1Password Quick-Start Guide

Personal Account
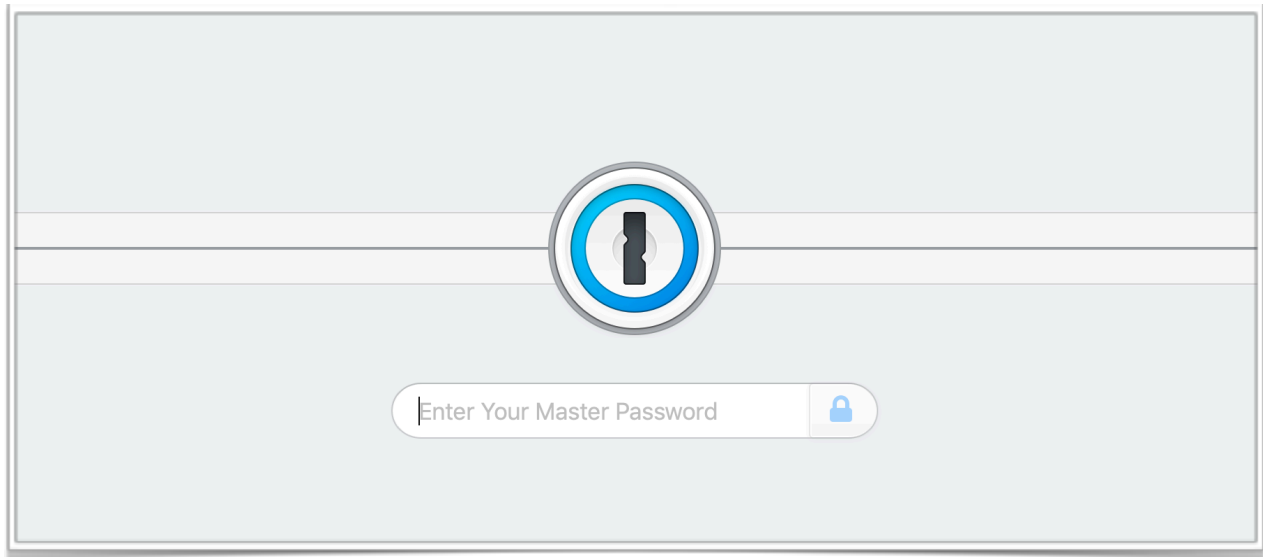

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Version

This quick-start guide is for 1Password version 7.

Who needs this guide

This quick-start guide is for working professionals who are concerned about their online security, want a run-through of what 1Password can do for them, and the fastest way to get started.

Why 1Password

Every day, we use dozens of apps, platforms, and services, and each one needs a password. Reusing passwords keeps us sane, but it also compromises our online security. On the other hand, coming up with a new password every time is a headache, and nearly impossible to keep track of.

Enter 1Password, a password manager which collects all your passwords into one place and locks them all away behind your 1 unique password, which only you know.

Besides passwords, 1Password is a secure vault for any and all of your sensitive information, like bank, credit card, even social security numbers. It also syncs automatically across every one of your devices, because hey, we know you're busy.

If this sounds right for you, let's get started by creating your personal account.

What's in this guide?

1. Create Your Personal Account

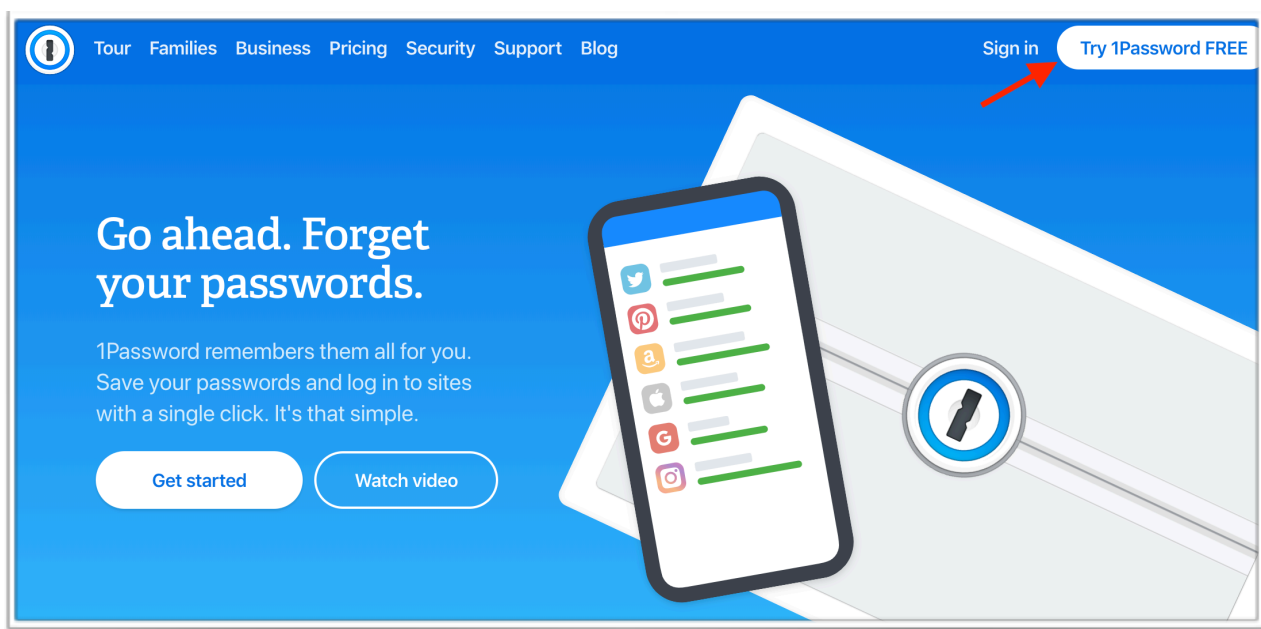Go to 1password.com. Click "Try 1Password Free" at the top right of the page.

