

## Manage Your Passwords Safely and Securely

You know what it's like, you're increasingly signing up to different online (and offline) services which allow you a personalised user account. Sometimes it all becomes too much to remember and you end up putting the wrong password in the password box.

Let's change that.

Using a utility called [KeePass Password Safe](#), let's organise all of those passwords. It's recommended to download the [PortableApps](#) version allowing for you to take your passwords with you on a USB key.

## Contents

### 1. [Installation](#)

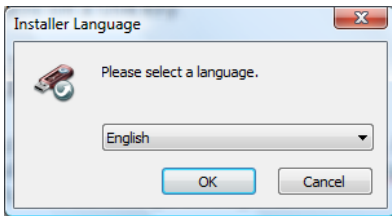
This section will guide you through the main download and installation of how to set up the KeePass Password Safe utility software.

### 2. [KeePass Configuration](#)

After installing the software, this section will guide you through the appropriate settings of how to configure the software to securely store all of your details.

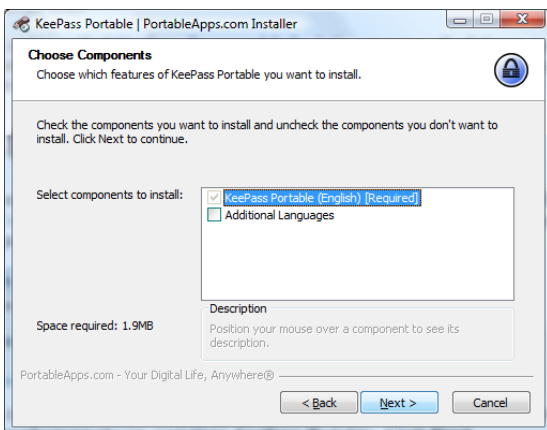
## Installation

So you've downloaded the PortableApps version of KeePass Password Safe, now you will need to install it. All you need to do is open the setup, select your language and pick a folder. So let's go through it.

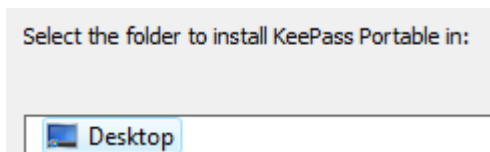


English is selected as the language and then proceed to click **OK**. This presents a screen confirming you're installing KeePass Portable. Click **Next**.

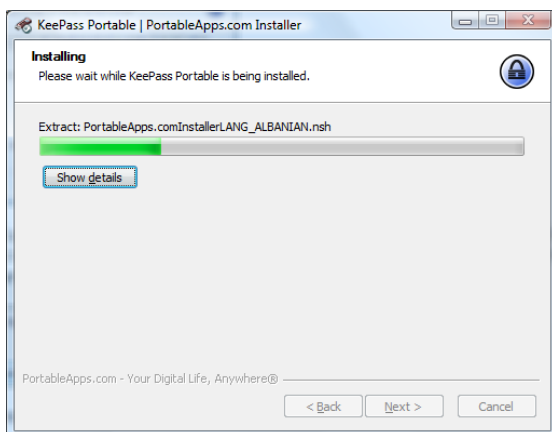
If you want to install additional languages, chose the appropriate tick box. Otherwise, proceed to the next screen by clicking **Next**.



Now a folder needs to be selected. As this is a PortableApps piece of software, it's not crucial to pick an appropriate location as it can be moved later. So chose an easy place, such as the **Desktop** for now.



After choosing an appropriate location, click **Install**. The setup will now proceed to move the files into the location specified.



You've now successfully installed KeePass Password Safe Portable.

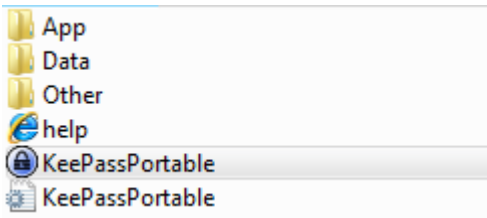
The next step is to setup the software securely to store your information.

