VERSION 1

1Password

Get to know 1Password in your Browser

Getting started

February 2024

1Password in your browser

1Password lets you easily sign into sites, use suggested passwords, and find what you need – all without leaving your browser.

1Password in your browser is the simple, easy to use password manager you've been looking for. Easily organize your secure information, save and sign in with your logins, and have everything available at your fingertips.

⚙ In Version 1, we will look to deploy this automatically to our standard (approved) browsers
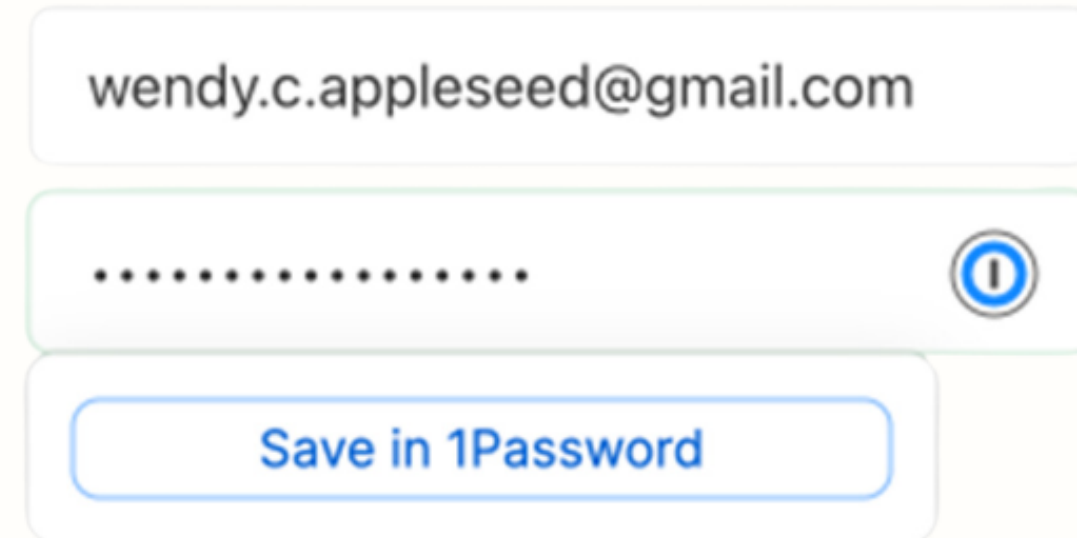
▲ VERSION 1   🔵 1Password

Save your passwords

To save a login, enter your username and password. Then choose **Save in 1Password**.

You can edit the title of the login and the vault where you want to save it. Then click **Save**.

To update an incorrect or incomplete login, make your changes, then choose **Save in 1Password** and click **Update**.
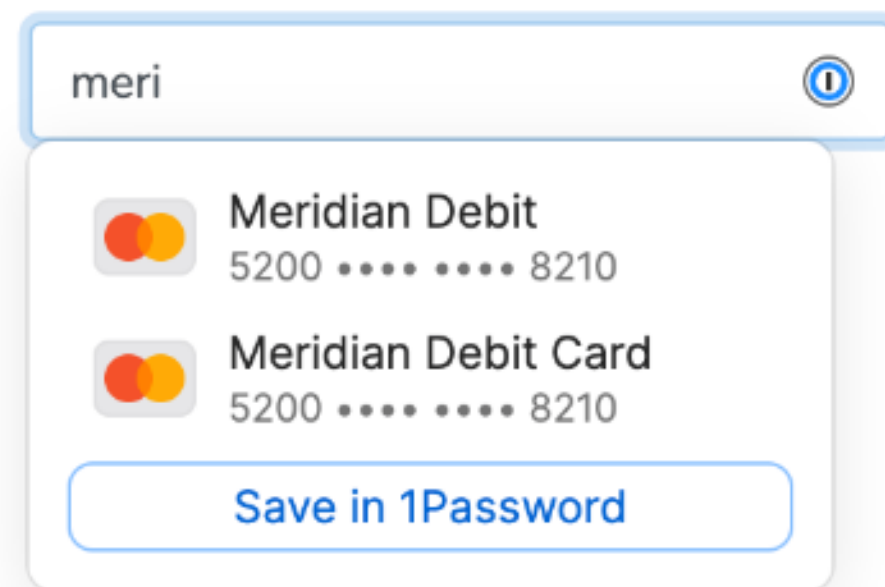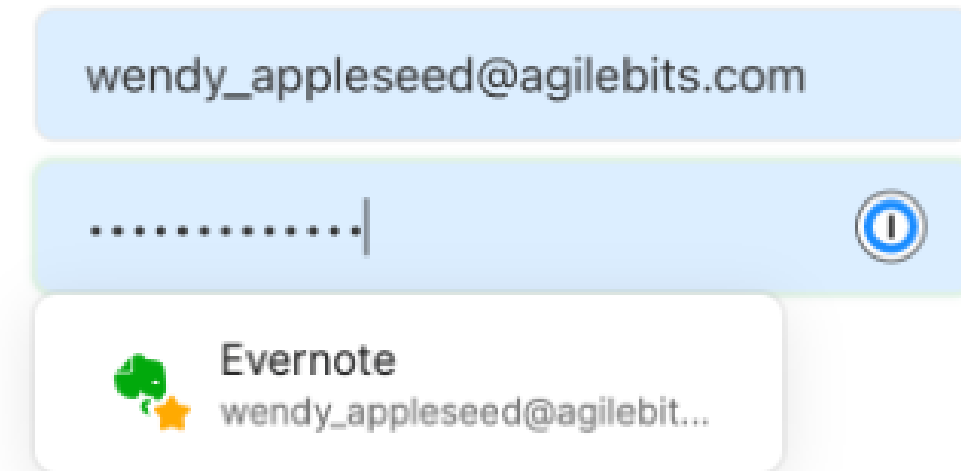
wendy.c.appleseed@gmail.com

