

## **LASTPASS**

*Remembers your passwords so that you can focus on the more important things in life.*

Go to WebStore and search for LASTPASS. You will find it as an Extension for Chrome. Click on "Add to Chrome" to install.

LASTPASS will automatically be opened in a new tab. Select Create Account and enter your Email, Master Password, and a Reminder clue to remember this Master Password. Once you have this all set up, this Master Password is the ONLY password you will need to remember. You will then be asked to verify this Master Password one more time before continuing.

A Quick Tour will be displayed. You can cycle through the screens by clicking on the right arrow or simply click Skip Tour. When tour is finished click on the red "Open Vault" button.

Now you will be viewing your Vault which can contain all of your usernames and passwords for all sites you visit. You can simply click "Add Site" to start adding them or you can organize into folders as well.

When you click Add Site, you will be prompted to enter the following information for each site you would like to add: URL, Name of site, Folder to store site in, Username, Password, and any Notes pertaining to that login information.

Continue adding all of the sites you want to store passwords for.

When you go to a site in the future, you will see three red dots in the right side of the username and password boxes. When you click on these dots, a list of all available usernames for this site will appear. Select the one you want and the password will automatically be filled in. If you are on a site that you have not entered login information for yet, click on the three red dots and you will have the option to "Save credentials for this site" and enter them right there.

The great thing about LASTPASS is that you can download it on all devices and the information is shared between all devices - mobile phones, tablets, PCs, etc.

You can access LASTPASS and edit the information stored in your vault at any time by clicking on the three red dots to the right of your address bar in your browser.