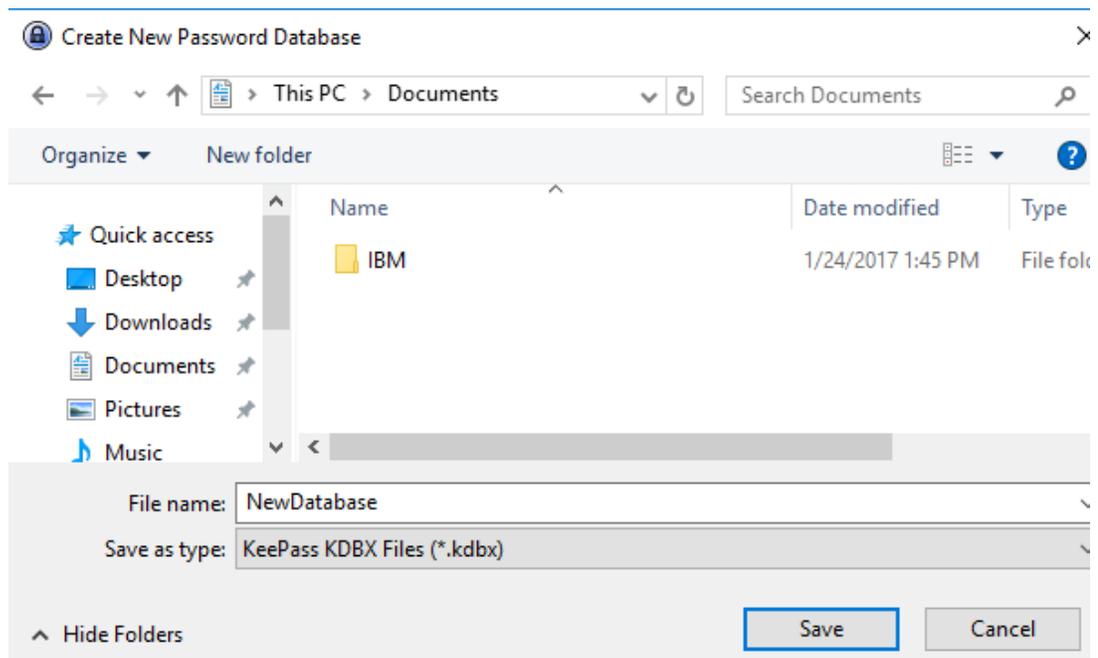

How to set up KeePass

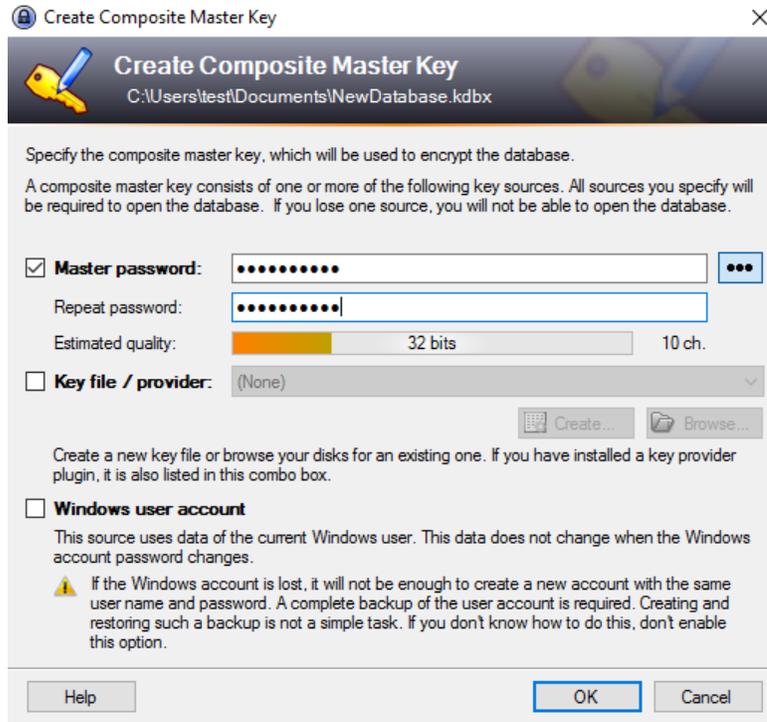
1. **Double Click** on the KeePass icon to open it.