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Save in 1Password

Fill logins and other items

To fill an item, click ⓘ and choose it.

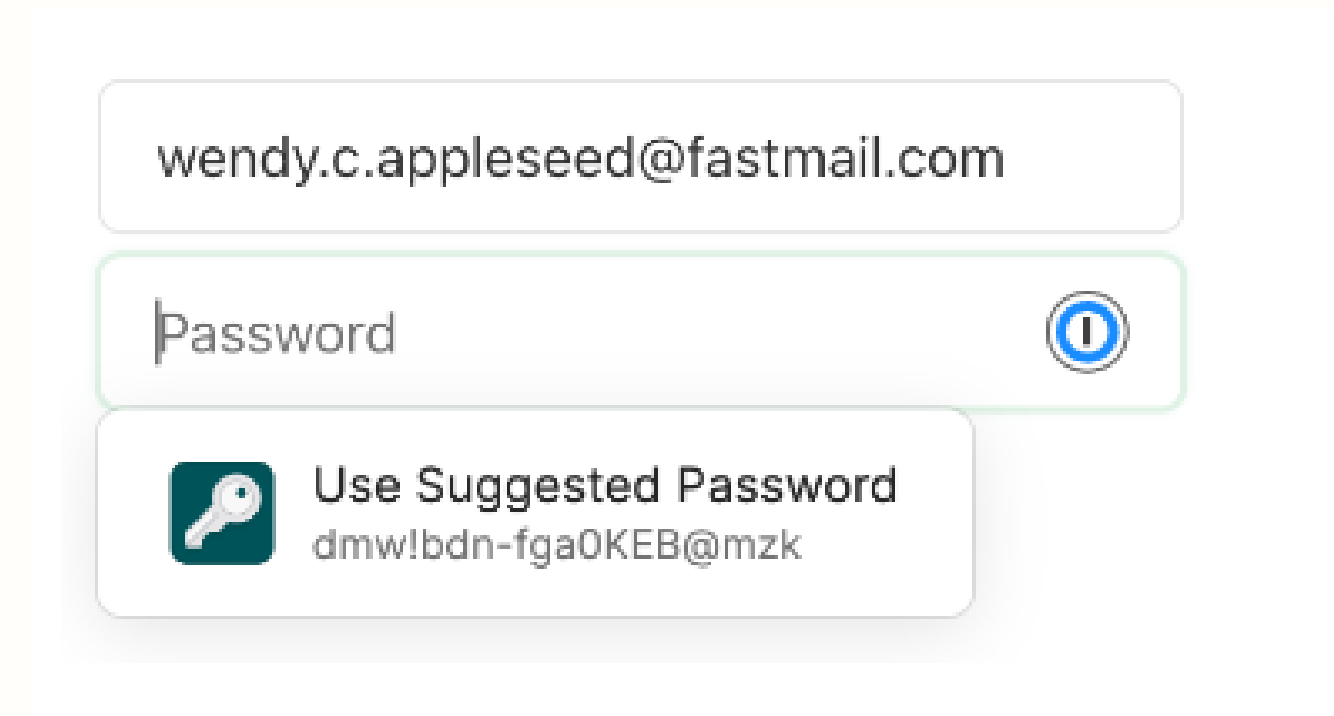If 1Password suggests more than one item, you can use the arrow keys to select the one you want.

Or start typing to find it.

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Use a suggest password

1Password suggests strong passwords when you're changing a password or signing up for a new account.

To use a suggested password, click ⓵ in a password field and choose **Use Suggested Password.**

