84 LUMBER

Saving Passwords using KeePass (Advanced Guide)

1. First, let's download KeePass onto your PERSONAL computer/laptop/desktop (not on an 84 Lumber device)

1. Navigate to keepass.info
2. Look for the 'Portable' .zip and download

2. Extract the .zip file and run the 'KeePass.exe' program in the new folder that was created.

3. Inside KeePass, go to 'File>New' to create a new DataBase file.

4. Name the file anything you want, preferably something not easy to access, and save it to a location where you'll remember its location.

Set a Master Key Password for this new DataBase. This password you should never lose, never tell anyone, and MUST remember (or write down and keep somewhere secure).

5. Name the specific DataBase something

It is recommended to print the Emergency Sheet as a precaution but it is not required.

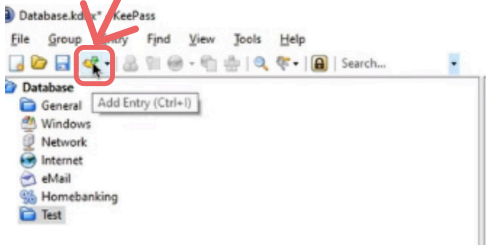If you do print this off, keep this in a secure and safe place as well.

6.

Then on your mobile device, open your online file storage app of your choice to verify you can open files from it.

If you would like to keep your passwords in a single file you can access from either your phone or computer, this guide will show you how.
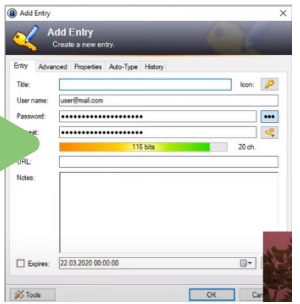
*Todothis, youwillneedapersonalGmail,Outlook,orothermail accountsupathaccessto GoogleDriveorOneDriveorICloud.

Keepass2Android Password Safe

If you still require assistance with this process, feel free to reach out to the Service Desk at x1429!

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7. With your DataBase selected, select 'Add Entry' icon 🔑

8. The 'Add Entry' window is where you can add your account information for your various logins.

9.

Title: The site/service (not URL) of the account/entry

User Name: The username or email address you use for that site/service's login.

Password: The password (hidden by default) of the service you log into.

Repeat: The password (hidden by default) repeated as a confirmation field.
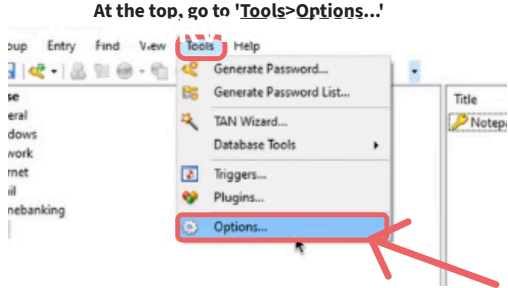
Quality: How secure and complex your password is for that entry (the higher bit-count the better).

Clicking on the 3 dots next to Password will allow you to view the Password and Repeat fields

The Key+Gear icon below the 3 dots, next to the Repeat field will present a built-in Password Generator if you'd prefer to use that instead.
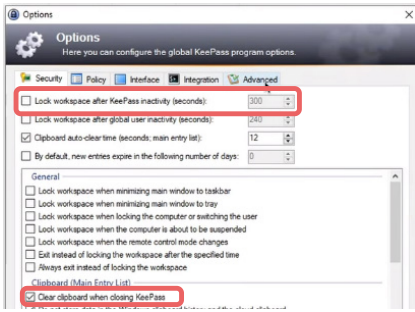
10.

At the top, go to '**Tools>Options...**'

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11. In the Options**box**, select the checkbox '**Lock Workspace after KeePass inactivity**' (seconds) and set to something low around 1-2 minutes (60-120 seconds).

Also check the box labeled 'Clear clipboard when closing KeePass'

Feel free to select other options listed to test out and see what works with your preferences.
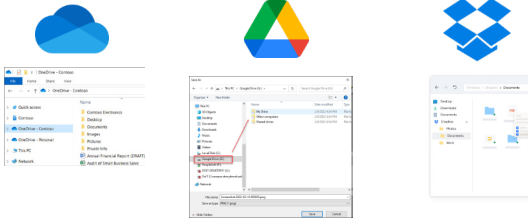
12. After you have added an Entry, go to File>Save to save changes.

