Keeper Security Password Manager – Account Setup

Contents
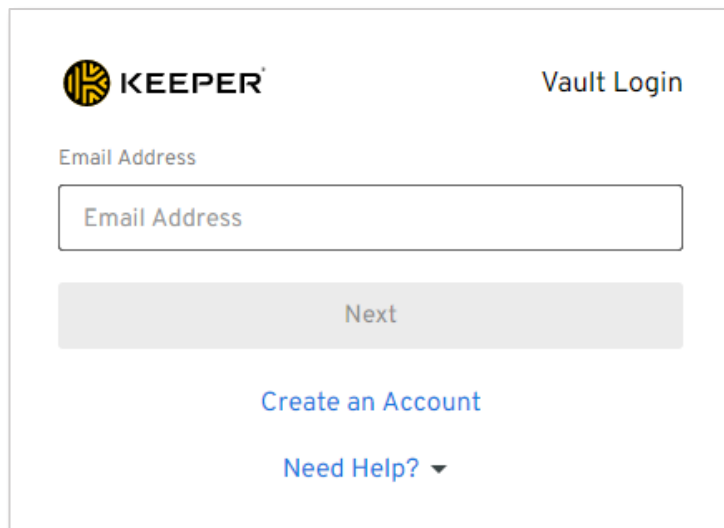
Account Activation – Single Sign On (SSO)

This guide is for setting up and logging in to the Keeper Security Password Manager using your Microsoft 365 login credentials.
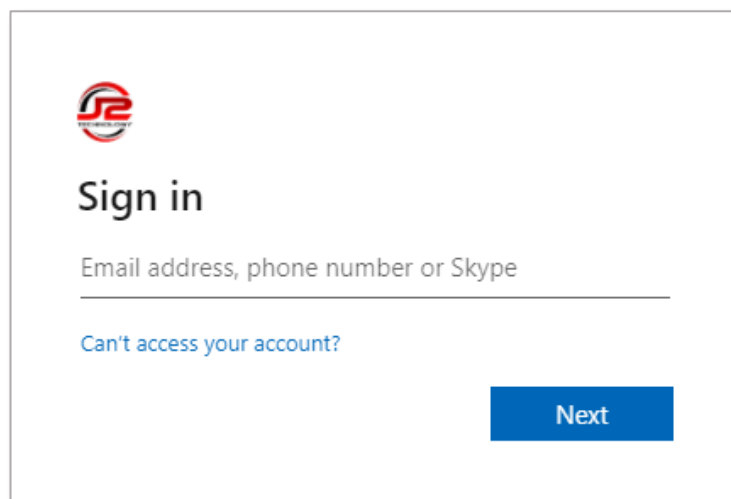
Important: You will need to have MFA (Multi-Factor Authentication) enabled on your Microsoft 365 account in order to login to the Keeper Security Password Manager. Please contact J2 Technology if you do not have MFA enabled on your Microsoft 365 account.
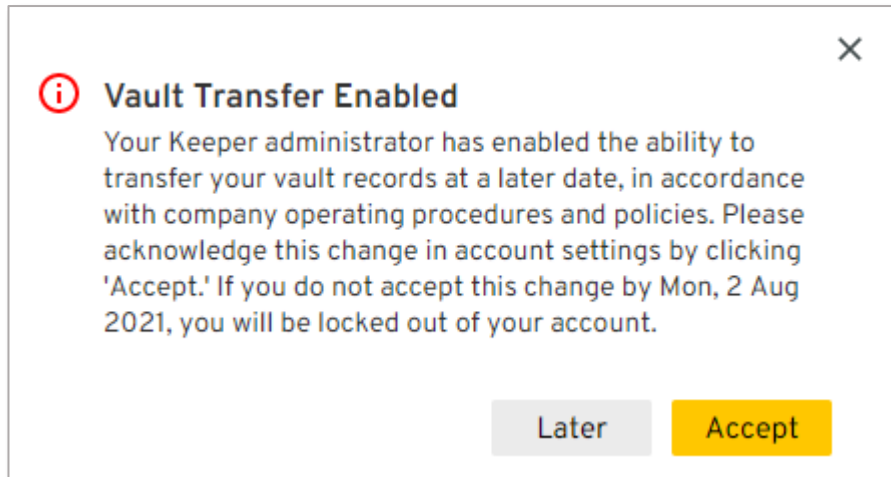
1. Open a browser and enter https://keepersecurity.eu/vault/#