Figure 1: Red arrow pointing to the "Try 1Password Free" button on the homepage

Enter your email address and click "Continue".

You'll receive an email to continue the sign-up process. Find the email and click "Verify account".

This page will prompt you to enter your first and last name, and an option to receive the 1Password newsletter.
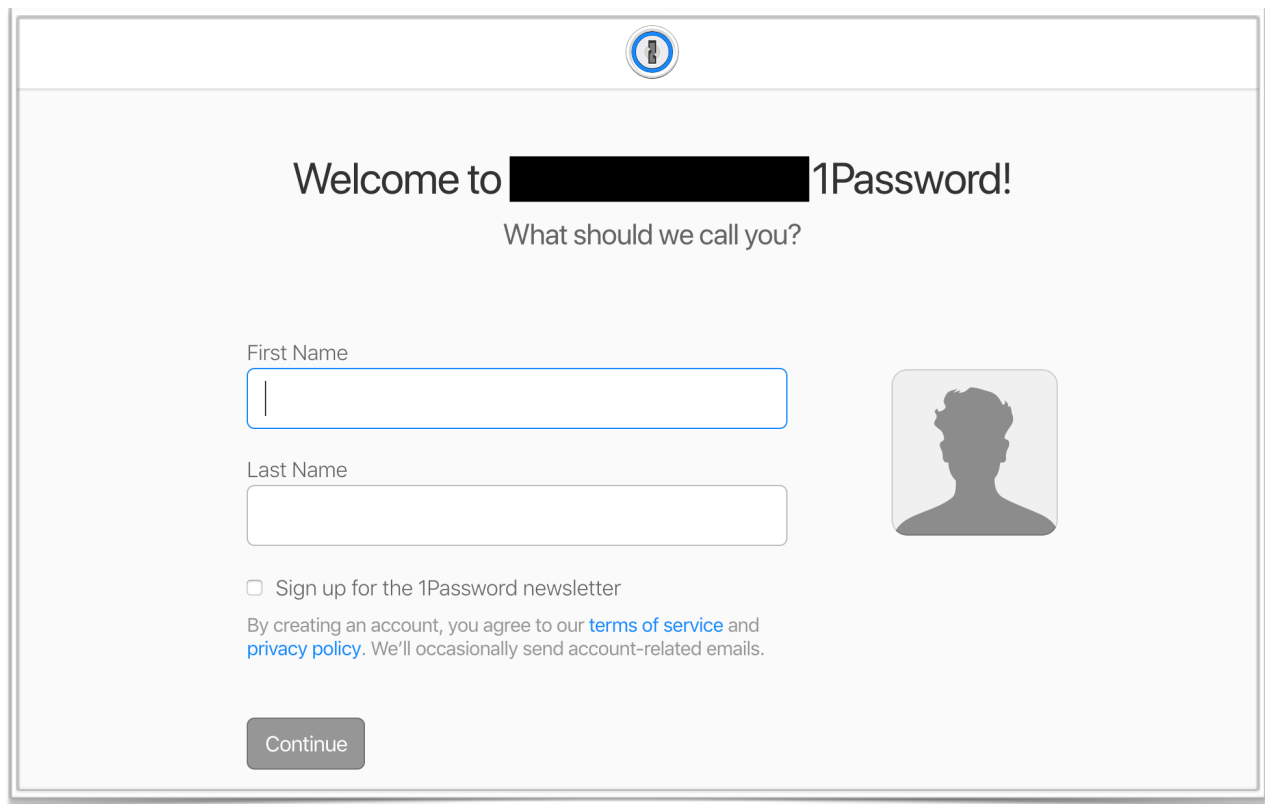

Welcome to ████████████ 1Password!

What should we call you?

First Name

Last Name

☐ Sign up for the 1Password newsletter

By creating an account, you agree to our terms of service and privacy policy. We'll occasionally send account-related emails.

Continue

Figure 2: Webpage showing first name, last name, and newsletter option

Once you enter this information and click "Continue", enter your payment details to keep your access to 1Password going after your 30-day free trial.

You will then receive your Secret Key — a 34-digit code that only you know. You will need it for signing in to **new** devices or browsers.
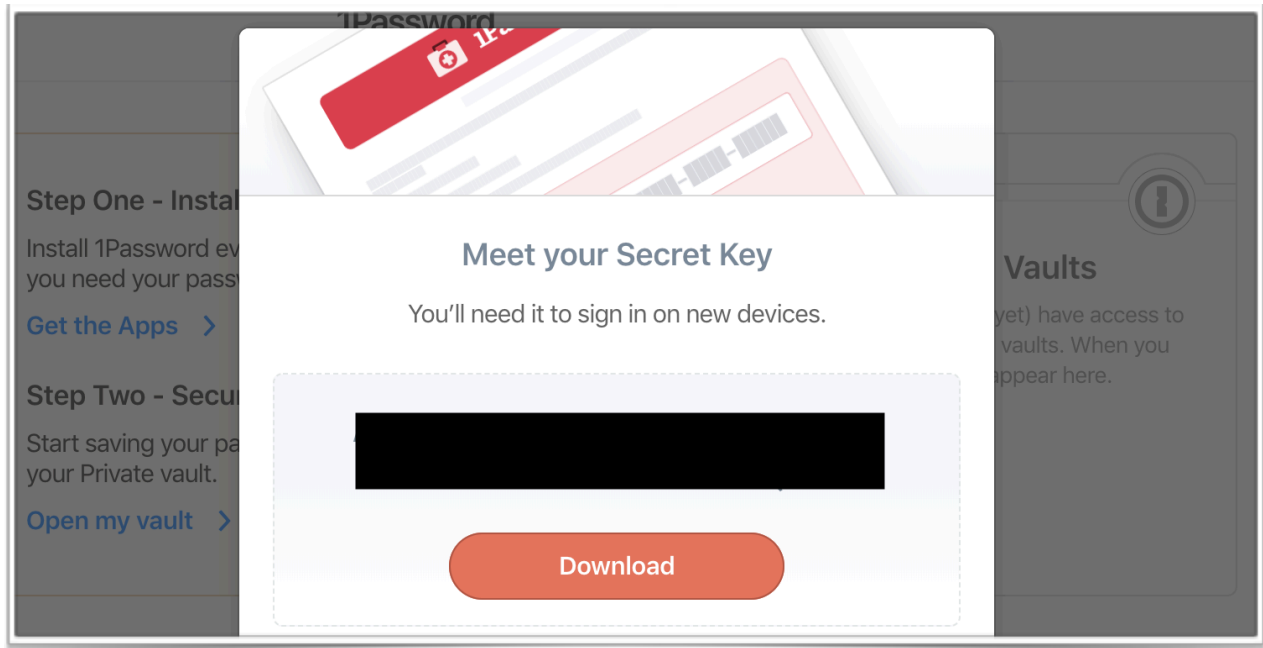

