

LastPass... |

Using the vault and web browser extension

WHAT IS LASTPASS?

LastPass is a password management application that can store not just your password, but your banking, passport, insurance, or any other sensitive information.

Key features include:

- The storage of passwords, notes, bank details and more
- Auto-fill your login credentials for any website
- Generate secure passwords for your accounts
- Ability to safely share passwords when required
- Dark web monitoring

LASTPASS VAULT

Your LastPass Vault is where you can access your passwords and other stored information. It is also where you can generate passwords, add new or edit items and check how secure your credentials are.

Your vault will look something like this:

The screenshot shows the LastPass vault interface. On the left is a dark sidebar with a 'Collapse' button and a list of categories: All Items, Cloud Apps, Passwords, Notes, Addresses, Payment Cards, Bank Accounts, Security Dashboard, Account Benefits, Sharing Center, Account Settings, Advanced Options, and Help. The main area is titled 'All Items' and features a search bar at the top with the text 'search my vault'. Below the search bar are three tabs: 'All Items', 'Passwords', and 'Notes'. The main content is organized into folders: 'Productivity Tools (8)', 'Shopping (4)', and 'Social (8)'. Each folder contains a grid of item cards. The 'Productivity Tools' folder includes cards for Prezi (prezi.com), strategyoverview.com, and two SurveyMonkey cards (surveymonkey.com and surveymonkey.com). The 'Shopping' folder includes cards for amazon.com (amazon.co.uk), Etsy (etsy.com), GARMIN (garmin.com), and ticketmaster (ticketmaster.co.uk). The 'Social' folder includes cards for two Facebook entries (facebook.com), Instagram (instagram.com), and LinkedIn (linkedin.com). A red '+' button is located in the bottom right corner of the main area. Red annotations with lines pointing to specific parts of the interface include: 'View specific items only' pointing to the sidebar; 'Search your vault' pointing to the search bar; 'Access your settings, training or logout' pointing to the user profile area in the top right; 'Folders' pointing to the folder headers; 'Your stored items, including passwords, notes, addresses and more' pointing to the grid of item cards; and 'Add new items' pointing to the '+' button.

View specific items only

Search your vault

Access your settings, training or logout

Productivity Tools (8)

amazon.com

Prezi

strategyoverview.com

SurveyMonkey

SurveyMonkey

Shopping (4)

amazon.co.uk

Etsy

GARMIN

ticketmaster

Social (8)

facebook

facebook

Instagram

LinkedIn

Security Dashboard

Account Benefits

Sharing Center

Account Settings

Advanced Options

Help

passwords

notes

addresses

payment cards

bank accounts

Sort By: Folder (a-z)

Prezi

strategyoverview.com

surveymonkey.com

surveymonkey.com

amazon.co.uk

etsy.com

garmin.com

ticketmaster.co.uk

facebook.com

facebook.com

instagram.com

linkedin.com

+

folders

Your stored items, including passwords, notes, addresses and more

Add new items

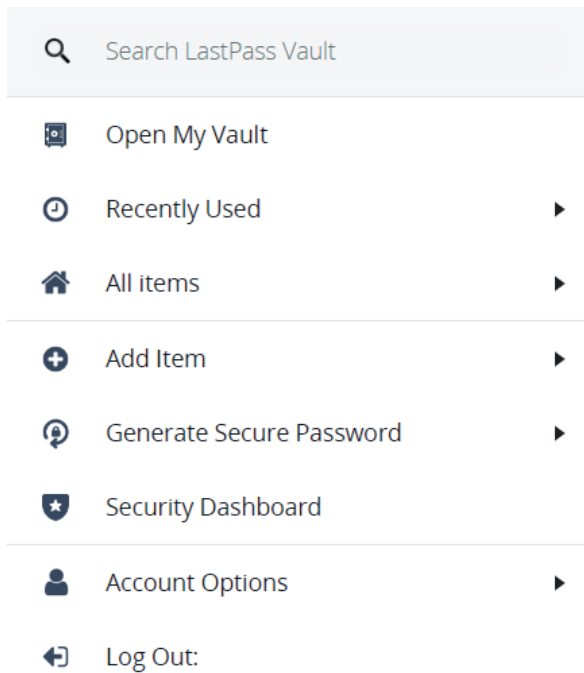
LASTPASS BROWSER EXTENSION

When you open your vault, you may see a prompt to install a browser extension for LastPass. This is the simplest way to use the platform. If you don't see the prompt, go to your browser extension store to install it.

Once you have installed it, you should see the LastPass extension icon, like this:



Clicking on the icon will open a menu that looks like this:



It allows you to access all the features of LastPass without having to leave the site you are currently on and opening your vault.

You can search your vault, open it direct from the extension, see recently used or all items, add new items, generate a secure password, view your security dashboard, view your account options and logout of LastPass.