2. Enter your email address and click **Next** to continue

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

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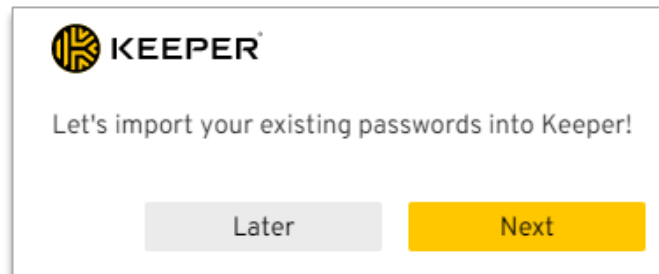
5. Click Next to import existing passwords now, or click Later to defer and jump to step 8
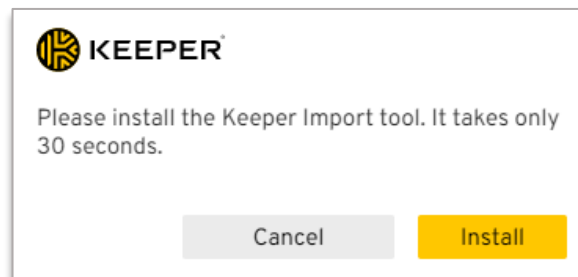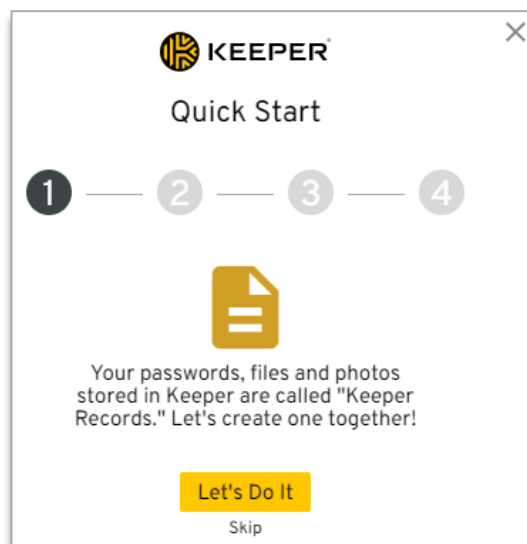

6. Install the Keeper Import tool to import existing passwords
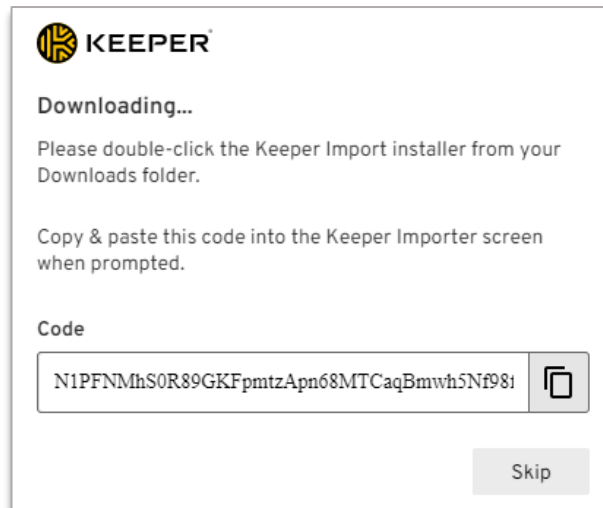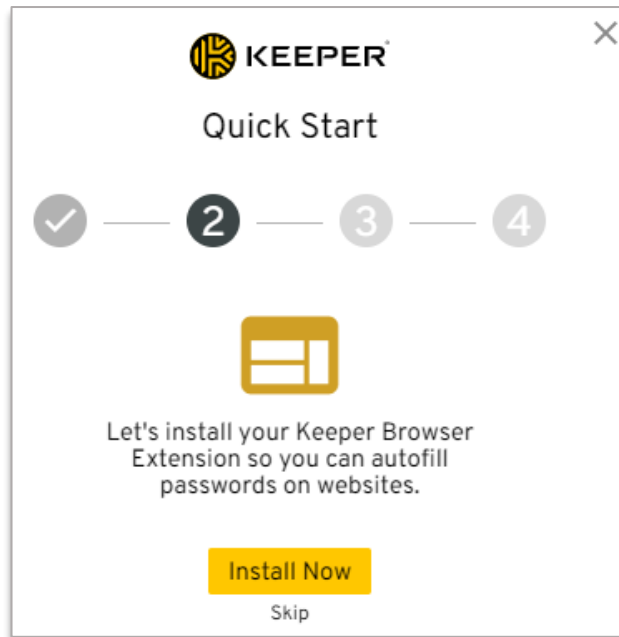
7. Follow the on-screen instructions to run the Keeper Import installer and import your stored passwords
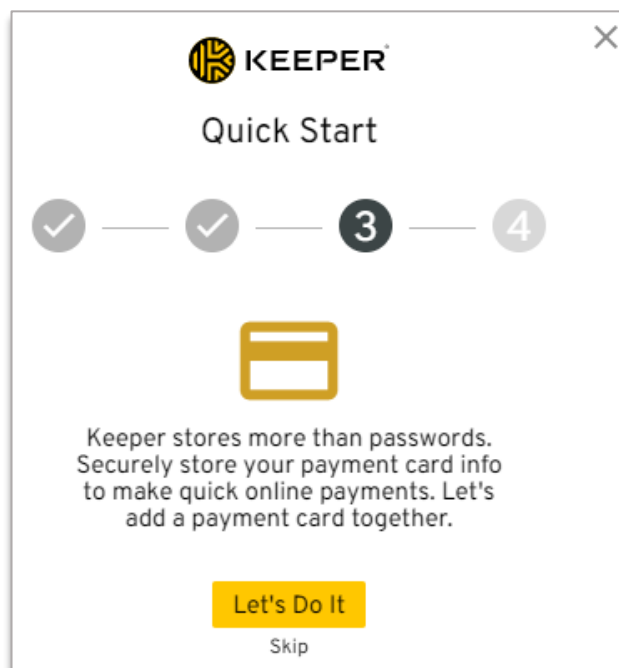
Quick Start Wizard