## KeePass Settings

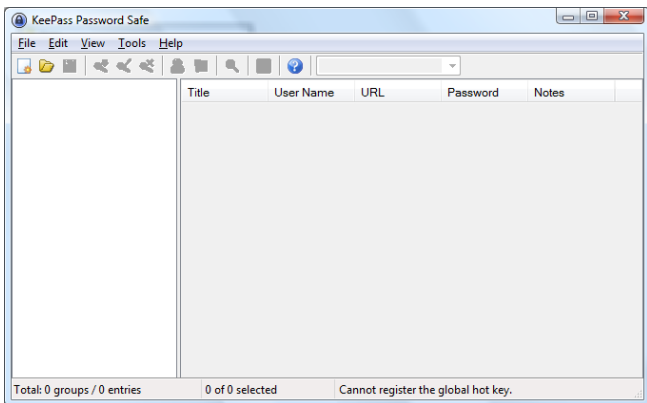
You're now almost there. In the folder you have just installed KeePass to, select the **executable file**.

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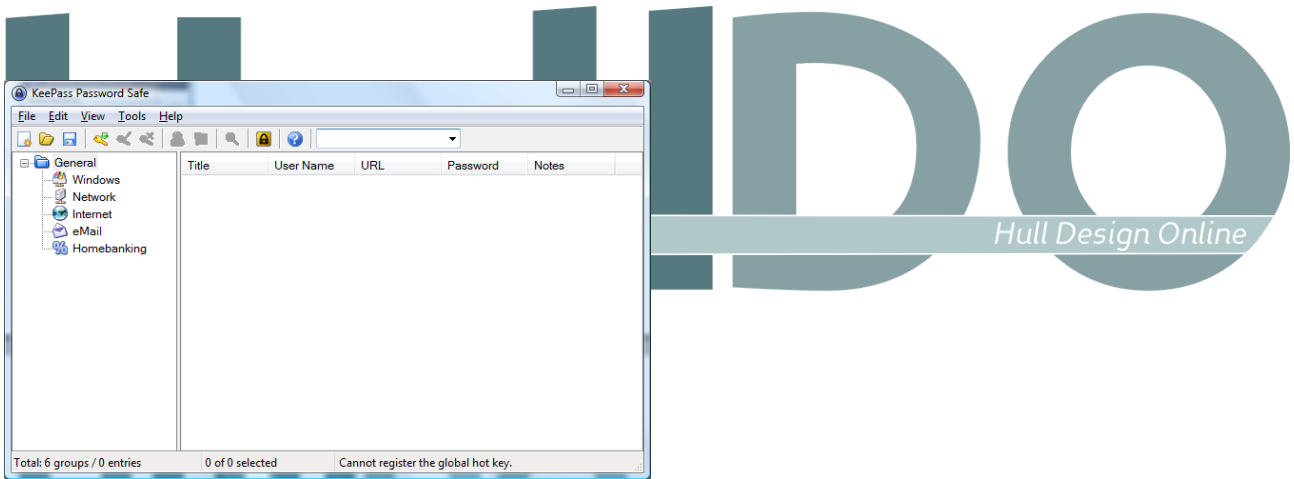
The application is now running. All that's required now is to create a database file with a master password, then store the passwords in the appropriate categories.



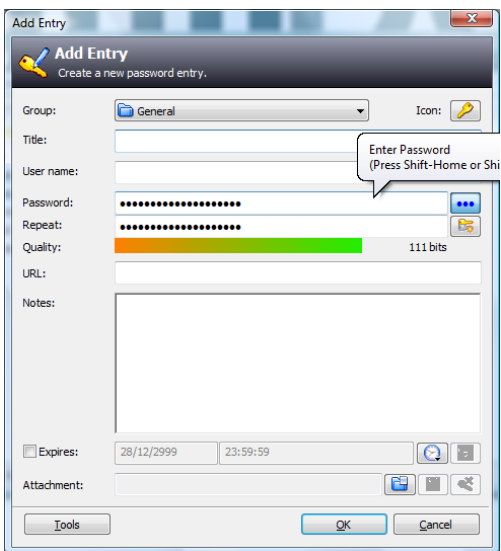
Navigate to **File > New**. Choose a master password – one you can remember! This is important.



