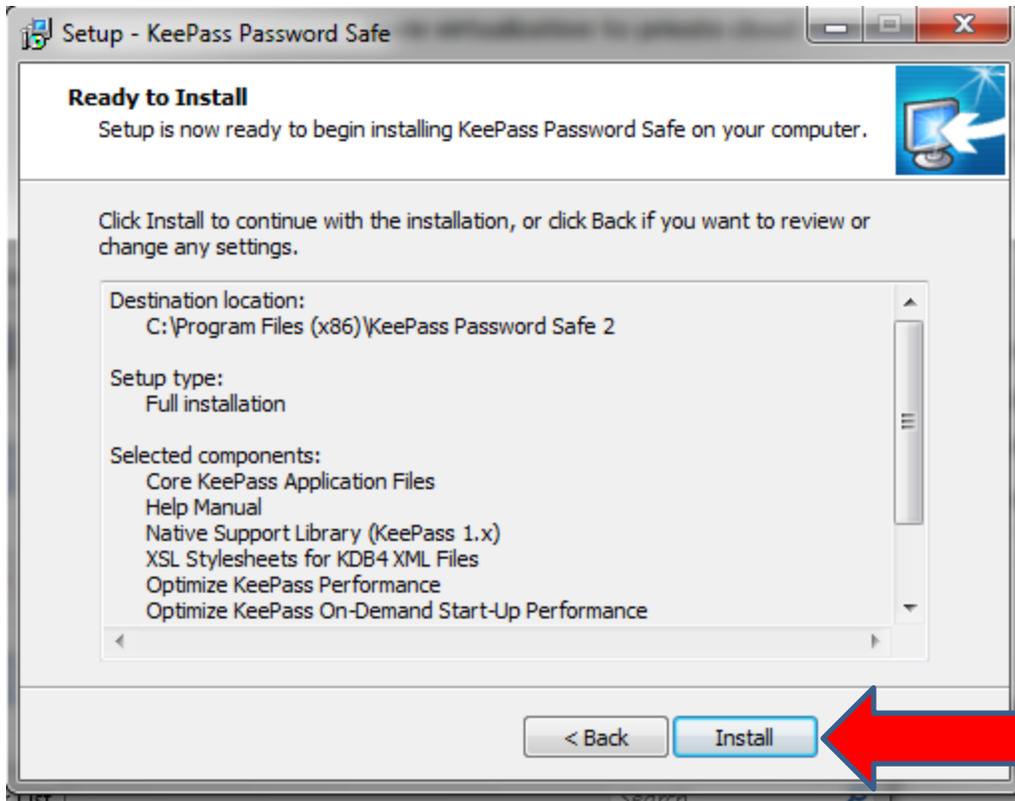


Follow Steps below to install and use this application:

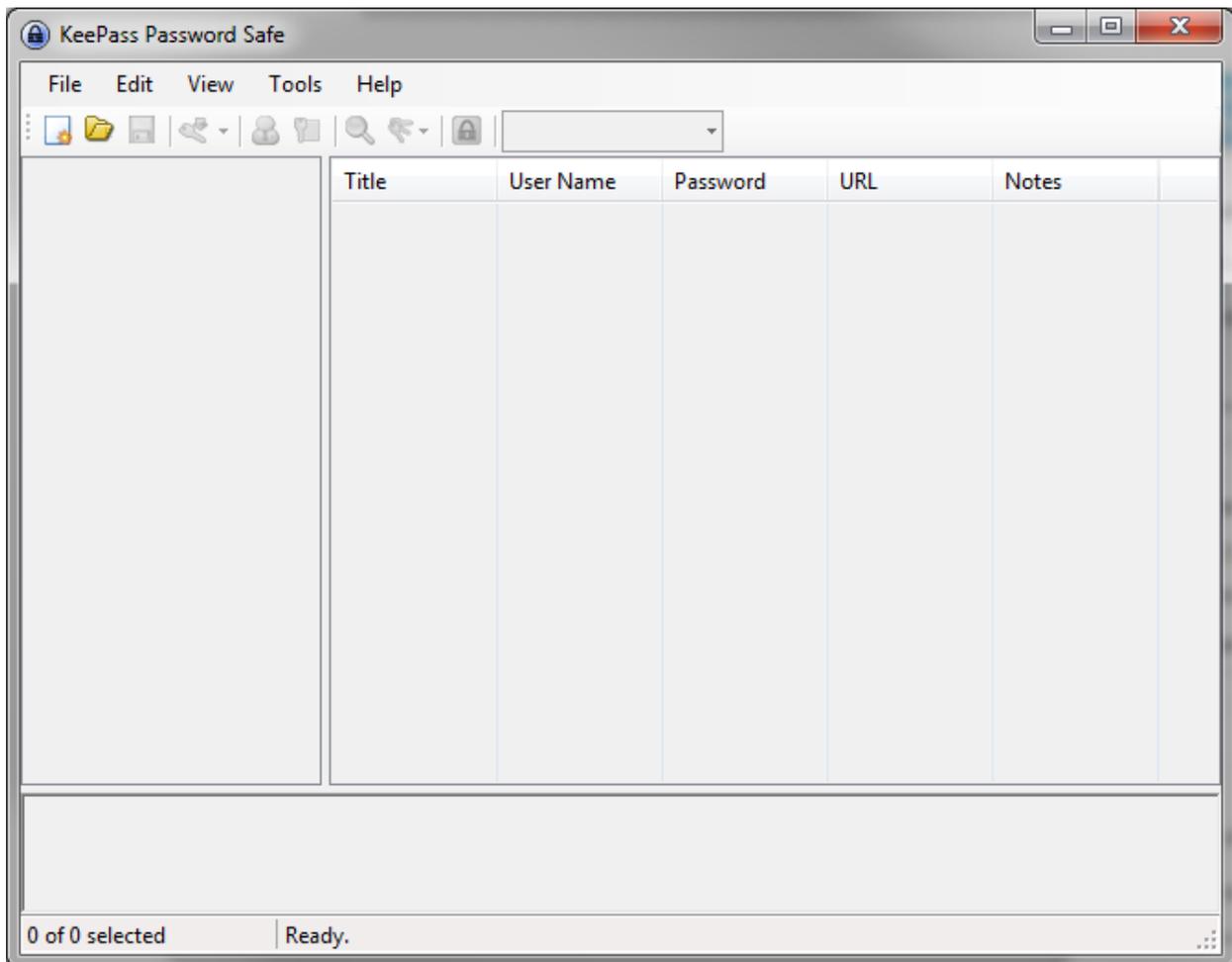








After installation is done, open KeePass application:



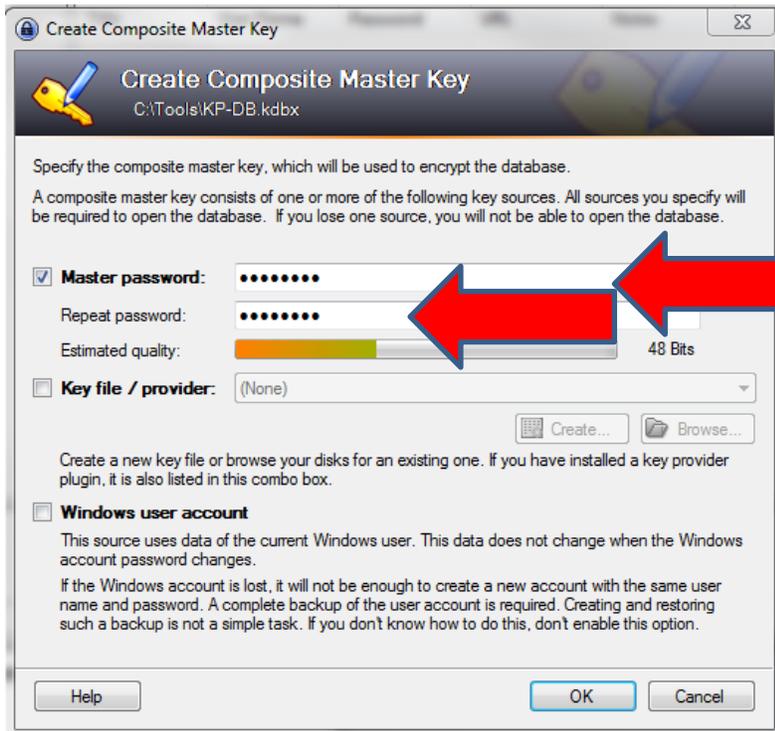
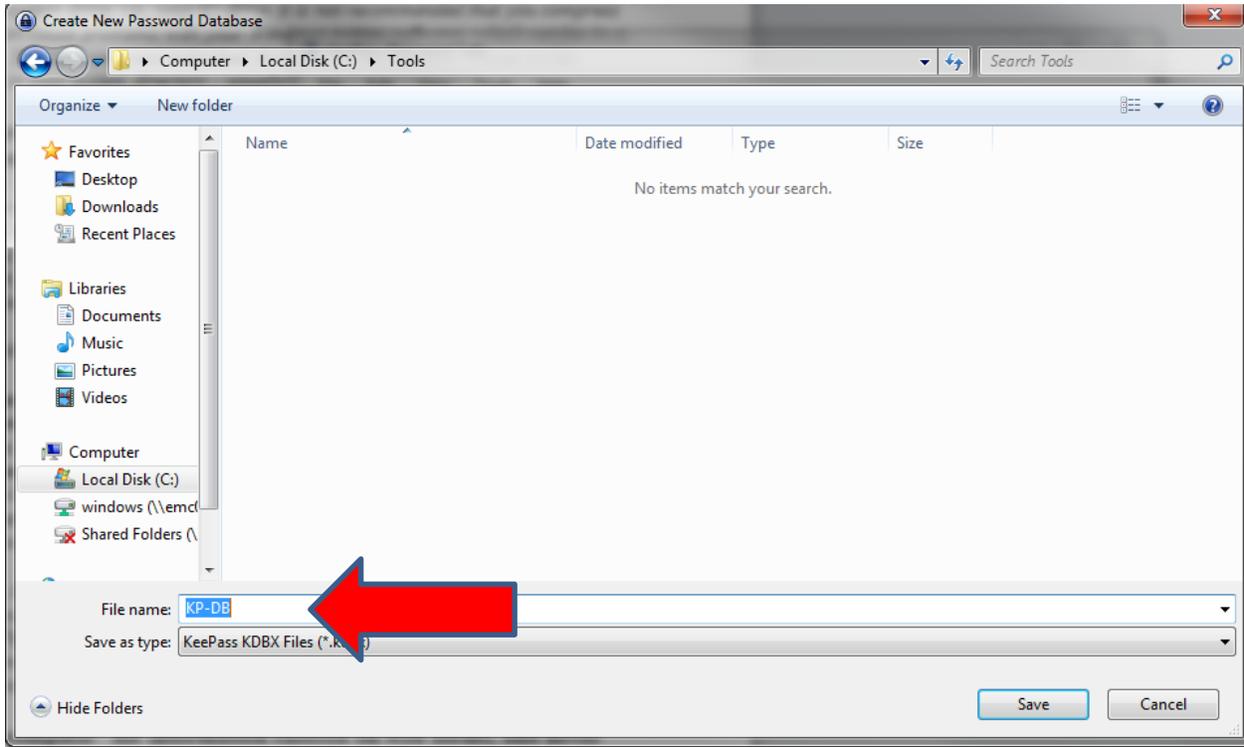
Creating a new database

The very first step is creating a new password database. KeePass will store all your passwords in such a database. To create one, click 'File - New...' in the main menu or click the leftmost toolbar button. A window will appear, which prompts you for a master password and/or key file. The database will be encrypted with the password you enter here. The password you enter here will be the **only password you'll ever have to remember** from on now. It should be long and built up of mixed characters.

NOTE: Keep in mind that when someone gets your database file and guesses the password, he could access all passwords you stored in the database.

Go to **File->“New”** to build new database for your passwords:

Enter a name and select location for your database:

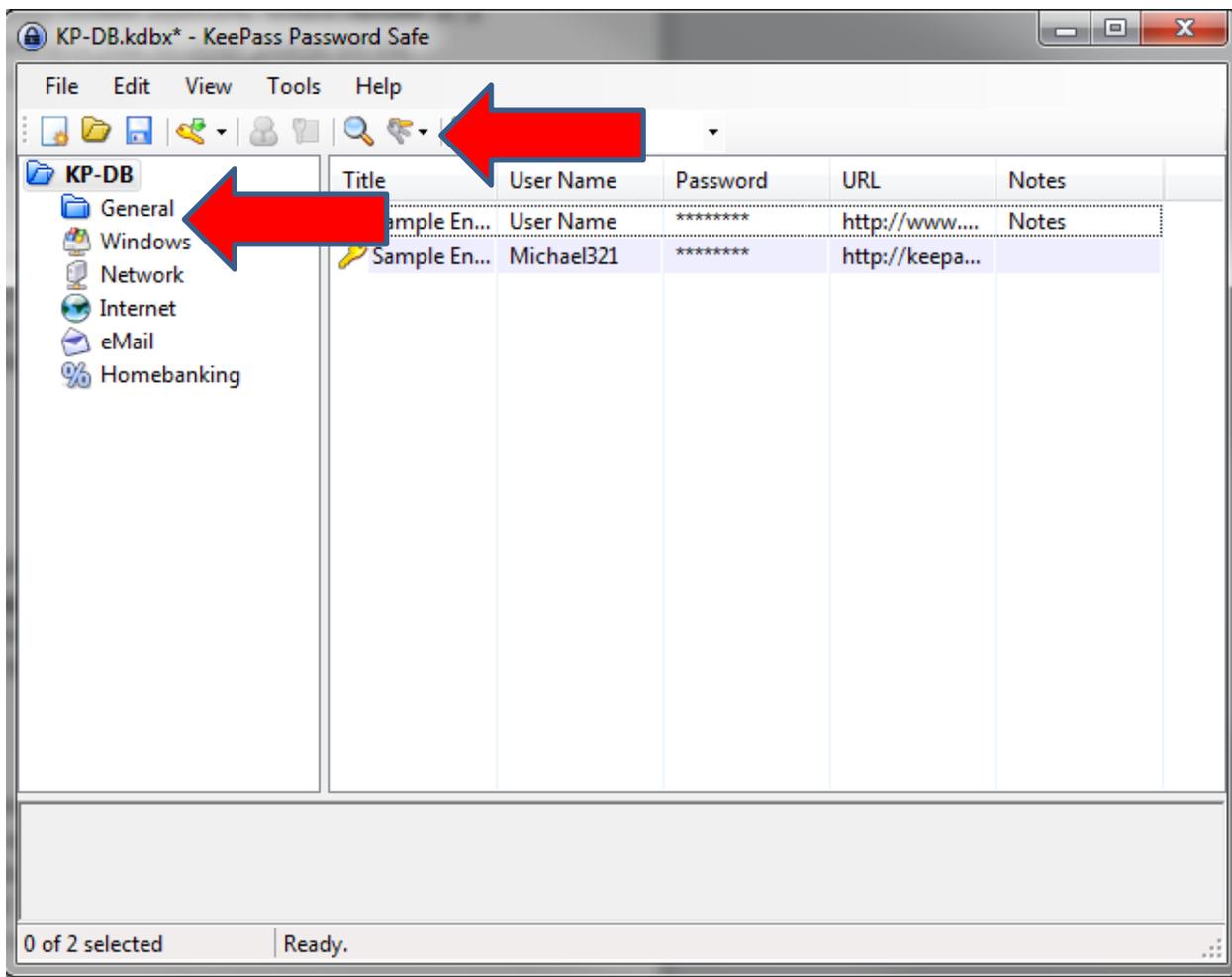


Adding an entry

Time to store your very first password in the KeePass database! Right-click into the right password entry view and choose 'Add Entry...'. A window will pop up. In this window you can now edit your entry: enter some title for it, an username, an URL, the actual password, etc. If you don't need some of the fields, just leave them empty. When you're done, click [OK].

You'll see your new entry in the password list on the right now – see screenshot and example below for “crimson” account:

Select “**Add Entry**” in one of the folder (for example) a folder “**General**”



Add Entry
Create a new password entry.