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*
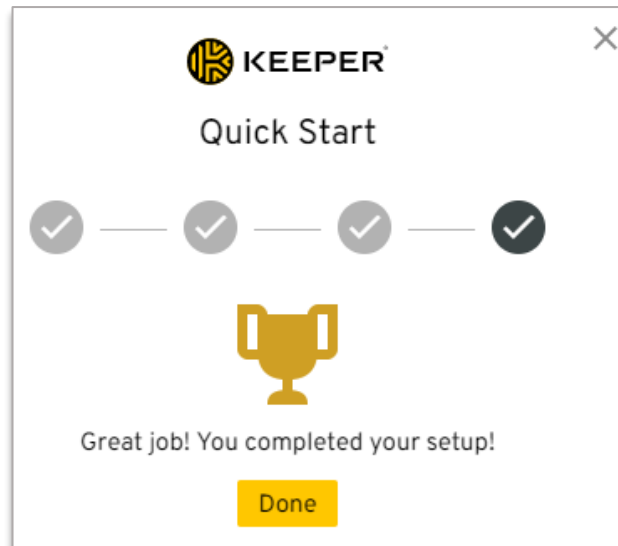
11.Click Done to complete the Quick Start wizard

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 upside-down triangle next to your email address in the top right-hand corner
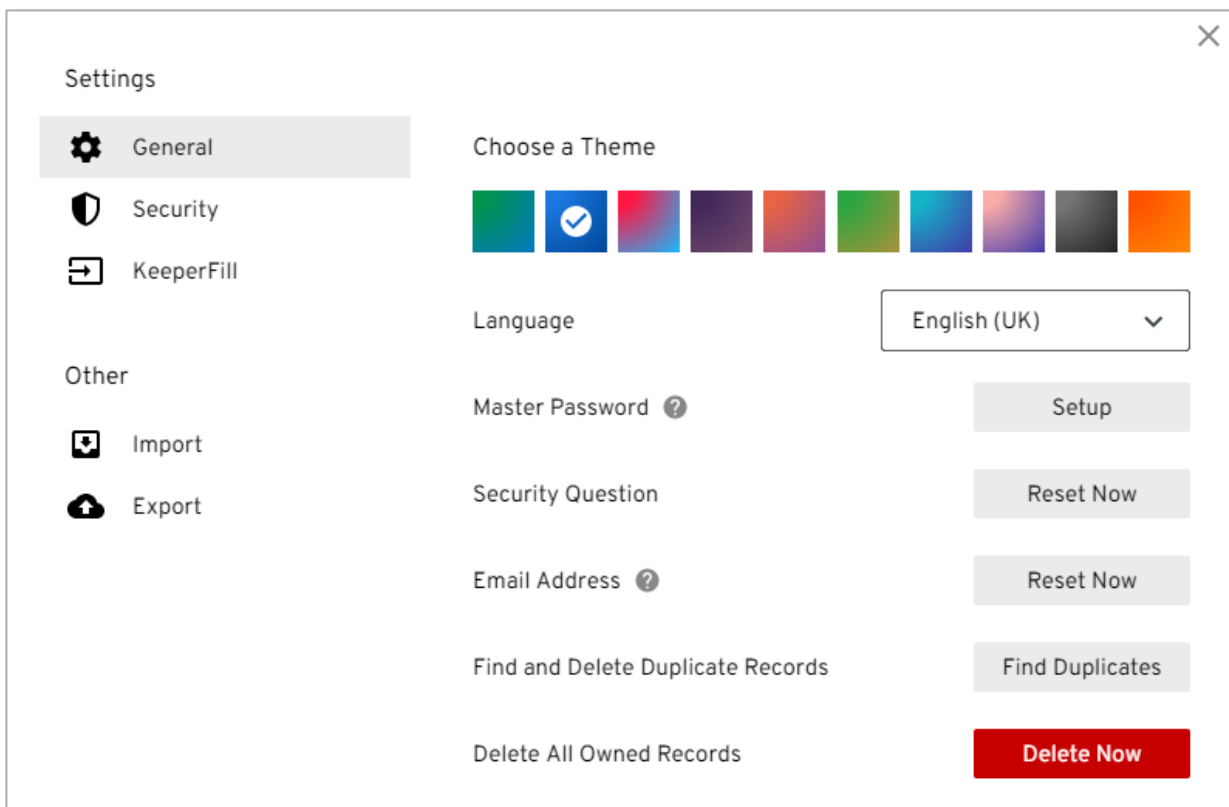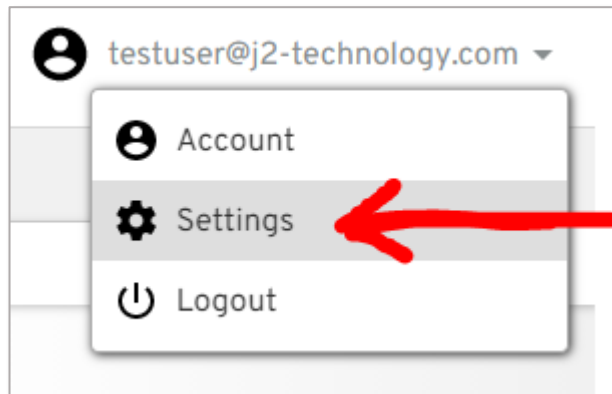
Under the General options, you can search for duplicate records, or delete all data from your account

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
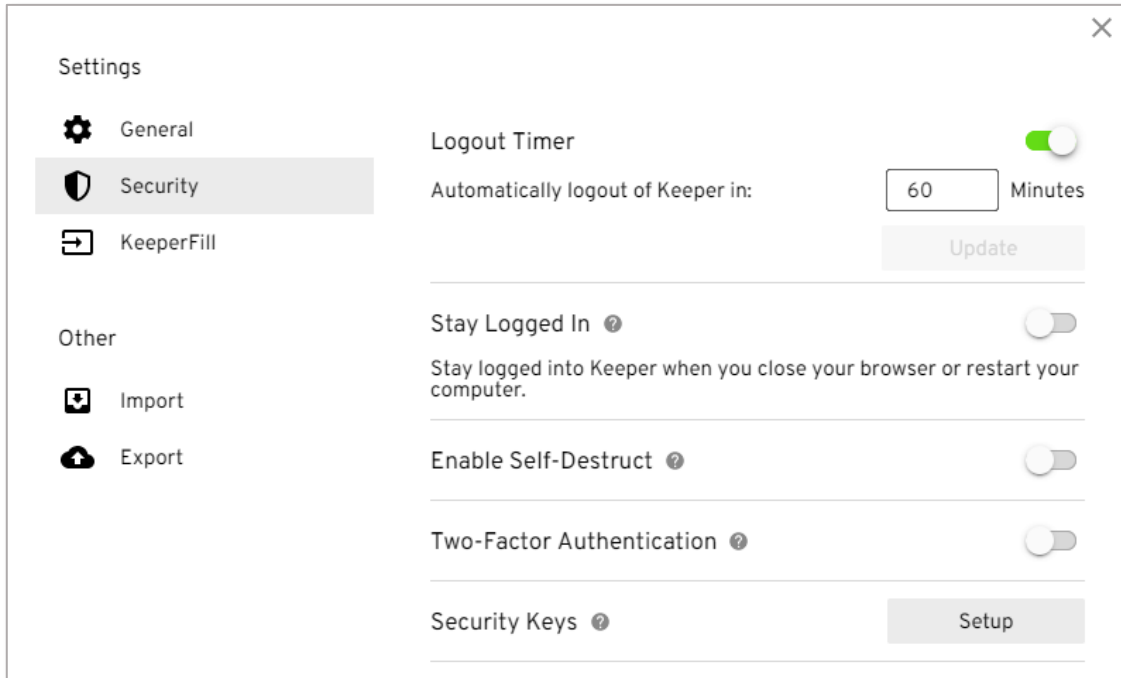
Click on the ❓ symbol for information about each option