Now you have KeePass configured. All that's required is to insert your passwords into the appropriate categories. Let's go through an example.



Navigate to **Edit > Add Entry**.



This is where your record details are stored.

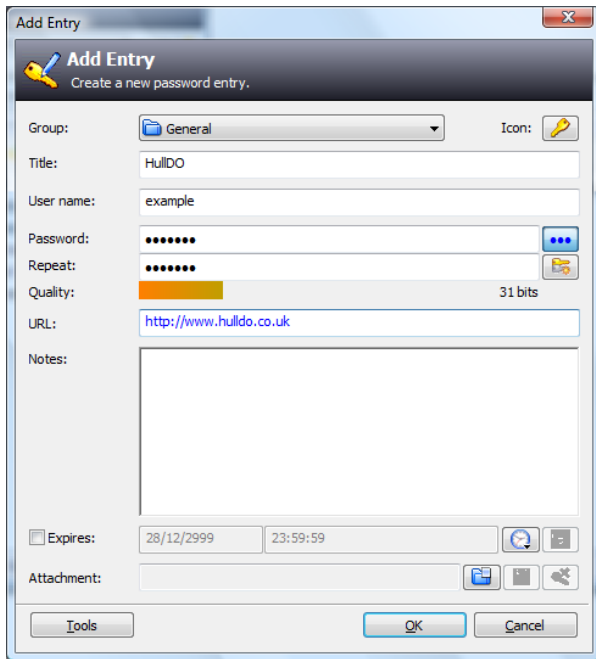
The group is the category where you will find your password entry stored.

In the title, type the name of the website. The username and password fields are self explanatory.

Should you wish to use a random password, click on the **key icon** on the same line as **Repeat Password**.

Your record is now complete. Click **OK**.

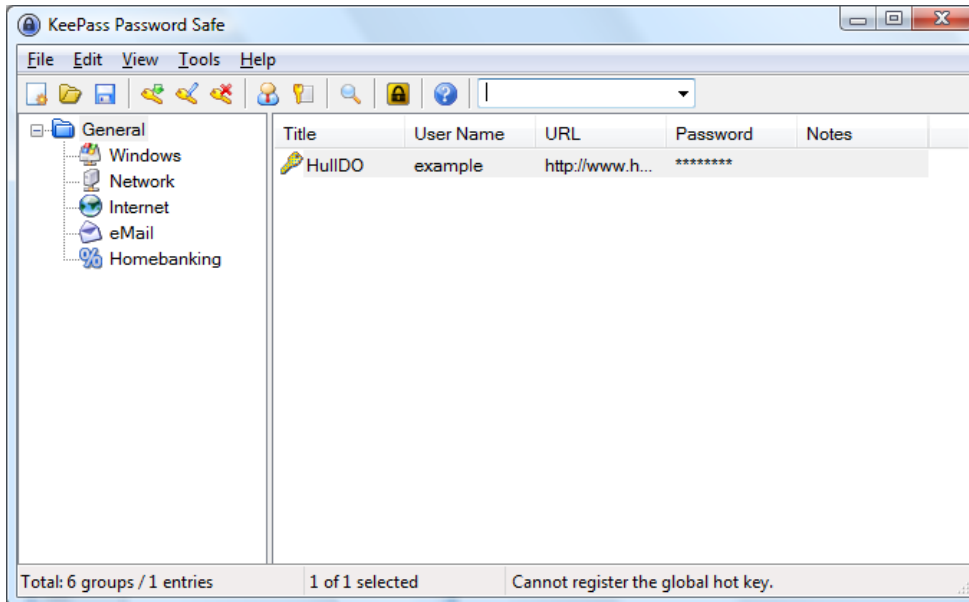
Your entry will now save to the database file.



This now needs to be saved to write the changes. Do this by navigating to **File > Save** and choose the same location as where KeePass is installed.

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This is now configured. To open a database file for future reference, navigate to **File > Open**.

This concludes the detailed configuration of KeePass Password Safe Portable.

To store the application on your USB drive, copy the folder. If your database file was saved into the same directory - which it should be - you will be the only one with access to your passwords. Don't forget the main password though!