Figure 3: Pop-up box showing Secret Key example

Once you click "I'll Keep it Safe", you'll be prompted to create a Master Password. Your Master Password must be unique, memorable, secure, and 10 characters long. If you're stuck, use the 1Password generator. Then click "Continue".
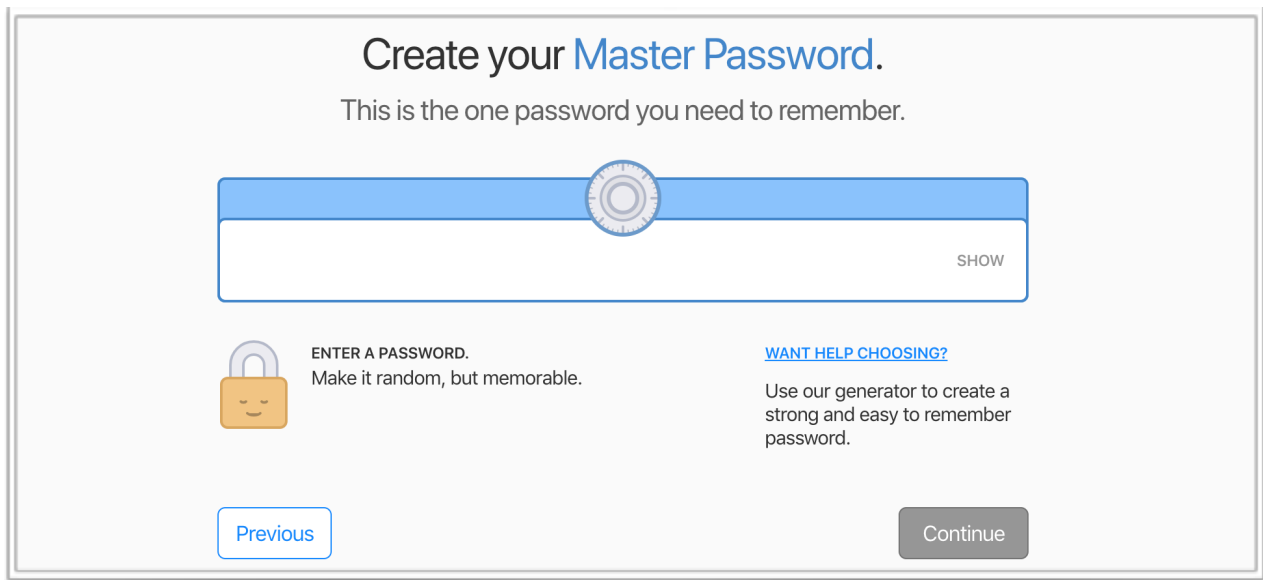

Figure 4: Page showing blank Master Password field

The next screen asks you to practice typing your Master Password until it's memorized.

Now you are all free to sign in, using your email, Secret Key, and Master Password. Click "Sign In" after you've entered these.
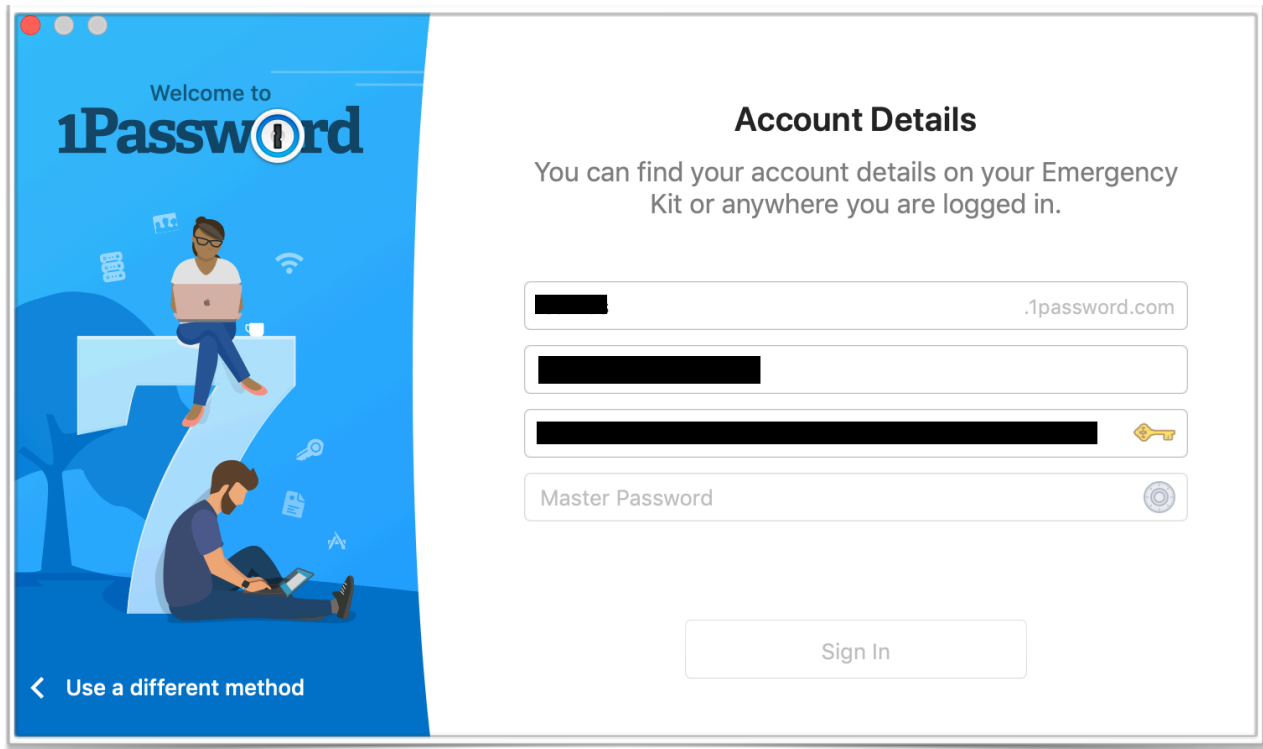