Next we will go over saving the file to an online storage service so that you can access your passwords on your mobile device, securely.
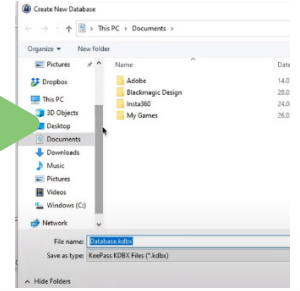
iCloud   OneDrive

13. In order for this process to work, we will need to 'Sync' your personal (non-84) Cloud Storage service between your mobile device and files on your personal computer (i,e, the KeePass Database we just created).
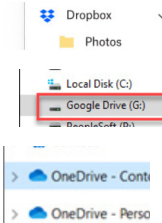
To learn how to setup a cloud storage on your personal computer, ->:

14. Locate your recently created KeePass DataBase file
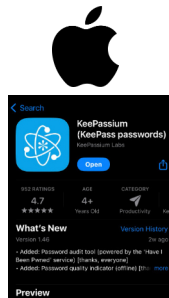
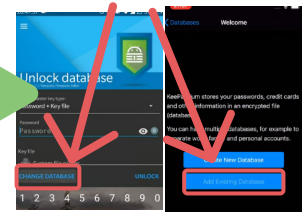**15.** Copy and paste it to your Cloud Storage folder.

16. Then on your mobile device, open your online file storage app of your choice to verify you can open files from it.

17. Then, depending on whether you have an Android or an iPhone, locate the KeePass mobile app specific to your device and install/download it.

Keepass2Android Password Safe

Philipp Crocoll (Croco Apps)

4.3★
33.6K reviews

1M+
Downloads

E
Everyone ①

Install   Share   Add to wishlist

KeePassium (KeePass passwords)
KeePassium Labs

982 RATINGS
4.7

AGE
4+
Years Old

CATEGORY
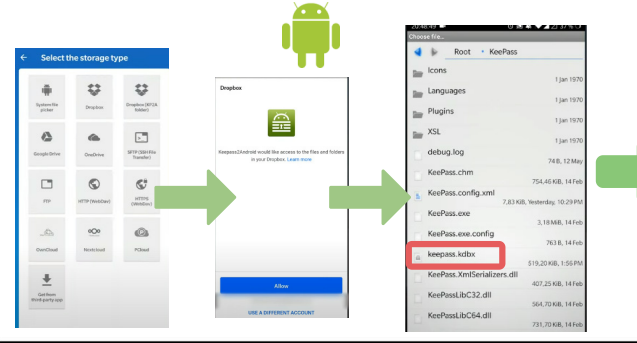Productivity

What's New
Version 1.44

18. Open the KeePass app on your phone and select 'Change DataBase' for the Android app or 'Add Existing DataBase' on the iPhone app.

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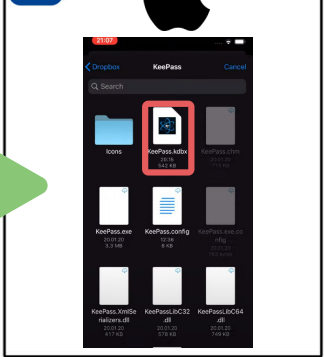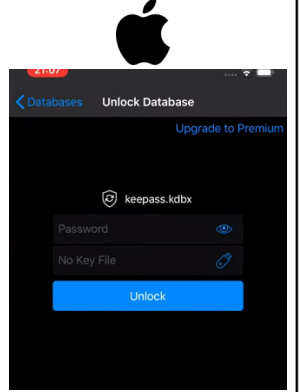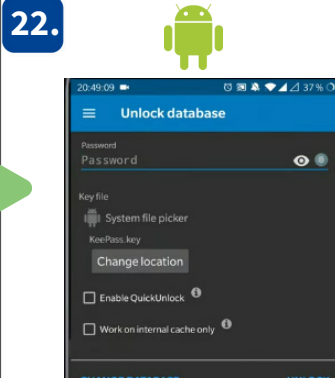## Saving Passwords using KeePass
(Advanced Guide)