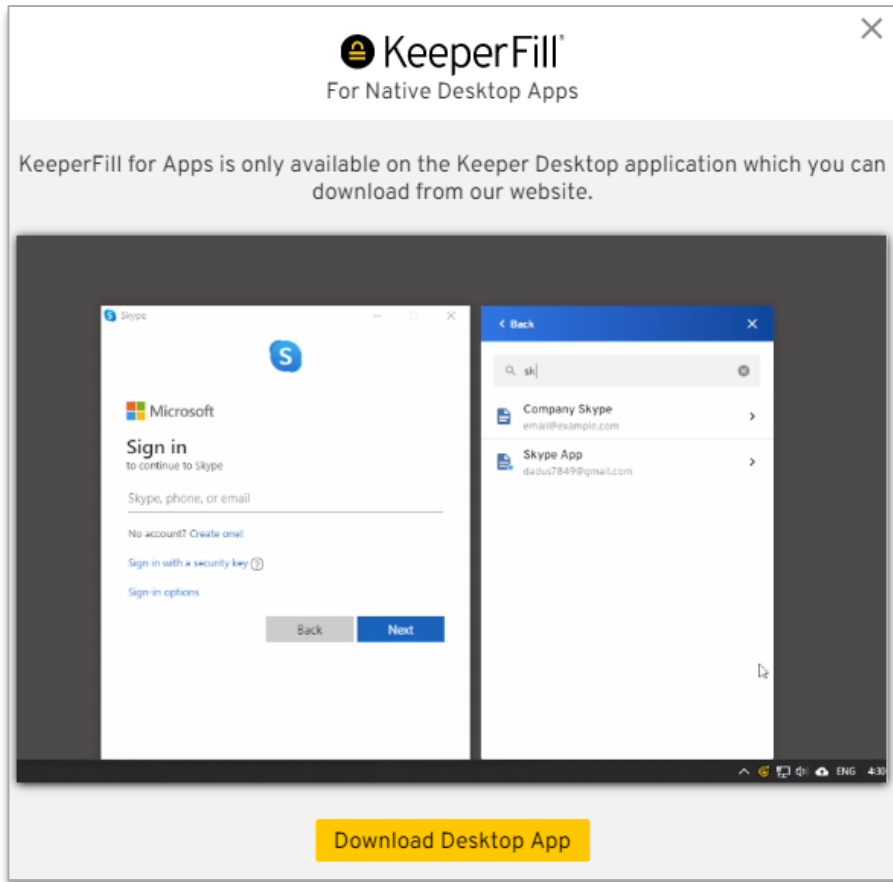## Install KeeperFill Desktop App and Browser Extensions