Figure 5: Pop-up with account details

Now you will be prompted to view and save your Emergency Kit, which contains your account details, such as your email, Master Password, and Secret Key. You are encouraged to print this out and place it somewhere secure IRL.
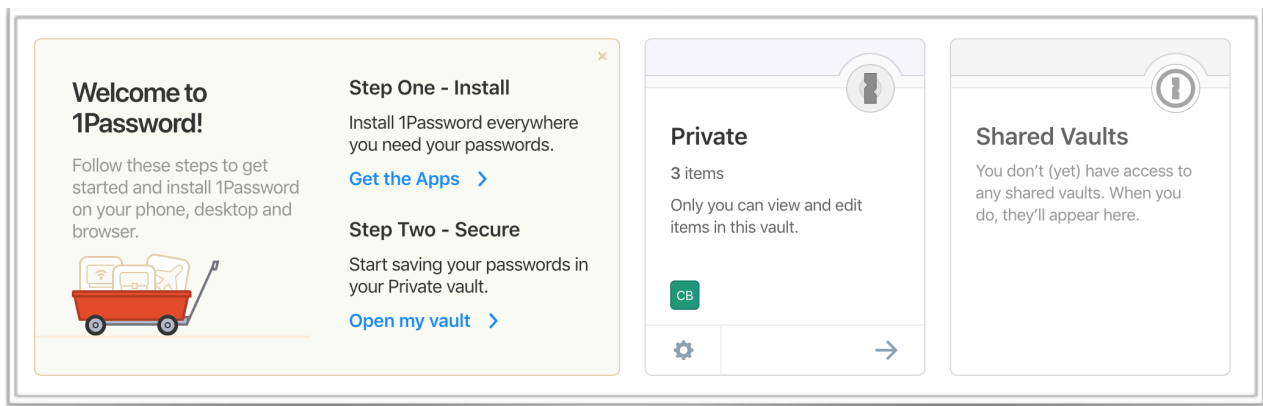
Ta-da! Your personal account is created!

Figure 6: Screen showing the welcome page to a personal 1Password account

2. Setting Up the Apps

Whether you use Mac, iOS, Windows, or Android, 1Password functions across it. The steps are almost the same across all platforms, but as an example, let's do Mac.

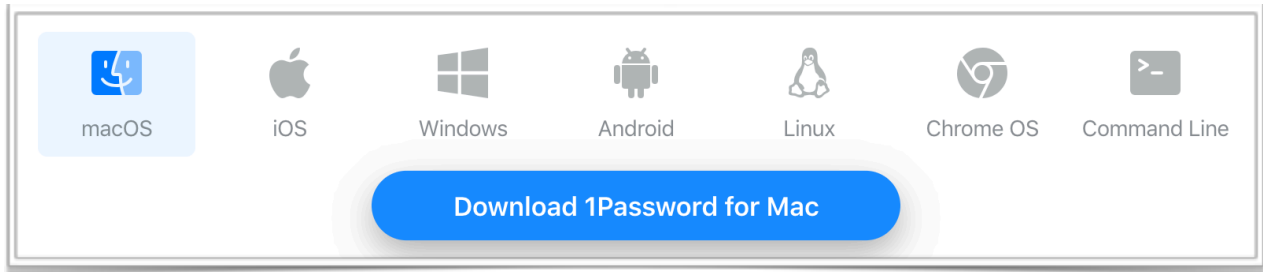Download, install, and open the app by going here —> https://1password.com/downloads/mac/