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19. Open up the file location the DataBase file was saved to (DropBox/OneDrive/GoogleDrive) and select the DataBase file
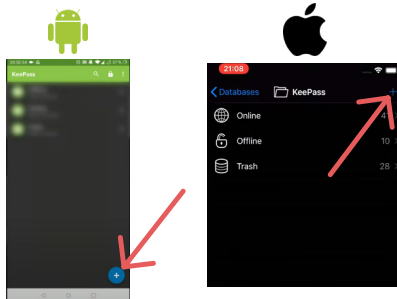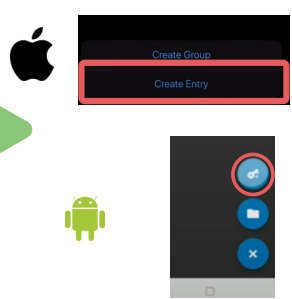
Select the storage type

Dropbox

Keepass2Android would like access to the files and folders in your Dropbox. Learn more

Allow

USE A DIFFERENT ACCOUNT

Choose file...

Root ▸ KeePass

Icons	1 Jan 1970
Languages	1 Jan 1970
Plugins	1 Jan 1970
XSL	1 Jan 1970
debug.log	74 B, 12 May
KeePass.chm	754.46 KiB, 14 Feb
KeePass.config.xml	7.83 KiB, Yesterday, 10:29 PM
KeePass.exe	3.18 MiB, 14 Feb
KeePass.exe.config	763 B, 14 Feb
keepass.kdbx	519.20 KiB, 1:56 PM
KeePass.XmlSerializers.dll	407.25 KiB, 14 Feb
KeePassLibC32.dll	564.70 KiB, 14 Feb
KeePassLibC64.dll	731.70 KiB, 14 Feb

20.

Dropbox   KeePass   Cancel

Q Search

Icons   KeePass.kdbx   KeePass.chm

KeePass.exe   KeePass.config   KeePass.exe.config

KeePass.XmlSerializers.dll   KeePassLibC32.dll   KeePassLibC64.dll

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21.

When prompted, enter the password you created for your KeePass DataBase

22.

20:49:09   37%

☰ **Unlock database**

Password
Password

Key file
System file picker

KeePass.key
Change location

☐ Enable QuickUnlock
☐ Work on internal cache only

‹Databases   **Unlock Database**

Upgrade to Premium

🛡 keepass.kdbx

Password
No Key File

Unlock

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23. Once accessed, you should see screens in each app where you can open or add new entries (with the + icon).

KeePass

‹Databases   📁 KeePass   +
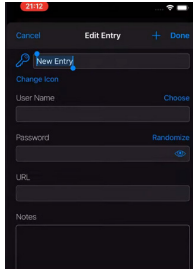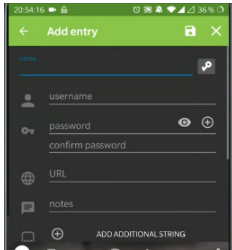🌐 Online
Offline   10 ›
🗑 Trash   28 ›

+

24. Select the 'create entry' option on the next screen

Create Group
Create Entry

25. Add your entry info on in the next screen similar to how you would on the desktop version of KeePass
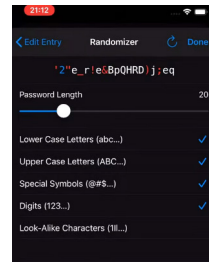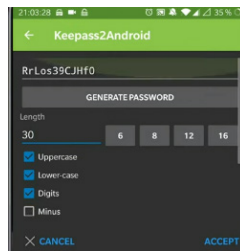

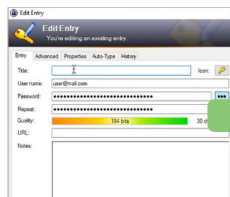**26.** From here, the process is similar to the desktop version of KeePass with similar options and fields to fill out.
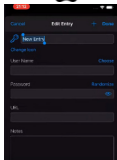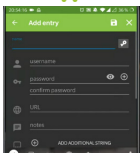
27. Adding entries also allows you to create new, random passwords within the app with specific settings.

28.

29. Adding entries in either the mobile versions or the desktop version should sync up with one another as long as the files match up.

30. If after these steps you still have issues or questions, double-check you did every step to make sure all the settings are setup with your files and sync correctly. If you still have issues or questions, feel free to call the Service Desk at x1429