

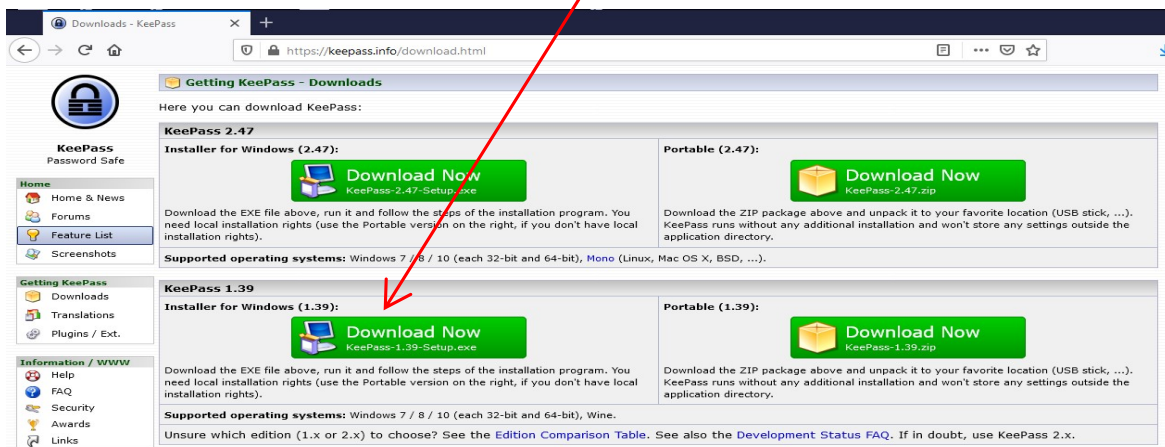
KeePass FAQ

What is KeePass?

KeePass is a free open source password manager, which helps you to manage your passwords in a secure way. You can put all your passwords in one database, which is locked with one master key or a key file. So you only have to remember one single master password or select the key file to unlock the whole database. The databases are encrypted using the best and most secure encryption algorithms currently known (AES and Twofish).

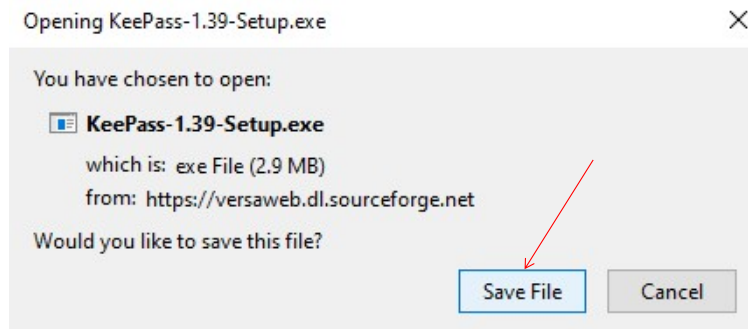
Where can I get KeePass?

You can download KeePass from <http://keepass.info/download.html>. Select KeePass 1.39 (Installer EXE for Windows.). You will be prompted to download the file. Click on the “Download Now” to begin the download.



When prompted with the box shown below, click on “Save File”.

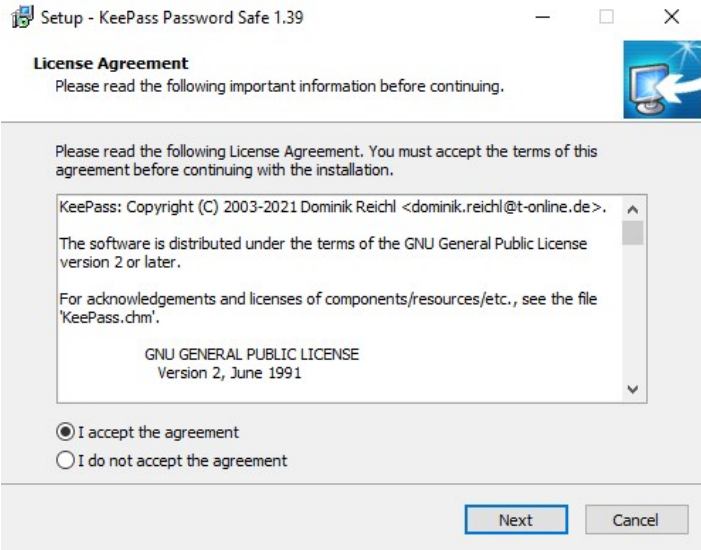
Next you will see that the downloaded file is ready to be installed. Double click on the KeePass – 1.39-Setup.exe as shown below to start the installation process.