Figure 7: Showing the different app options, choosing Mac

Follow the step-by-step instructions to install the app on your computer.
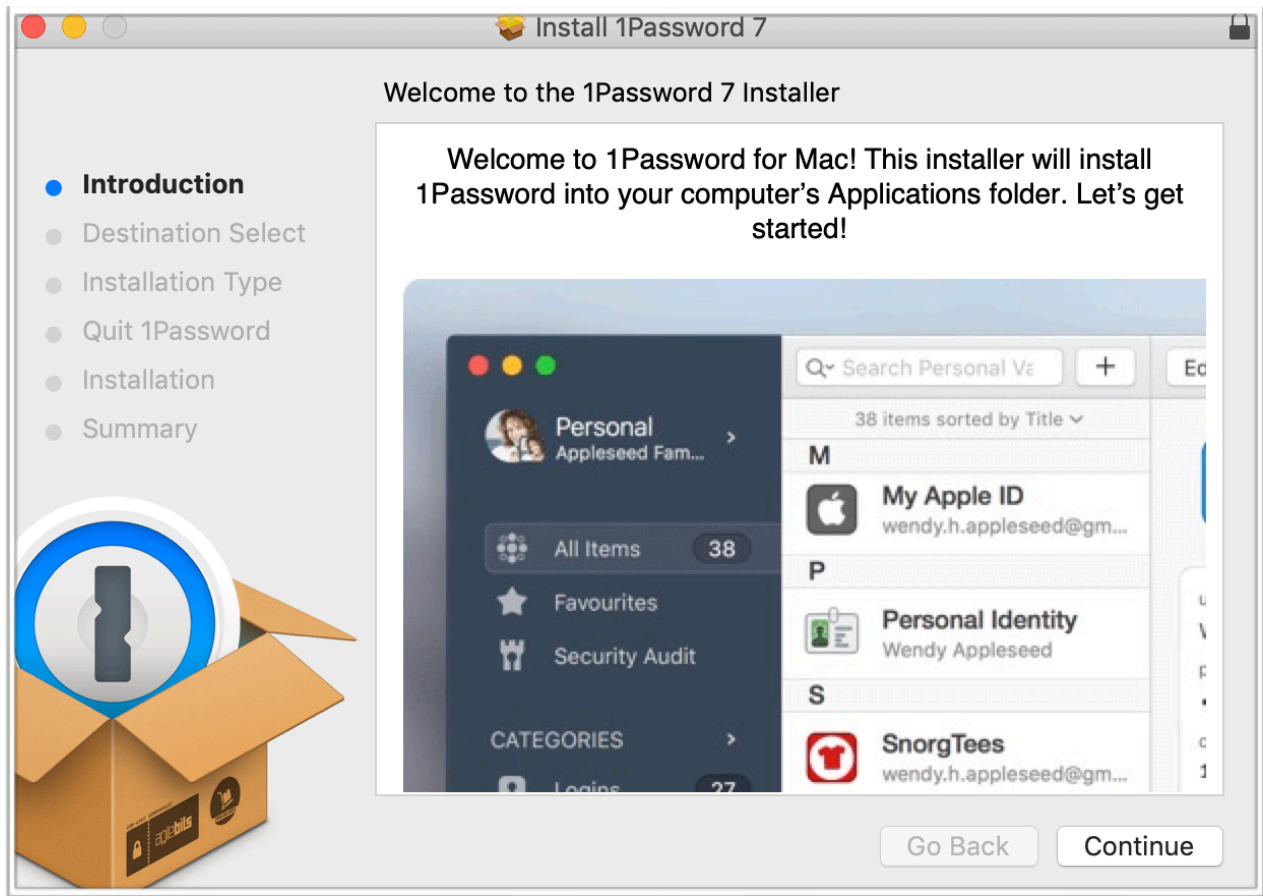

Figure 8: The 1Password App Installer

Once you've completed the instructions, you'll be prompted to enter your Master Password. It's all memorized, right?
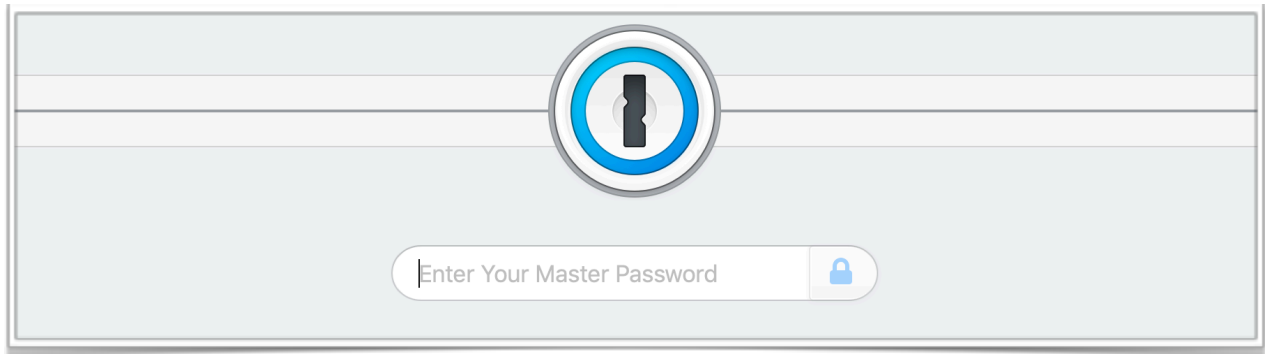

Figure 9: Blank Master Password field

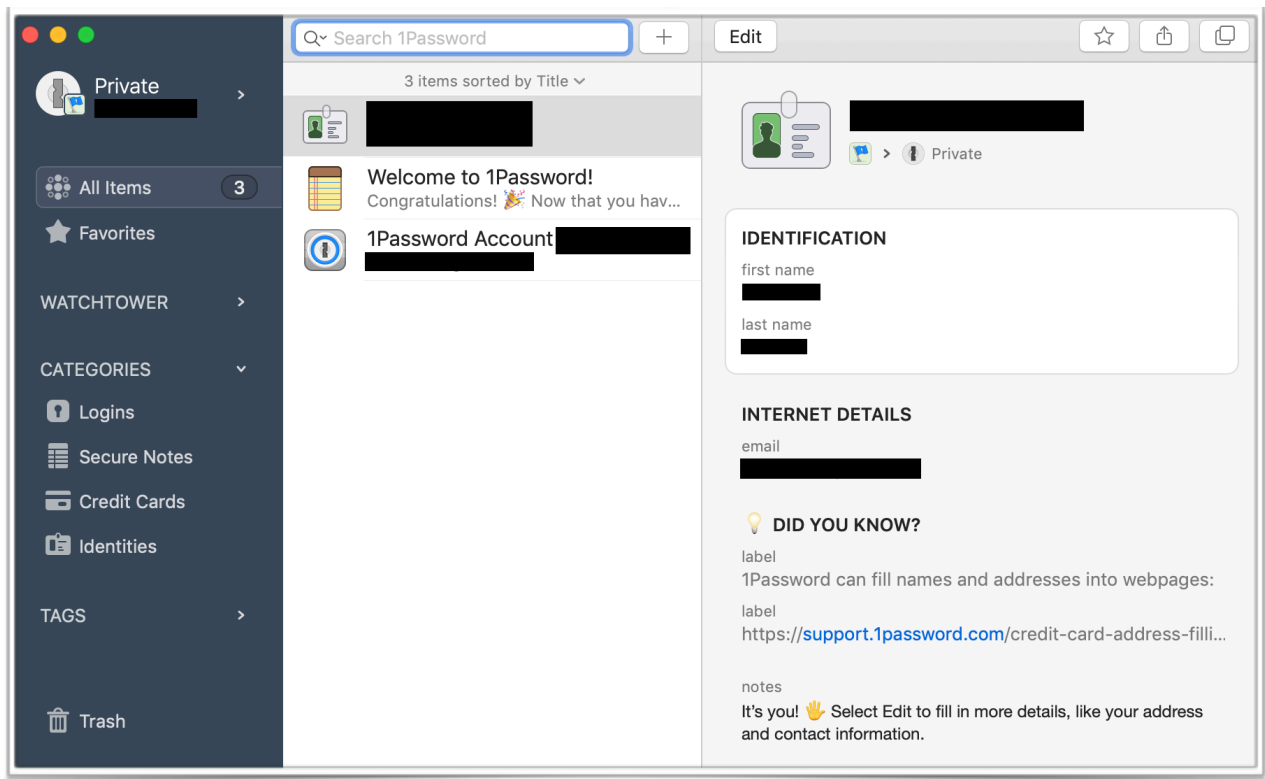If you see this, your app is all installed!

