LastPass End User Manual

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Document history

Version	Description	Author(s)	Date
1.0	LastPass End User Manual;	Jeffrey van de Biezen	18-08-2021

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1 Request access to LastPass

When onboarding a new employee, a LastPass account will be created by the administrator. Once your account has been created you will receive below e-mail to Activate your account.
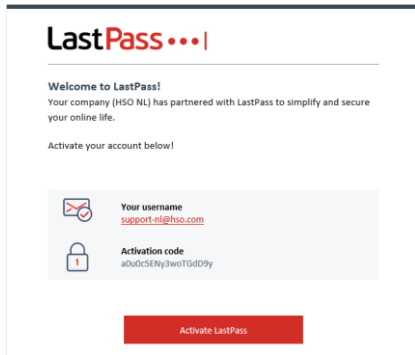

2 Additional Extension functionality

When LastPass is added to your browser extension, you will have quicker access to customer folders, Notes, Attachments and other functionality. When clicking on the LastPass Extension you will get the below options:

> - Open My Vault
> - Recently Used
> - All Items
> - Add Item
> - Generate Secure Password

Via Recently Used and All Items you can quickly access passwords, notes but also copy the Username/Password or even directly login (Launch) when a Url is added to the login account.

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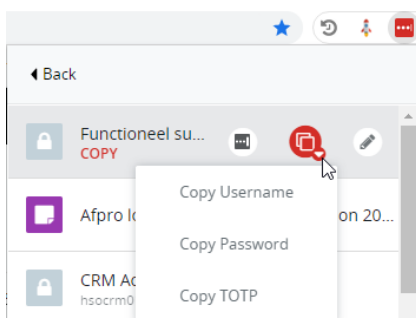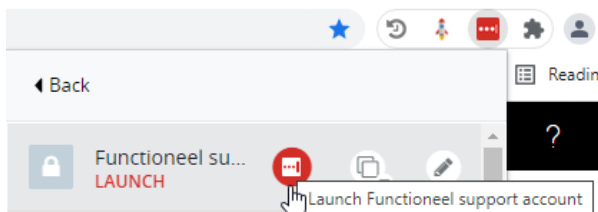
3 Add and use data within the Vault

3.1 Create a new (sub)folder

On the "All Items" tab you will see all the (customer) folders that you have access to. In case a folder does not start with "Shared" this is a personal folder which is not accessible to any other user. At the right bottom of your screen you can create new folders and/or credentials. Put your mouse on the "+" and select "Add new folder". Enter the applicable name and save the folder. If applicable you can add this folder as a subfolder.
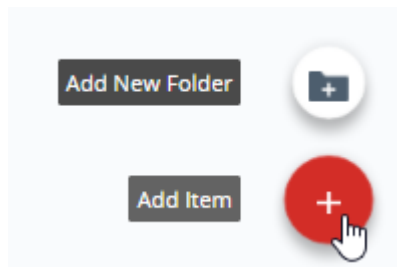

Please note that subfolders can not be shared on its own. When a folder is shared, automatically also the subfolders are shared. This can not be restricted on subfolder level.

3.2 Create new credentials

New credentials are also added to your Vault on the "All Items" tab. Go to the "+" and select "Add Item". Select password to add the new credentials. When adding a new item you can enter the below information:

- ➢ url
- ➢ Name (of the account)
- ➢ Folder it needs to be saved in
- ➢ Username
- ➢ Site password
- ➢ Notes

When an account is used frequently you can add this to your favorites. When done a favorites folder will be shown in the top of your screen. Please note that once it will be setup as a favorite, it will become a favorite for all users which have access to the particular folder.

3.3 Share a folder

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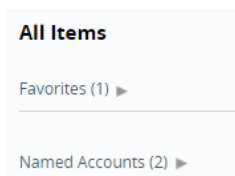
Before you can give other users access to a particular folder, first the folder needs to be shared. To create a shared folder you have 2 options:

- ➢ Go to the Sharing Center Tab and click on the "+" to create a shared folder
- ➢ In case you also need to add new credentials, create this via the "All Items" tab. When creating this also enter the customer name in the "Folder" field. Although the folder was not created yet it will automatically be generated. To share the folder, right click on the folder and select "Share" to convert the folder to a shared folder.