wendy.c.appleseed@fastmail.com

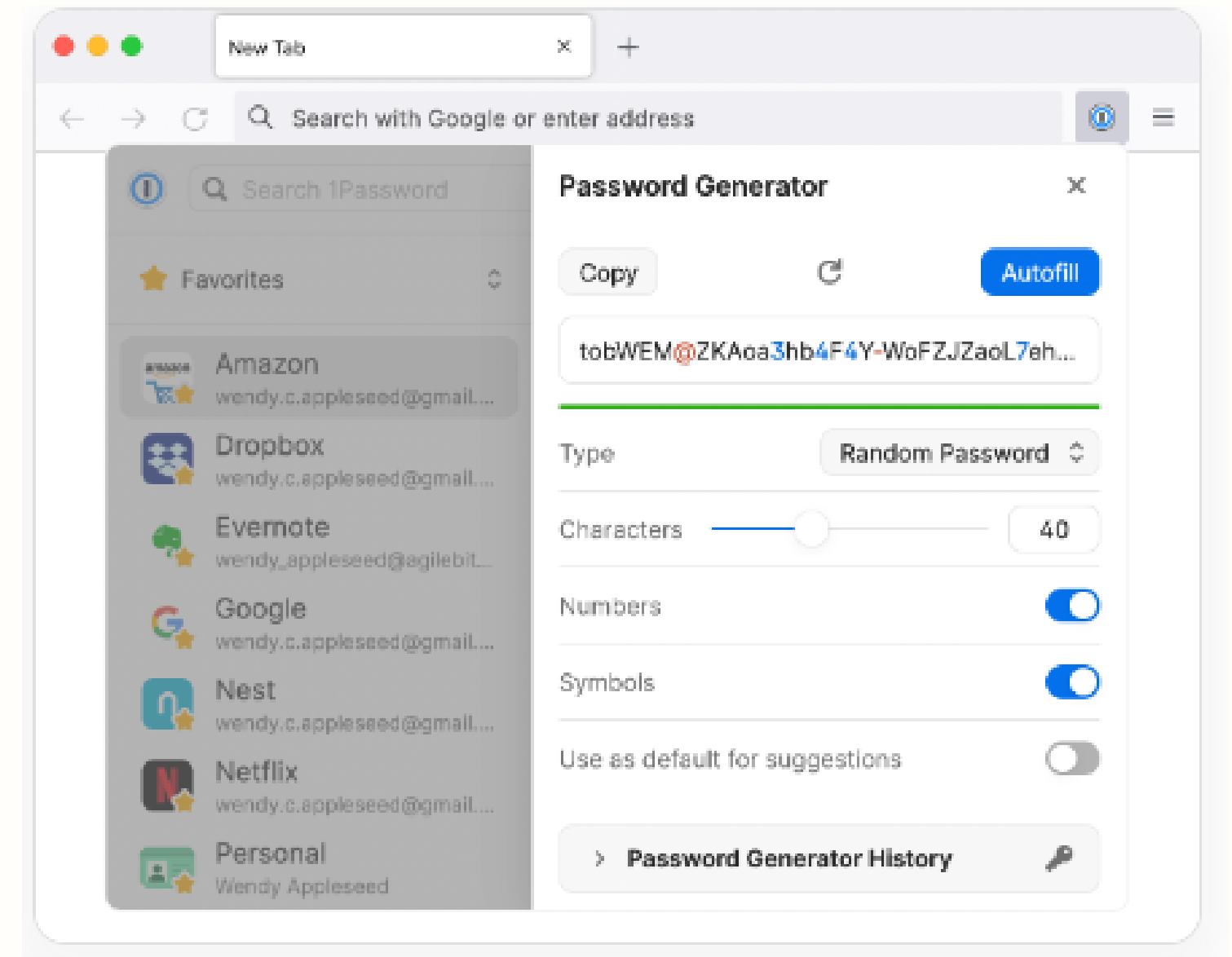Password ⓵

🔑 Use Suggested Password
dmw!bdn-fga0KEB@mzk

Create a custom password

You can use the 1Password pop-up to create custom passwords. To open the pop-up, click ⓘ in your browser's toolbar.

To create a custom password, click ⊟ and choose **Password Generator**.

Adjust the settings for your new password, then copy it to the clipboard or fill it on the page.