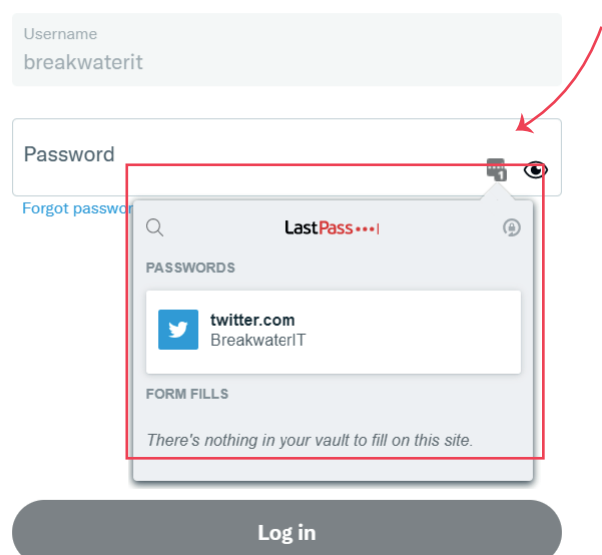
Auto-fill credentials

If you have the login details for a site saved in your LastPass vault, the browser extension will auto-fill them each time you log in to that site.

At the end of the text box, you will see the LastPass icon, clicking this will open a pop-up from LastPass, allowing you to select the login information you wish to input.

If you have multiple accounts for one site, they will all be listed for you to choose from.

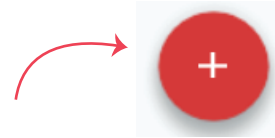
Enter your password



HOW TO ADD NEW ITEMS

There are three ways to add new items to LastPass:

1) In the vault



Look for the red plus button in the bottom-right of your vault. Clicking this will open the option to add a password, secure note, address, payment card or bank details. There is also a more items dropdown which contains several other items.

The information requested when adding each item will be different depending on what you are adding, but any login credentials being added will need the login URL to enable the auto-fill feature.

2) In the browser extension

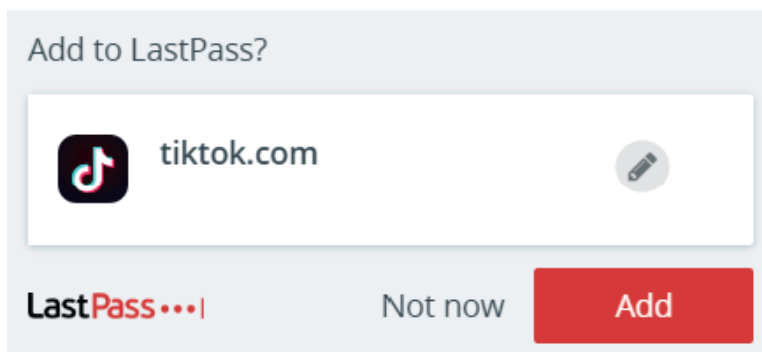
When you click on the browser extension icon, you will see 'Add Item' on the pop-out menu.



Once you've chosen an item, the form will open in a tab so you can add the details.

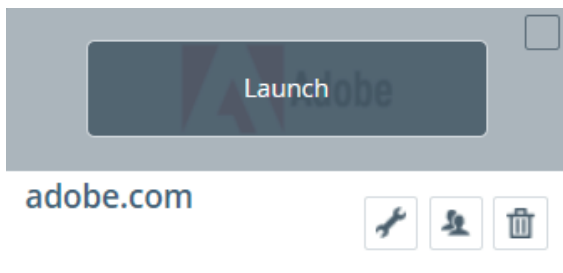
3) Auto-add through the browser extension (login details only)

And the simplest way! Any time you login to a site that isn't stored in your vault, LastPass will ask you if you want to store it.



HOW TO SHARE PASSWORDS AND FOLDERS

LastPass offers a secure way to share passwords. To do this, go to your vault, hover over the password you want to share and click the icon that looks like two heads.



This will then open the options for password sharing. To share the password, you will need to enter the email used by the recipient for their LastPass account.

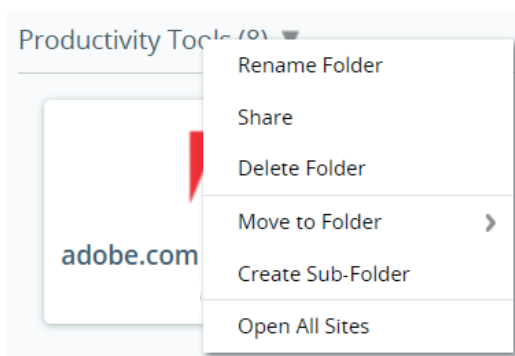
You also have the option to allow the recipient to view the password, or just give them the ability to use it when auto-filling.