Entry | Advanced | Properties | Auto-Type | History

Title: Icon: 

User name:

Password: 

Repeat: 

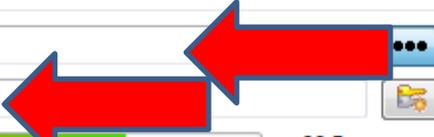
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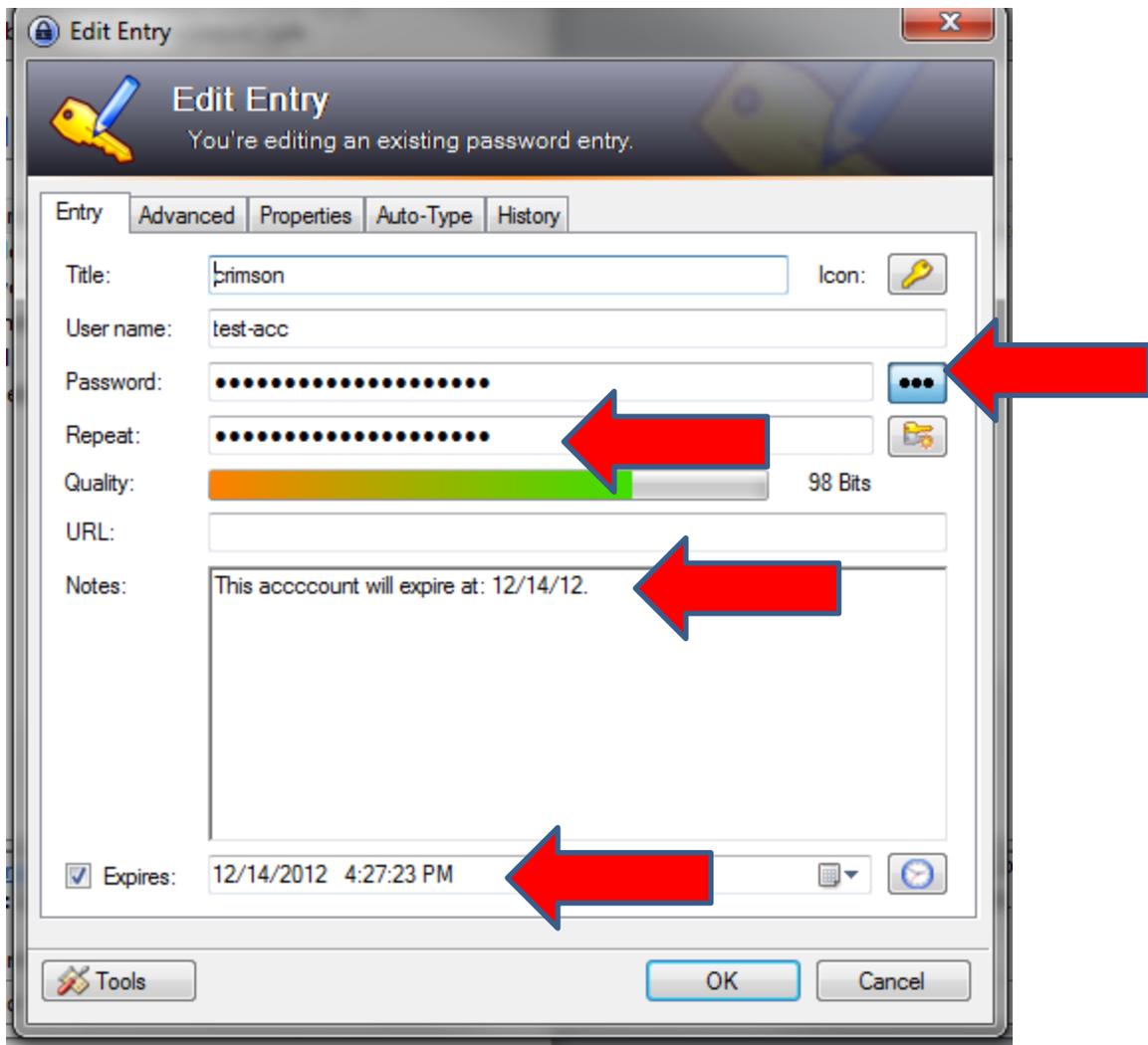
URL:

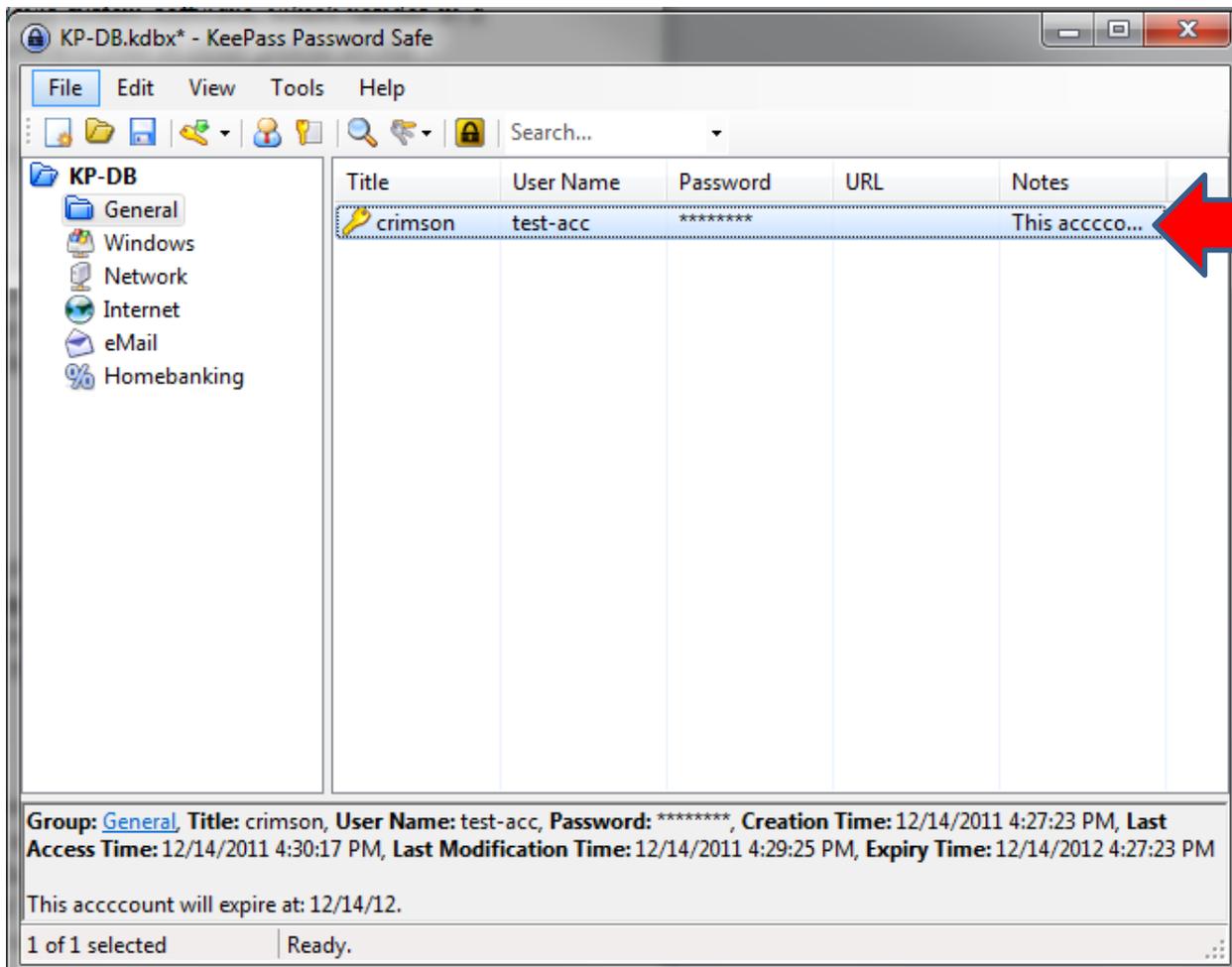
Notes:

Expires: 12/14/2011 4:27:23 PM  

 Tools







Enter rest of your passwords to PassKess and make sure that you keep copy of KeePass database securely and that you don't forget your master password.

Using entries

You got the new entry in the password list now. What can you actually do with it now? Right-click onto the entry.

You have several options now. You can for example copy the username of the entry to the Windows clipboard. When you've copied it, you can post it into any other program of your choice. The same works for copying passwords.

If you need username of password for individual entries, right-click at entry and select' " Copy User Name" or "Copy Password" and paste this info to your authentication fields.

Saving and backing up the database

It's time to save your database. Click onto the '*Save*' toolbar button (looks like a disk; 3rd toolbar button). As you're saving the database the first time, you now have to specify a location where you want the database file to be stored.

NOTE: Make sure that you store backup of the database file on the external encrypted location, like hardware encrypted flash drive.

How to Manage and Organize Passwords KeePass Tutorial is available at:

<http://www.youtube.com/watch?v=AhrQ5p0IQg0>