To see all the passwords you've created, click **Password Generator History** below the password generator.
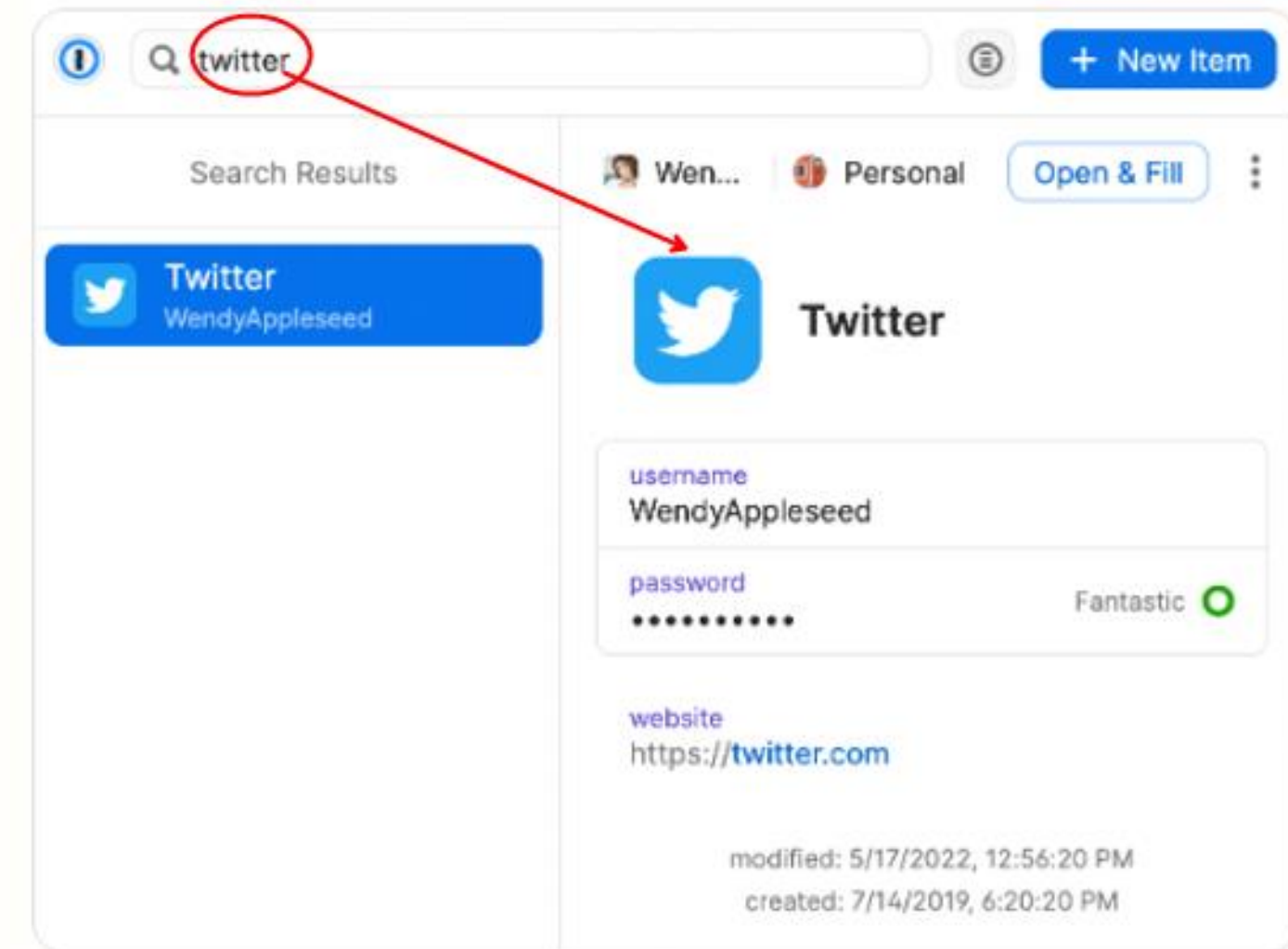
Search 1Password

Searching is the fastest way to find what you need in 1Password.

To search in 1Password, open the pop-up and start typing.

To cancel the current search, click ⊗ or press Esc.

View and edit items

To view an item's details, click it. Or use the arrow keys to select it.

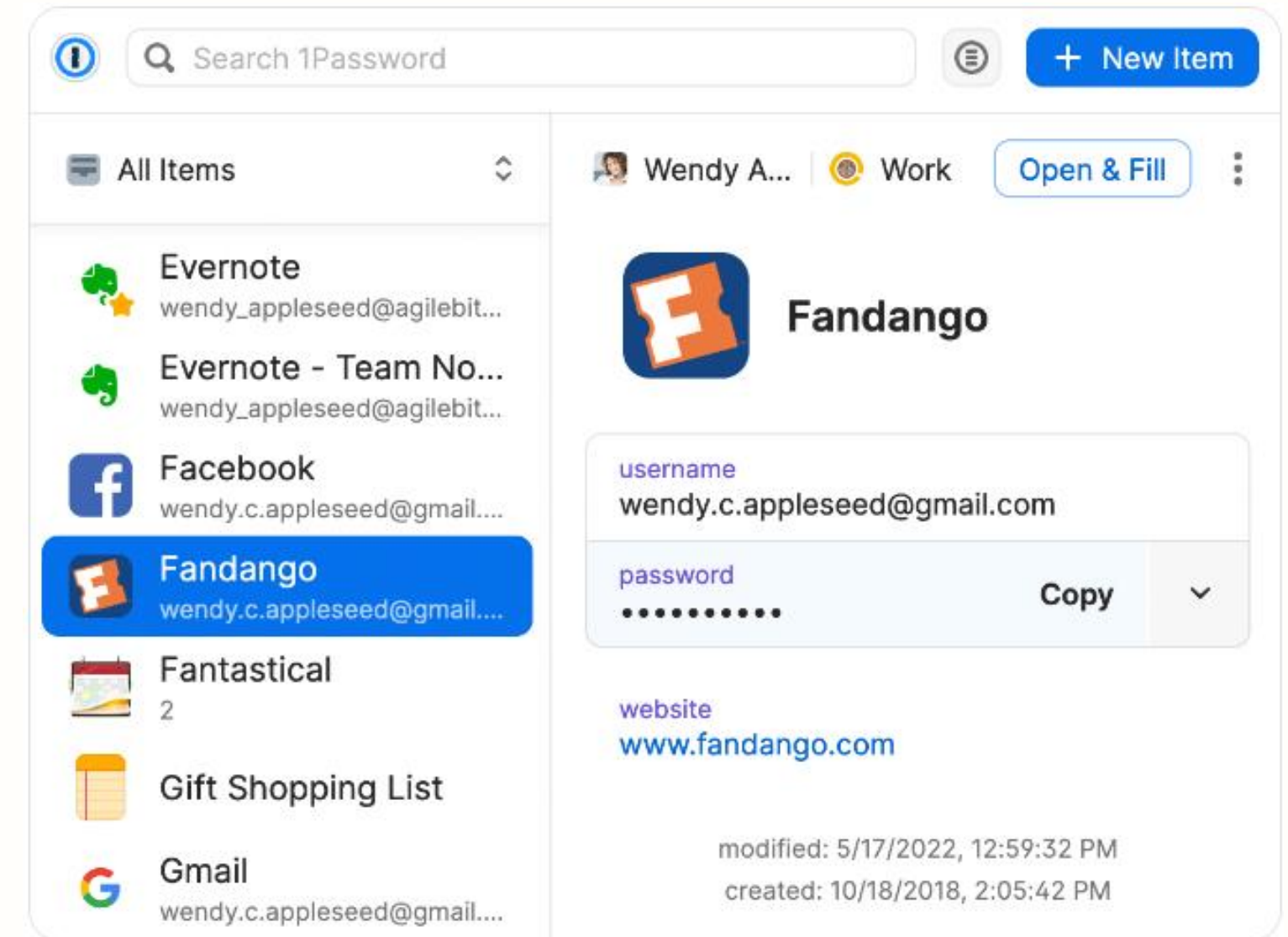To mark an item as a favorite, click and choose **Add to Favorites**.