Figure 10: The 1Password app screen

Go forward to start filling, changing, and creating new passwords.

3. Automatically Fill and Create New Passwords

1Password makes it easy to automatically fill passwords, as well as change old, insecure passwords to strong, new ones. But first, you need the 1Password extension.

Get the Extension:

To get the extension, follow this link—> https://support.1password.com/1password-extension/
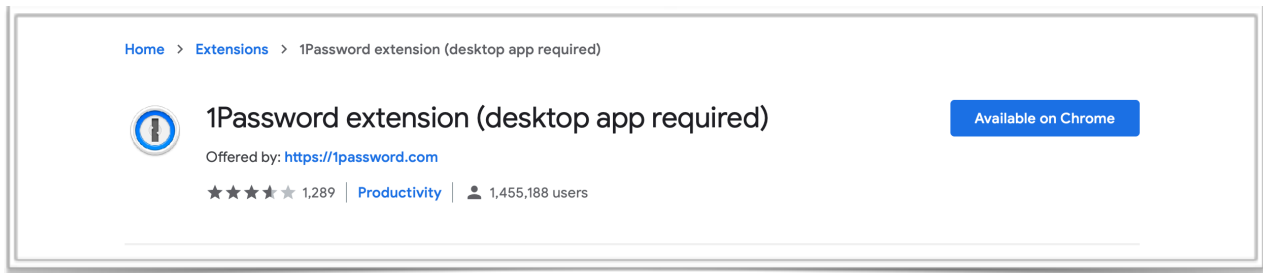

Figure 11: The 1Password extension screen

If you haven't installed this extension yet, you will see this warning. Red means stop. Click the "Install it now" link to follow the instructions to install the extension.
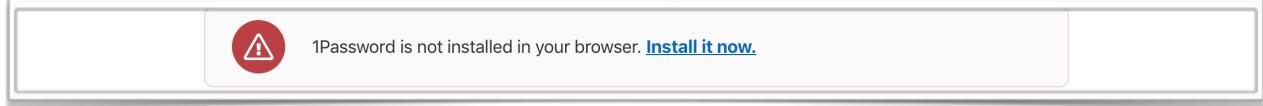

Figure 12: Red thumbs-up signifying 1Password extension needs to be installed

Once the extension is all downloaded, you will see this screen. Green means go!
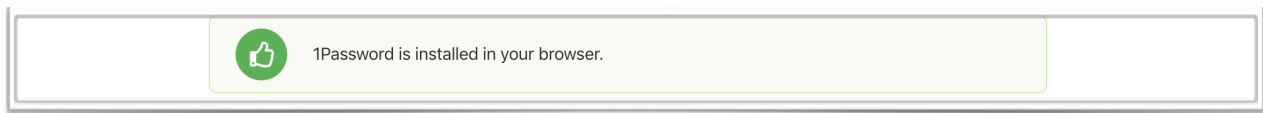

Figure 13: Green thumbs-up signifying 1Password extension is installed

Now you should see a small 1Password icon to the right of the search bar in your browser.
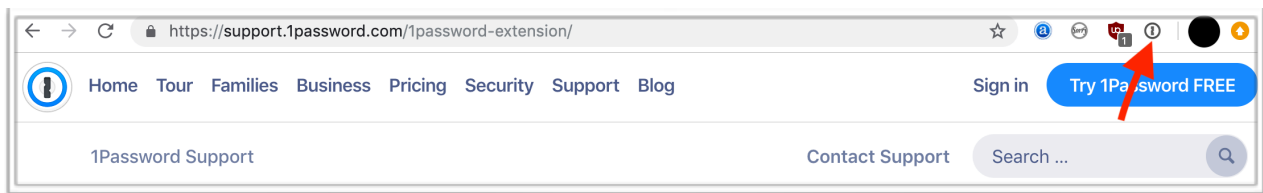

Figure 14: Red arrow pointing to 1Password extension icon

Your extension is ready to go!

Fill Passwords:

Let's use that extension. Go to one of your accounts via your browser, say, your Amazon account.

