



Keeper Security Password Manager – Account Setup

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Account Activation – Single Sign On (SSO)

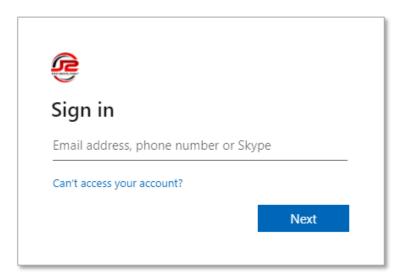
This guide is for setting up and logging in to the Keeper Security Password Manager using your Microsoft 365 login credentials.

Important: You will need to have MFA (Multi-Factor Authentication) enabled on your Microsoft 365 account in order to login to the Keeper Security Password Manager. Please contact J2 Technology if you do not have MFA enabled on your Microsoft 365 account.

1. Open a browser and enter https://keepersecurity.eu/vault/#

() KEEPER	Vault Login
Email Address	
Email Address	
Next	
Create an Acc	ount
Need Help?	•

2. Enter your email address and click Next to continue



3. If prompted again, sign in to Microsoft using your work email address

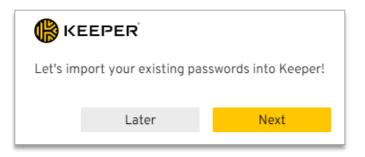


()	Vault Transfer Enabled	×
	Your Keeper administrator has enabled the ability to transfer your vault records at a later date, in accordance with company operating procedures and policies. Please acknowledge this change in account settings by clicking 'Accept.' If you do not accept this change by Mon, 2 Aug 2021, you will be locked out of your account.	
	Later Accept	

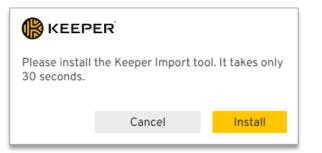
4. Accept the acknowledgement to continue

Import Existing Browser Stored Passwords

Keeper can import existing passwords from your browsers or other password management apps, and it is recommended to do so at the earliest opportunity. Once existing passwords have been imported, they should be removed from the previous locations.



5. Click Next to import existing passwords now, or click Later to defer and jump to step 8



6. Install the Keeper Import tool to import existing passwords



() KEEPER	
Downloading	
Please double-click the Keeper Import installer Downloads folder.	from your
Copy & paste this code into the Keeper Importe when prompted.	r screen
Code	
N1PFNMhS0R89GKFpmtzApn68MTCaqBmwh5	Nf981
	Skip

7. Follow the on-screen instructions to run the Keeper Import installer and import your stored passwords

KEEPER Quick Start Quick Start Quick Start Quick Start Quick Start (1) (2) (3) (4) Constant Vour passwords, files and photos stored in Keeper are called "Keeper Records." Let's create one together! Let's Do It Skip

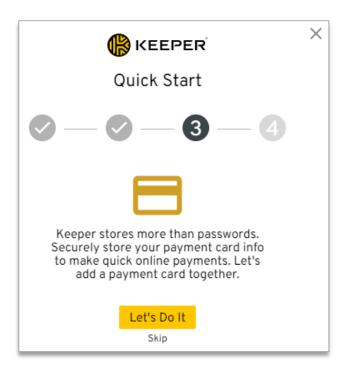
Quick Start Wizard

8. Follow the Quick Start wizard to add your first password, or click Skip to go to the next step





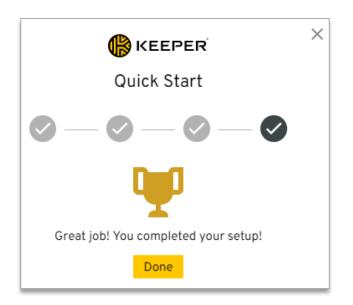
9. Continue the Quick Start wizard to install the Keeper Browser Extension



10. If you do not make online purchases on behalf of you company using a payment card, skip this step

You can add personal payment cards in your free personal account later if you wish





11. Click Done to complete the Quick Start wizard

Standard setup is now complete. You can continue through this guide to learn how to customise your account and settings.