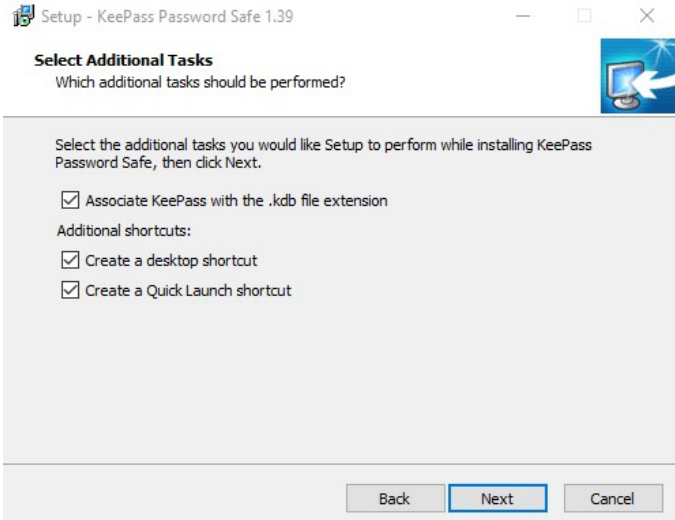
If you are prompted for Admin user and password, and you don't know it, please contact the helpdesk, otherwise you will see the following message box. Click on the OK button to continue.



Click on the Radio button "I accept the agreement" and click on the "Next" button



Select the desired options and click on "Next" to continue the installation



At the Install screen, click “Install”.



At the next screen, click “Launch KeePass” and click “Finish”.



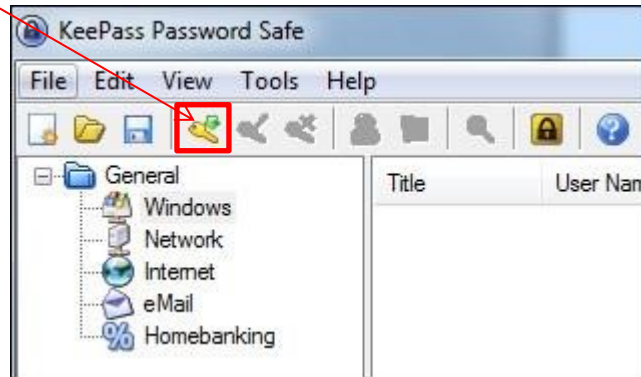
Once I install KeePass, how do I create a new database?

When you launch KeePass, click the “New” icon. This is prompting you to create your Master Password. Create something that you will always remember. Enter it in the Master Password field and click OK. You will be prompted to enter it again. This will setup your master database.

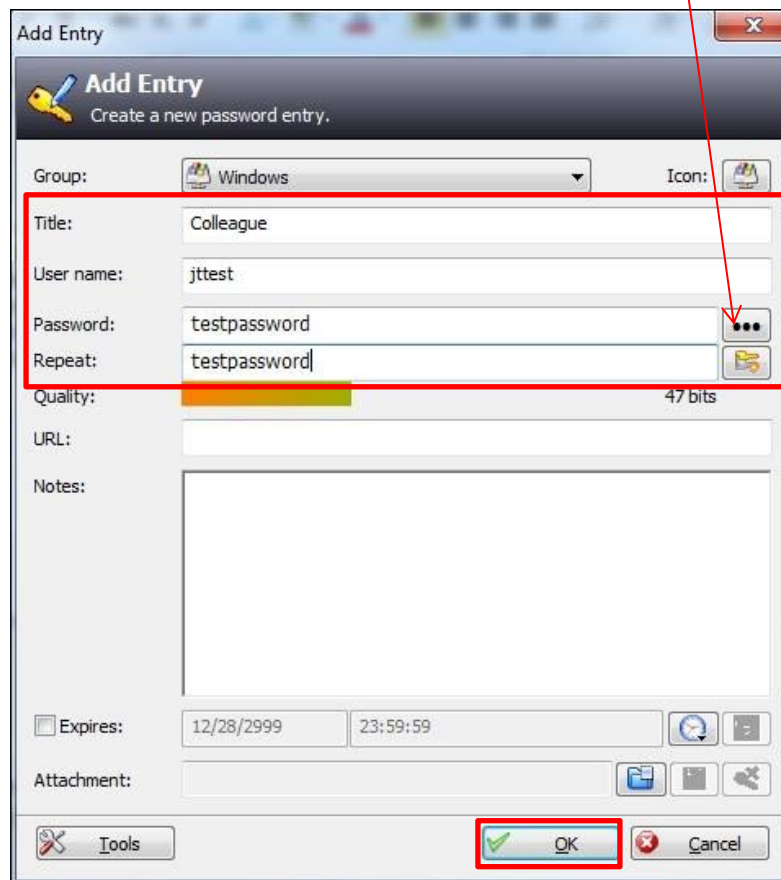


How do I add new entries?