To copy any field, click it.

To open the pop-up in a new window*, click and choose **Open in New Window**.

To show a field in large type, click ⌄ to the right of it, then click **Show in Large Type**.

To reveal a password, click ⌄ to the right of it, then click **Reveal**. Or press Control-Option (or Ctrl + Alt) to reveal all passwords in the item details.
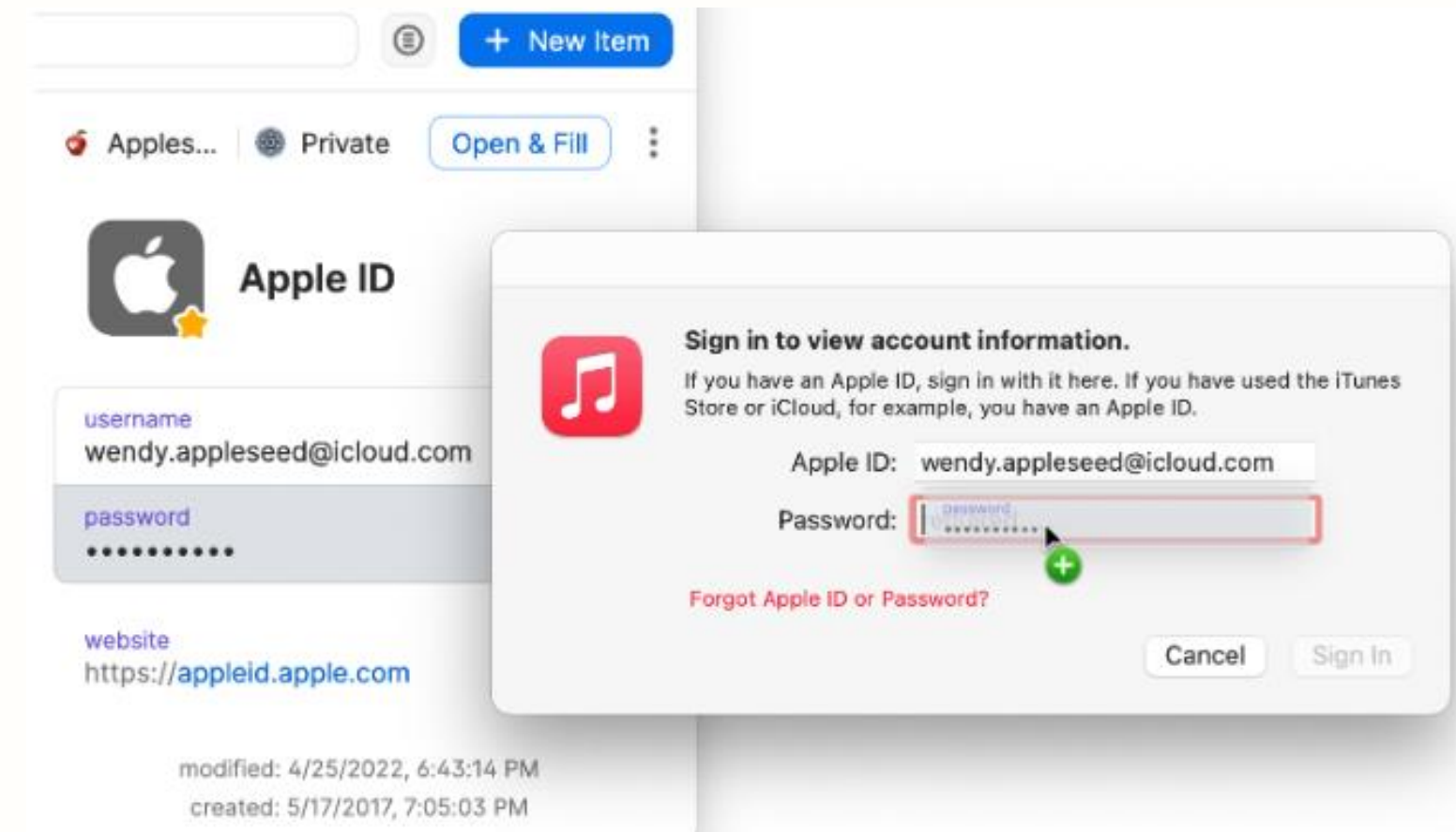
To edit an item, click ⋮ and choose **Edit**. The item will open in a new tab where you can add tags or custom fields, move it, archive it, or delete it.