Share Site: adobe.com

Recipient Email Addresses:

 Allow Recipient to View Password

To share a folder, you will need to right-click on the folder name. This will then create a shared folder which can be shared with others.



Each recipient of this shared folder gains access to anything it contains, including sites, passwords, and secure notes. Once shared, it appears in their vault and any changes made in one vault will sync to the others.

HOW TO GENERATE PASSWORDS

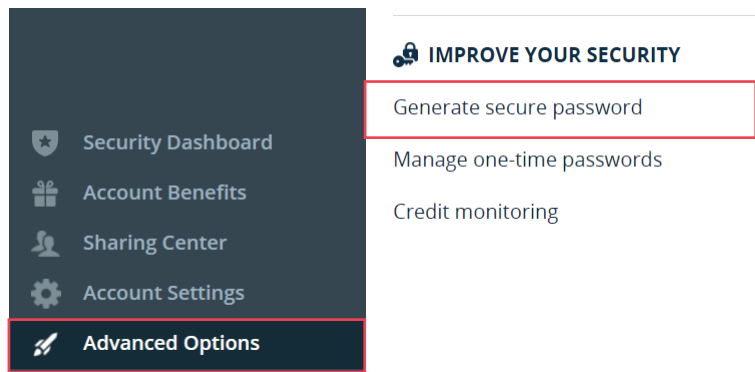
With LastPass, the only password you need to remember is the one to access your LastPass account. This means that your other passwords can be as complex as possible.

To help with this, LastPass has a password generator feature. Here are three ways to use it:

1) In the vault

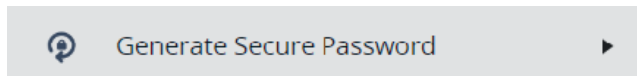
On the left toolbar, select 'Advanced Options', then 'Generate secure password'.

This will open the password generator box, which I will explore later in the guide.



2) In the browser extension

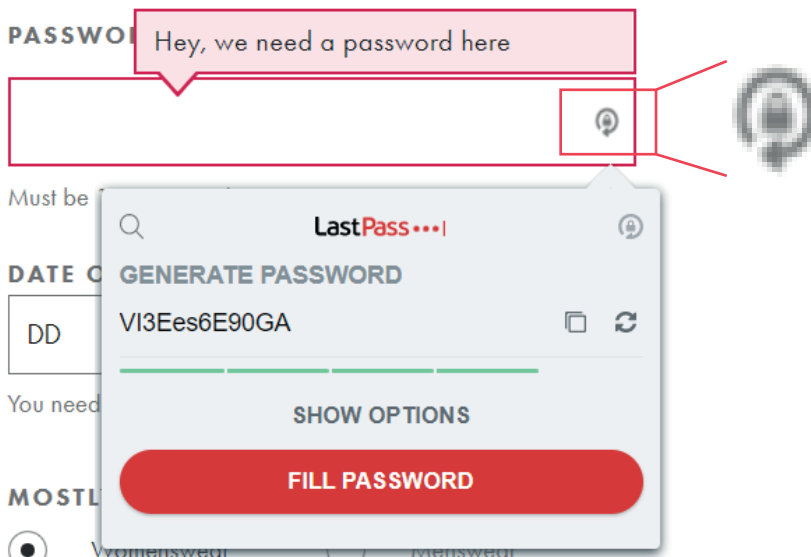
When you click on the browser extension icon, you will see 'Generate secure password'.



Clicking this will open the password generator box.

3) When creating a new account

When you are registering for a new site, when you get to the password box, you will see a small icon at the far right of the box. Clicking this will open the LastPass password generator.



Generate a password box:

There are several options when generating a new password with LastPass:

The screenshot shows the LastPass password generator interface. At the top, a red header contains the text "Generate LastPass...". Below this, a text input field displays the password "tSxsqQ6l955s". To the right of the input field are two icons: a copy icon and a refresh icon. Below the input field is a green progress bar representing password strength, and a "SHOW HISTORY" button. The interface is annotated with several callouts:

- The password**: Points to the text input field containing "tSxsqQ6l955s".
- Password strength**: Points to the green progress bar.
- Copy the password**: Points to the copy icon.
- Generate a new password**: Points to the refresh icon.
- View previous passwords generated**: Points to the "SHOW HISTORY" button.
- Change the password length**: Points to the "Password length" slider set to 12.
- Easy to say - avoid numbers and characters**: Points to the "Easy to say" radio button.
- Easy to read - avoid similar characters, e.g. O and o**: Points to the "Easy to read" radio button.
- All characters - any combination**: Points to the "All characters" radio button.
- Select what characters you would like included in a password**: Points to the character selection checkboxes: "Uppercase" (checked), "Lowercase" (checked), "Numbers" (checked), and "Symbols" (unchecked).
- Copy the password**: Points to the "COPY PASSWORD" button.

For any further support with LastPass, or anything else you need, get in touch:

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