3.4   Manage permissions on a folder

From all folders from which you are an administrator, you are able to manage the permissions. When you go to the "Sharing Center" tab, it is specified from which folder you are the administrator. Go to the particular folder you want to give other users access to and click on "Manage". Select the Users and/or Groups you want to send the invite to, set the applicable Permission and click on save.
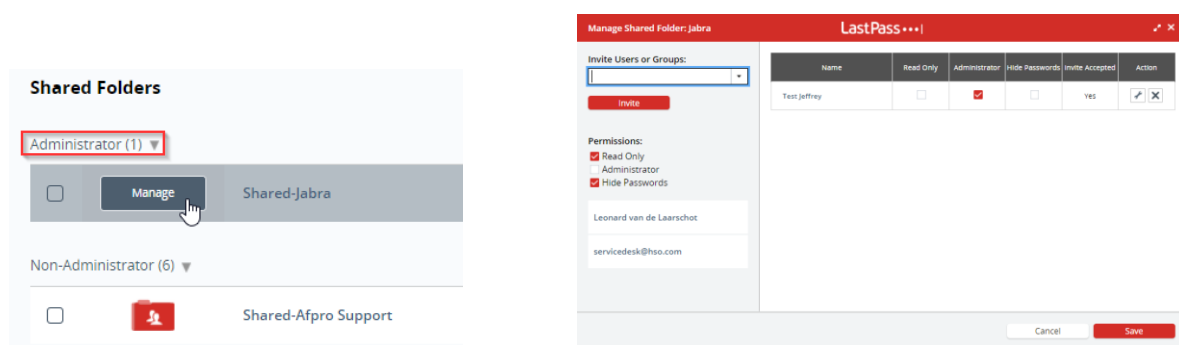
In case you want to give a user from another business unit access to the folder you need to enter the email address as the user does not have an account in your company. When you gave someone from another Business Unit access this is highlighted below the name (see below).
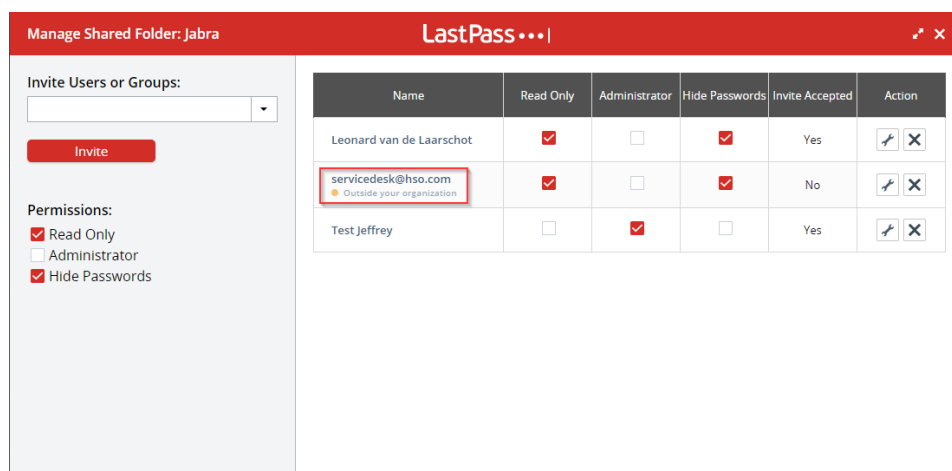
3.5   Exclude access to credentials within a shared folder

When access has been given, it still is possible to remove access of one or more credentials within a particular folder. Go to the shared folder and click on "Manage". Within the "Action" column you have the option to Remove or Edit the permissions. When you click on the Edit icon for a particular user, you will get an overview of all the Available and Unavailable Items. You can drag and drop one or more credentials from the Available

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Items to the Unavailable items. In case you want to limit the access for multiple users checkmark the "Apply to other users" and select the ones applicable. When done click on save.

If a user only is allowed to have access to one particular credential, you can also reverse the availability. If you check the "Add Available only" box, all new added items will automatically become unavailable for the particular user or group.

3.6   Rename a folder

In some cases the name of the folder needs to be changed. When for example a customer name is changed, it needs to be corrected in the Vault as well to prevent confusion. Go to the particular folder, right click with your mouse and select Rename Folder to change the Folder Name. This only can be done by one of the administrators of the particular folder or the administrator of the database Vault.

3.7   Create a note and add a document

It is possible to add notes with additional information and/or enclosures to the folders. This can be added on either the Notes tab or the All Items Tab. Create the Note via the "+", add the applicable folder and add an attachment if applicable.

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