Use drag and drop to fill in apps

To fill in an app, drag your login details from 1Password to it. For example, drag your password to the password field in the app.

You can also use drag and drop in your browser. Fill answers to security questions, membership numbers, and more.
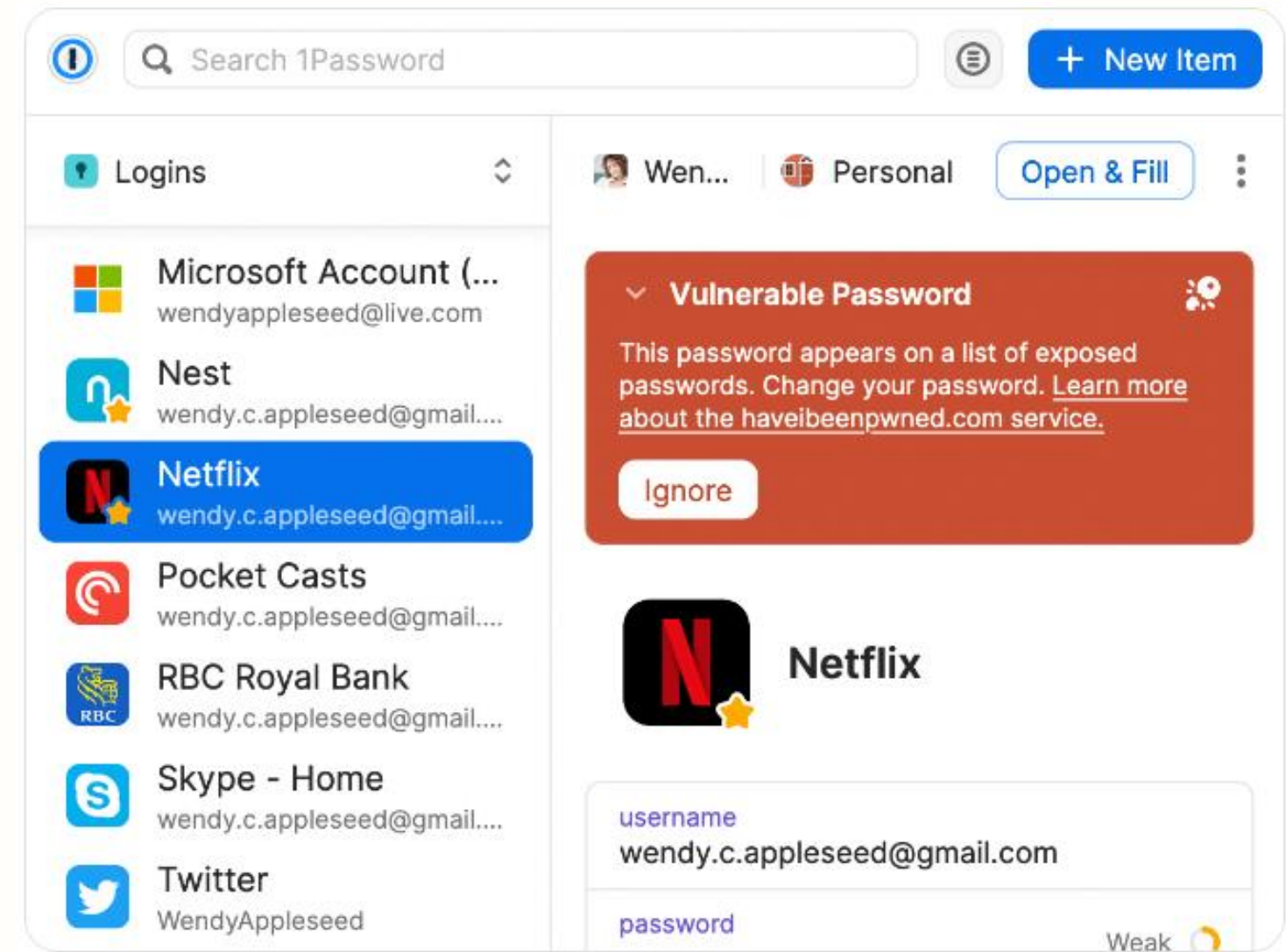

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Use Watchtower

Watchtower tells you about password breaches and other security problems on the websites you have saved in 1Password.

If any of your items require action, you'll see an alert banner with more information at the top of the item in 1Password.