Settings and Customisation

You can customise the theme colours in the **Settings** option, which is accessible by clicking on the upsidedown triangle next to your email address in the top right-hand corner

θ	testuser@j2-technology.com 👻
	e Account
	Settings
	U Logout

Settings				:
General	Choose a Theme			
♥ Security➡ KeeperFill				
	Language	Englis	sh (UK)	~
Other Import	Master Password 🕖		Setu	р
Export	Security Question		Reset N	Vow
	Email Address 🔞		Reset N	Vow
	Find and Delete Duplicate Records		Find Dupl	icates
	Delete All Owned Records		Delete	Now

Under the General options, you can search for duplicate records, or delete all data from your account



Security Options

There are further options available on the Security Settings menu, although in most cases you should not need to change the default settings

Setti	ngs		×
\$	General	Logout Timer	
O	Security	Automatically logout of Keeper in:	60 Minutes
€	KeeperFill		
Othe	r Import	Stay Logged In <i>©</i> Stay logged into Keeper when you close your b computer.	prowser or restart your
6	Export	Enable Self-Destruct @	
		Two-Factor Authentication @	
		Security Keys 🔞	Setup

Click on the 🔞 symbol for information about each option

Install KeeperFill Desktop App and Browser Extensions

The KeeperFill menu has an option to install the KeeperFill App for managing desktop application passwords, along with the option to setup the KeeperFill Browser Extension

Settings		
General	KeeperFill for Apps	Setup
Security		
→ KeeperFill	KeeperFill Browser Extension	Setup
Other		
Import		
Export		



Follow the on-screen instructions to install the KeeperFill App

	Keepe For Native Desi		×
KeeperFill for Apps is only ava	ailable on the Ke lownload from c	eeper Desktop applio our website.	cation which you can
Sayse Microsoft Sign in to continue to Skype Skype, phone, or email No account? Create one! Sign in oath a security key () Sign in options	- C X	C Back (Q, sk) (Company Skype mail@example.com (adus7849@gmail.com) (adus7849@gmail.com)) (adus7849@gmail.com))	
	Download Des	ktop App	



Import Existing Passwords

It is possible to import passwords from most browsers, other password managers, and from a CSV file

General General	Passwords directly fro Chrome, Firefox, Safa		era	Import
→ KeeperFill	Import from			Hide 🗸
	Text file (.csv)	Keeper JSON	1Password	
Other	Avast	Dashlane	EnPass	
Import	Kaspersky	KeePass	KeePassX	
Export	KeePass (.kdbx)	LastPass	MacPass	
E Export	mSecure	Passopolis	Passpack	
	Password Boss	RoboForm	SplashID	
	Sticky Password	True Key	ZOHO	
	Text file (.csv)	V	'iew Import Instru	ictions 🔞

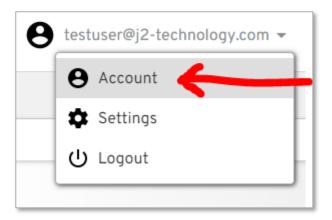
Click on the required import source, and then click on the View Import Instructions link for further details



Keeper Security Licence for Personal Use

In addition to your company account, you also have a free Keeper Security licence for personal use that can be used to store passwords for personal accounts

To enable your personal account, open the **Account** option, which is accessible by clicking on the upsidedown triangle next to your email address in the top right-hand corner



Enter your personal email address in the blue box to send yourself an activation email, and follow the instructions provided to activate your account

Acco	unt			×
θ	Subscription	etestuser@j2-technology.com Edit Personal Info	Switch Account	
ılı	Recent Activity			_
		Keeper Family License for Personal Use You have a Keeper Family License available for Technology Ltd will not have administrative co your personal vault. Personal Email Address Email Address		