Once you're at the sign-in page, the 1Password extension you just installed creates a pop-up to prompt you to save your username and password. Hit "Save Login".
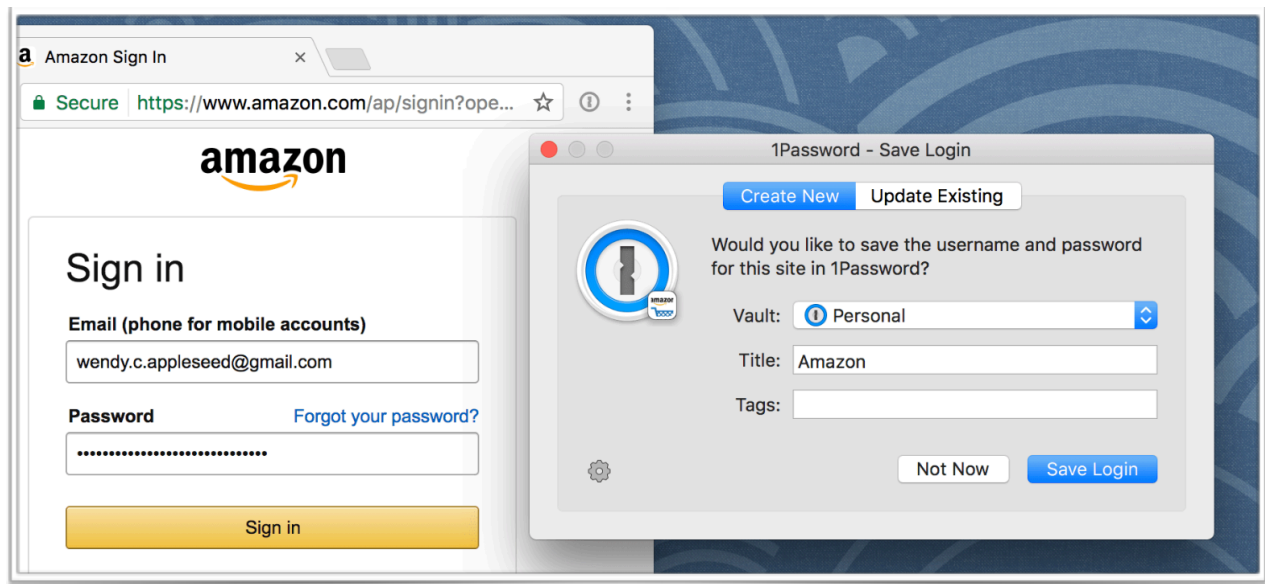

Figure 15: Screenshot showing log-in information and automatic fill feature pop-up

Once your password is saved to that site, 1Password will automatically fill it for you. Just click the 1Password icon in your browser, choose Logins, and choose the site you want to visit.

Update Passwords:

It's simple to update your old passwords to be more secure. First, go to the sign-in page of website whose password you want to update, then click the 1Password button in your browser's toolbar.

This screen will pop up. If this is a new account, hit "Create New". If it's an existing account, click "Update Existing".
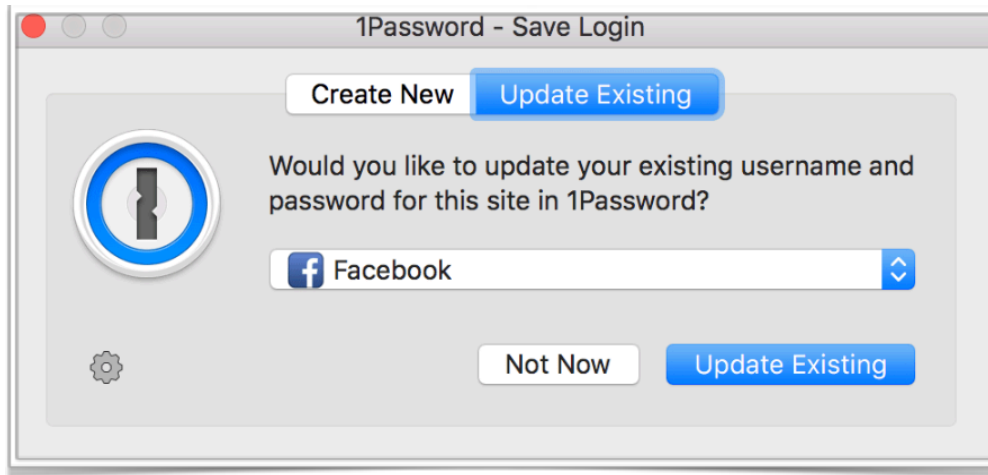