To get alerted when a website you have an account for is added to Watchtower, click ☰ and choose **Settings**, then select **Watchtower** and turn on **Check for vulnerable passwords**.
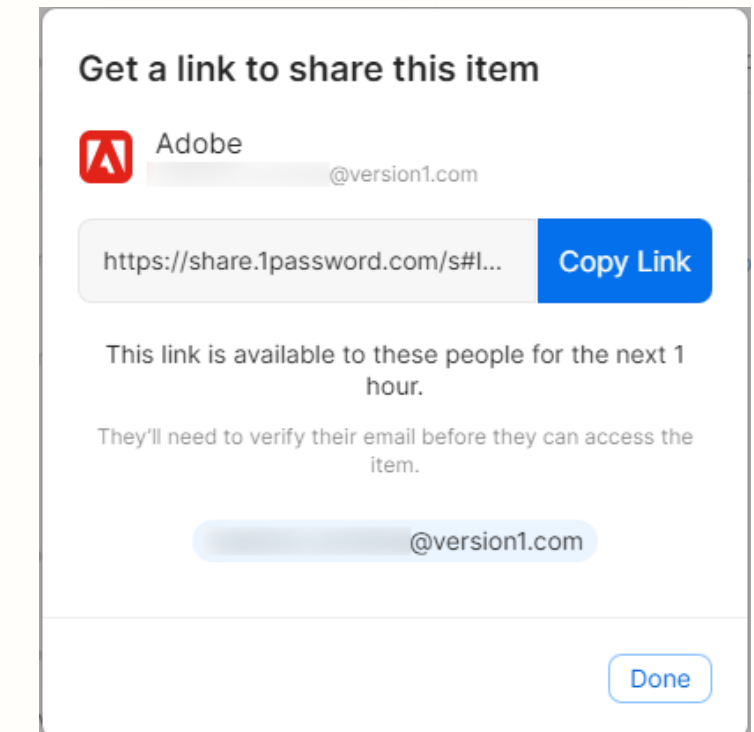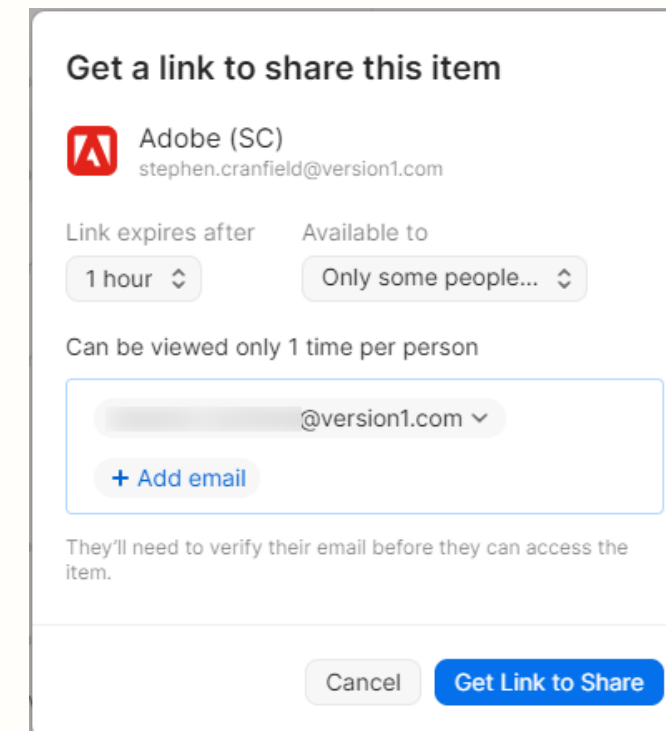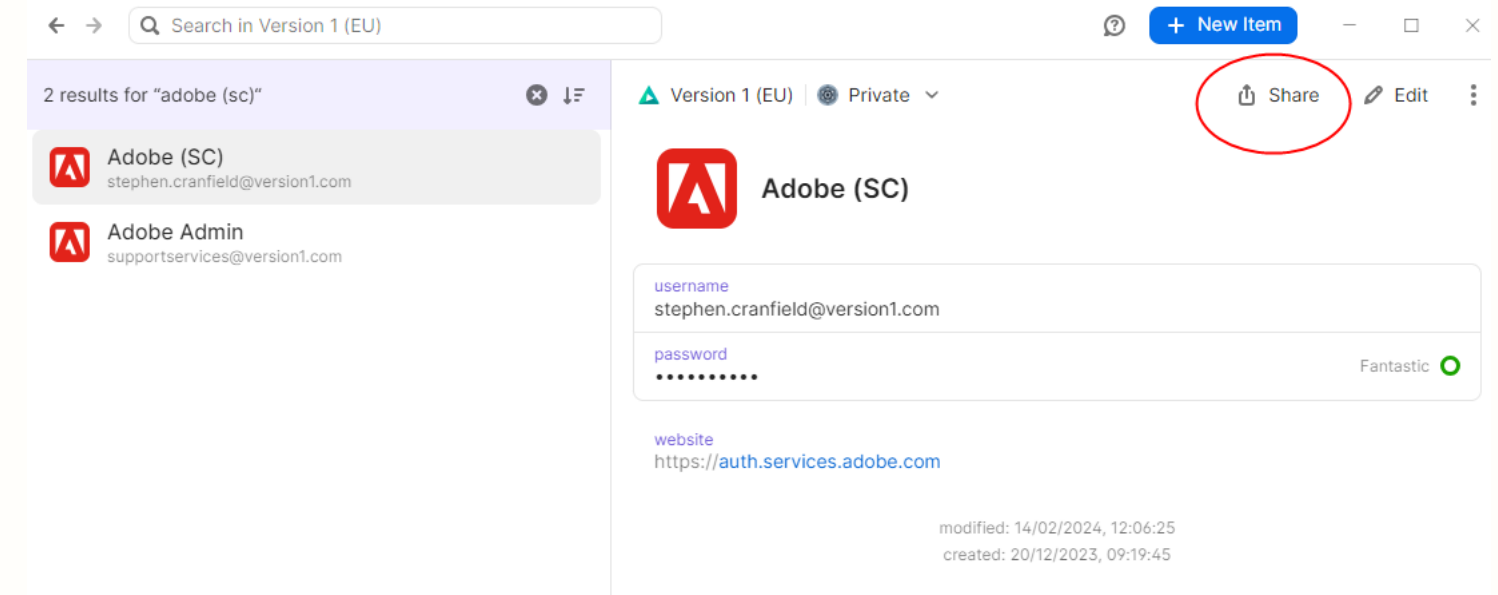
Share items