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
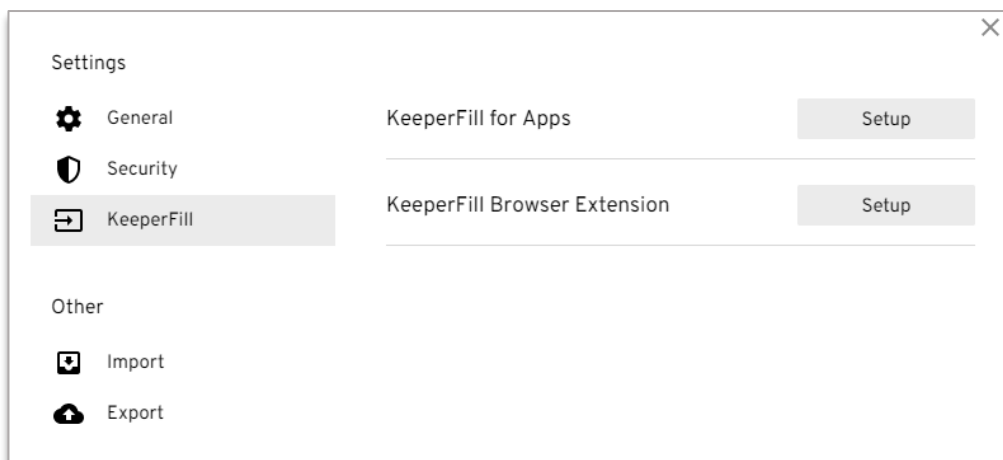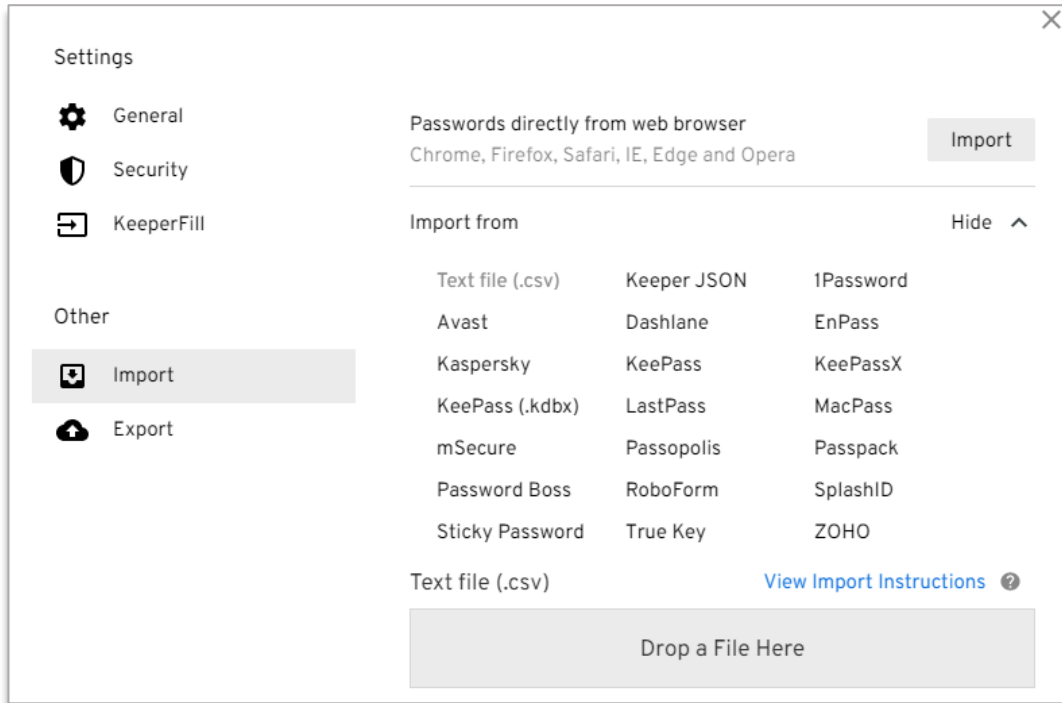
Follow the on-screen instructions to install the KeeperFill App

Import Existing Passwords

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


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 upside-down triangle next to your email address in the top right-hand corner
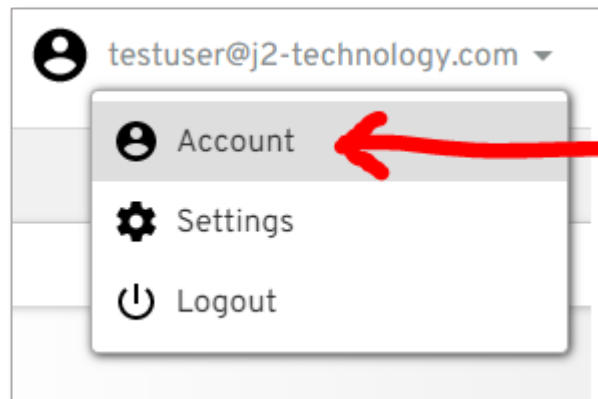
Enter your personal email address in the blue box to send yourself an activation email, and follow the instructions provided to activate your account