Once in KeePass, click the Add Entry icon.

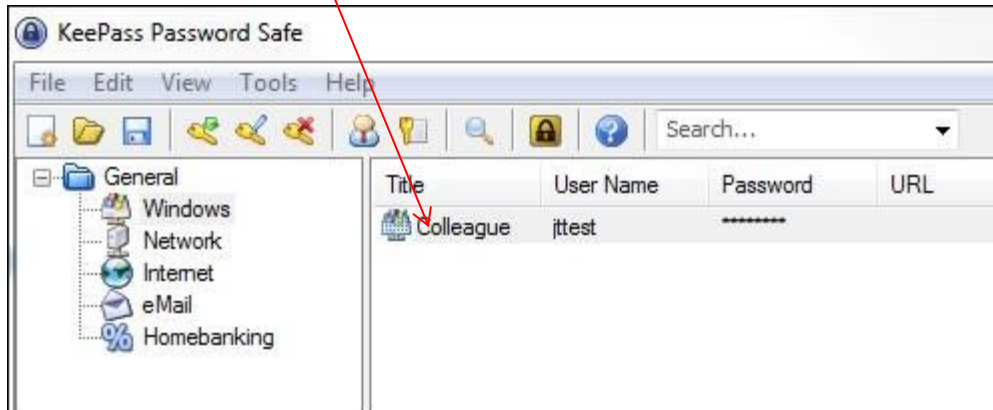


Enter the name of the account in the Title area and your username for that account. Enter the password and then repeat it. If desired, enter the URL for that account. If you want to verify the password, click the toggle button to see the password.

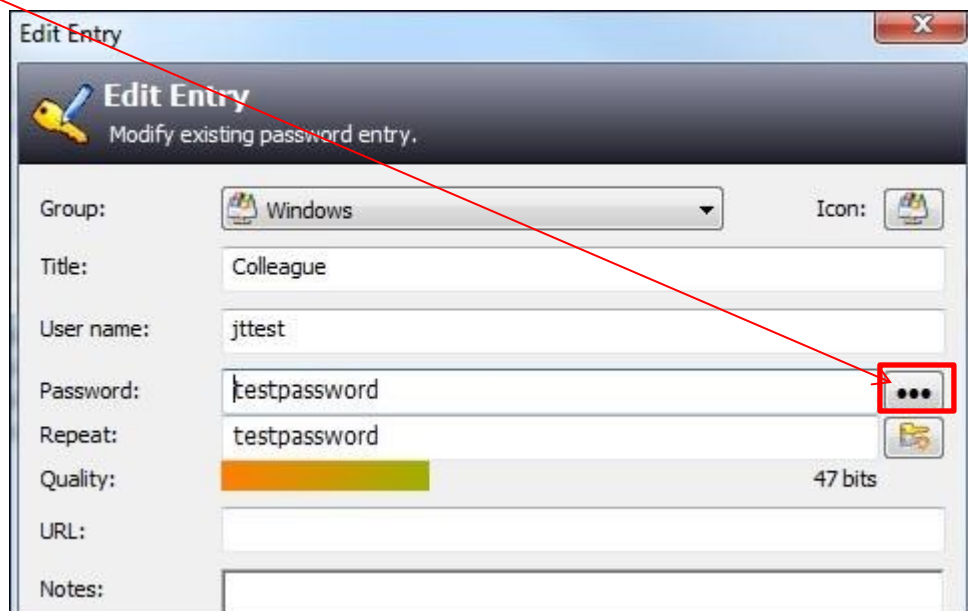


How do I retrieve my password?

To retrieve your password, double click the entry you need.



Click the toggle button to view the password. You can also copy and paste the password for the application you are using.



For more information on KeePass, visit: <https://keepass.info/> For official KeePass User Guides, visit: https://keepass.info/help/base/faq_tech.html