Figure 16: Pop-up showing the "Update Existing" password option

The next screen will show account details for that website. Find the "Generate Password" button in the sidebar and click it.
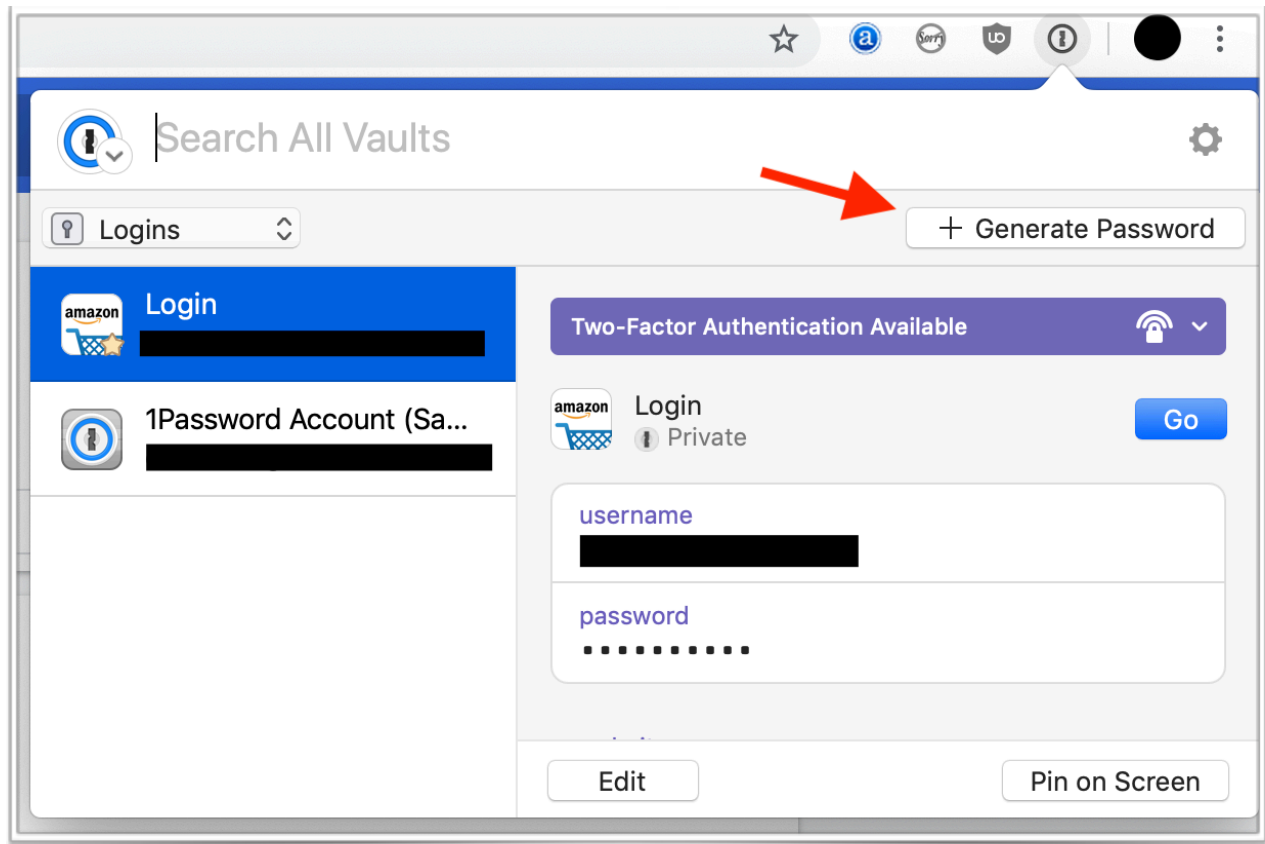

Figure 17: Red arrow pointing to the "Generate Password" button

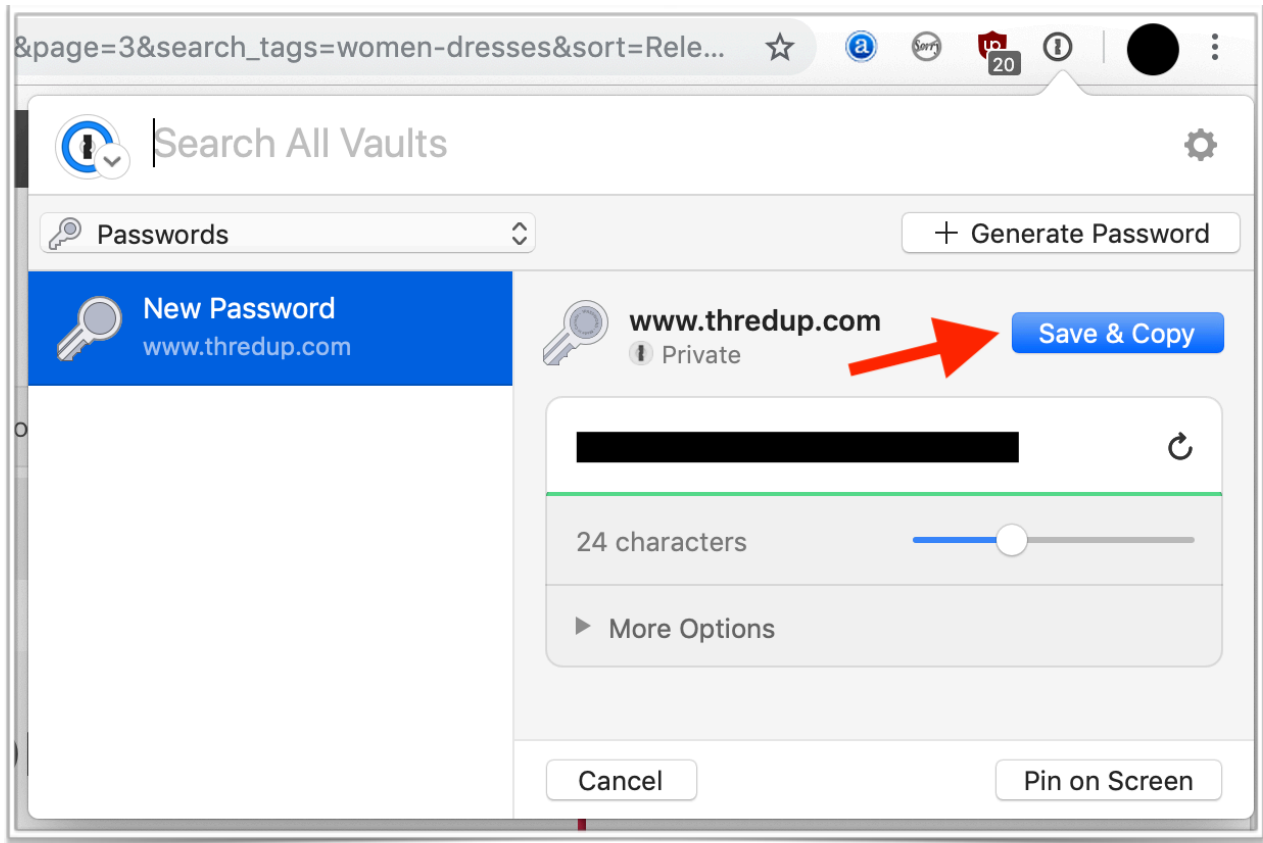Adjust the settings for your new password, if need be, then click and click "Save & Copy".

Figure 18: Red arrow pointing to the "Save & Copy" button

That's it! Your new password is now secure and saved to 1Password.

I need more help

The features we've explored so far are the most critical to get you started in 1Password. For even more, such as creating vaults, inviting others, or how to use Watchtower, go to https://support.1password.com/

Contributors

Christine Beuhler, technical writer, copyright 2019.