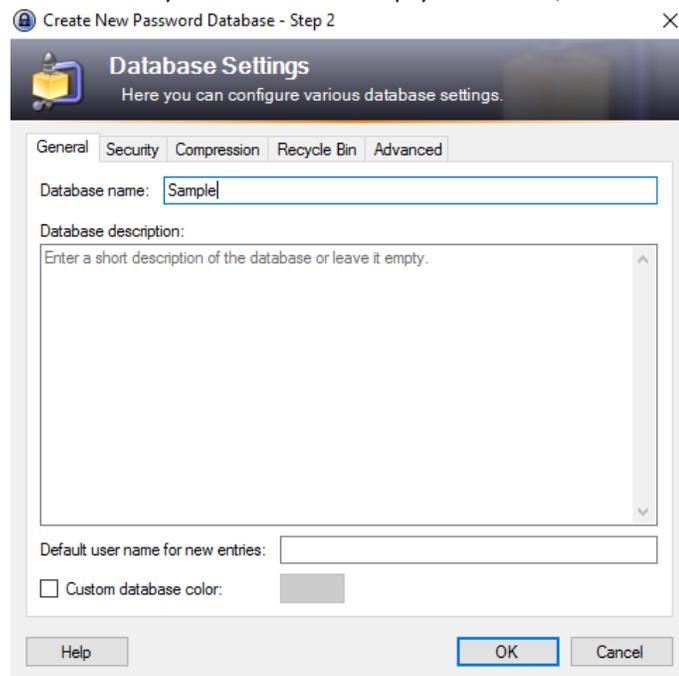
2. Click **“File”** and then click **“New”** to create a new Password Database. It will make you create a save spot for the database. **We recommend you save your database in your “Documents” folder.** That way it gets backed up and wont be lost if your hard drive fails. After choosing where you would like to save it, you can name it whatever you would like. After that, click Save.



3. **Enter a master password.** The master password is what you will use to unlock your database. Make sure it is a password you won't forget. After entering your decided password, enter it again, then click **OK**. (*Note: We do not use the master key file because if it gets lost or corrupted we cannot recover it due to its encryption)



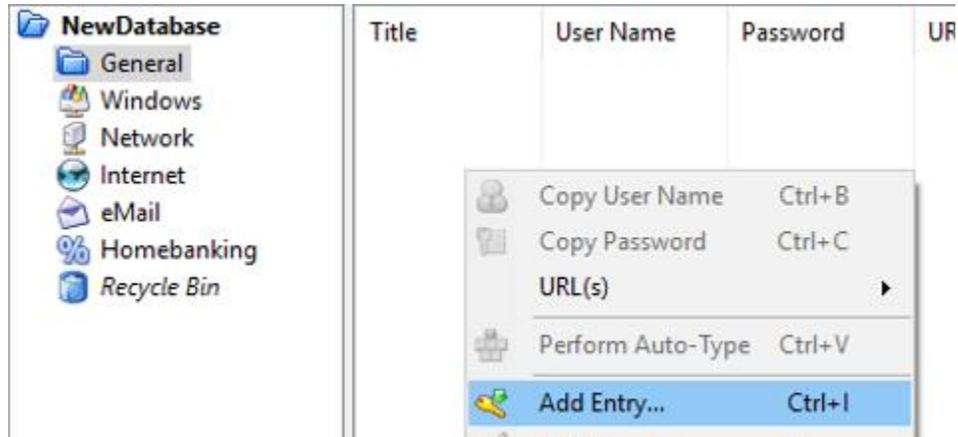
4. Enter a database name. You may also leave this empty. After this, click **OK**.



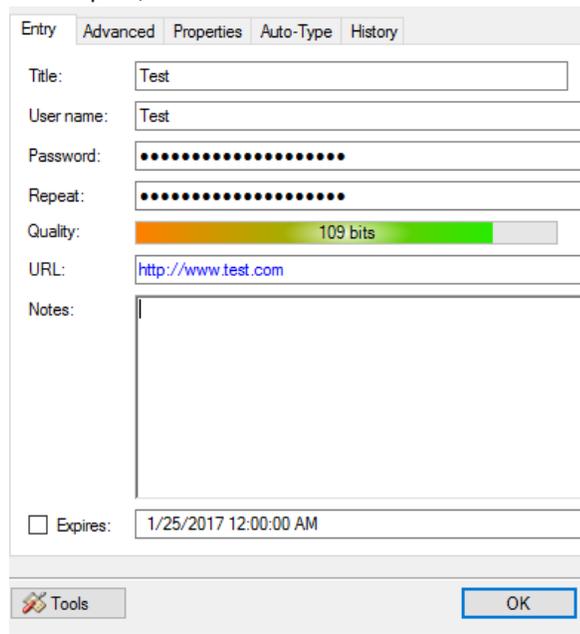
5. If you wish you can **right click and delete the sample password entries**. They should be similar to this:

	Title	User Name	Password	URL
<ul style="list-style-type: none"> NewDatabase General Windows Network 	Sample En...	User Name	*****	http://keepa...
	Sample En...	Michael321	*****	http://keepa...

- To create a new password entry, in the left navigation pane, select **“General”** and right click in the main window pane, select **“Add Entry”**.



- Enter the **Title** you would like to call this entry then enter **the Username and Password** for the credentials. You can also **enter a URL** to direct you to an online site to which you use the password. After filling out this part, click **OK**.



- You should have successfully created a password entry. Now you should save. **Go to File and click Save.**

- Now to open it, **double click** on the entry.

10. You will notice the information you previously entered is there. Your password however has a bunch of dots to keep it hidden. **To show the password click the icon to the right of the first password entry box.** (It is a box with 3 dots in it).

Password:

NOTE: It should change from dots to the actual password.

Password:

11. From here you can **copy your password and paste it into whatever you need to log into using this password.**