You can securely share copies of passwords and other items you've saved in 1Password.

To share an item, open the pop-up, find the item you want to share, and select it. Click the **Share** button.

You can choose when the link expires and who to share it with.

Then click **Get Link to Share**. Click **Copy**, then send the link to the person or people you want to share the item with, like in an email

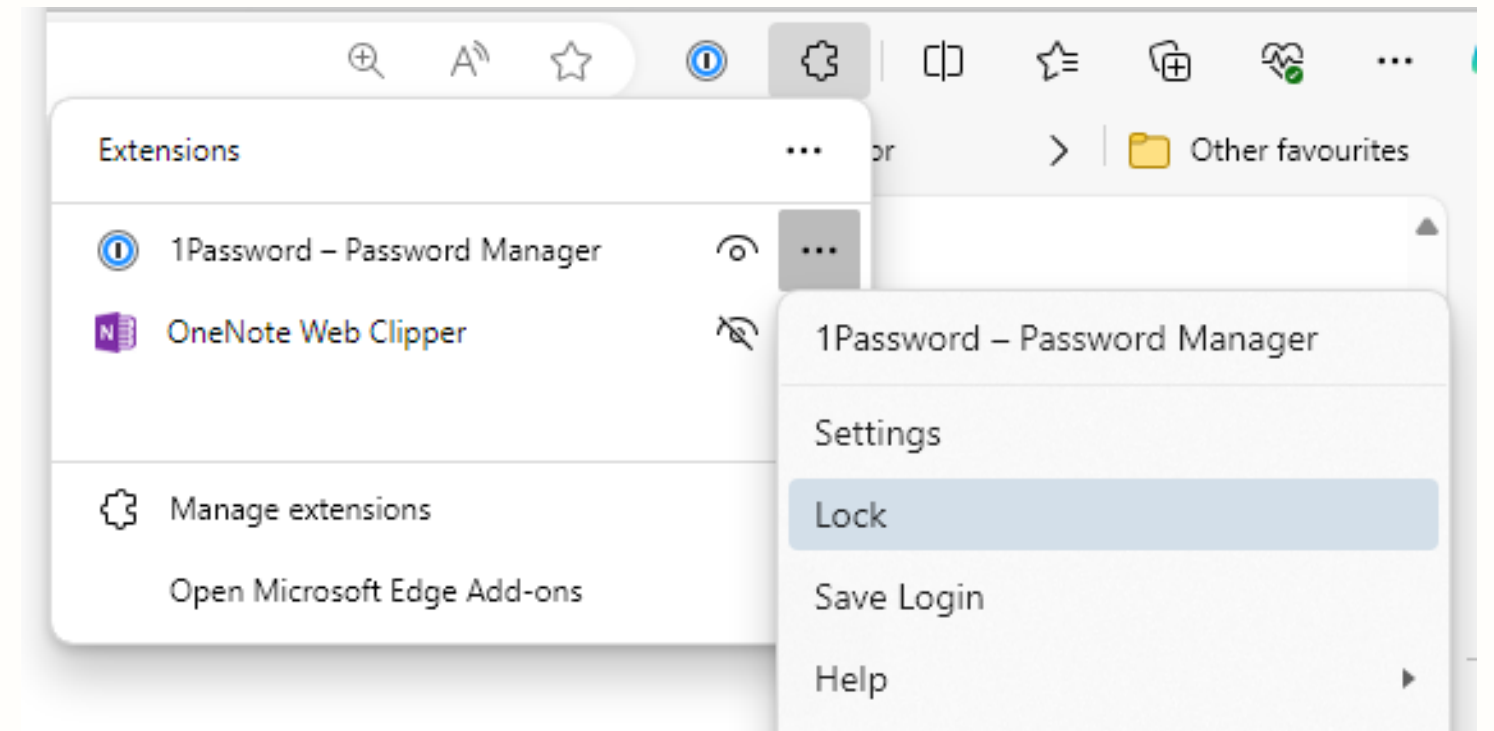⚠️ You can only share items internally to **version1.com** addresses.

Lock 1Password

When you're done using 1Password in your browser, you can lock it.

To lock 1Password, click the jigsaw icon on the toolbar, and select the menu beside 1Password.

From the menu, select **Lock**

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Thank you!