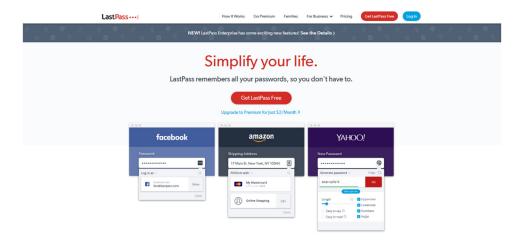
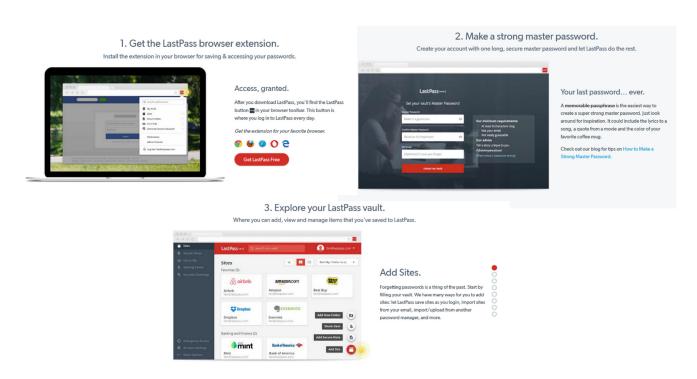
Managing your passwords with LastPass



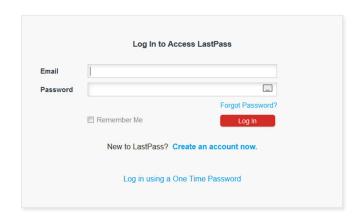
Reusing a password on various websites is a security risk, but having a unique password for every site can be difficult to manage and makes it harder to remember your login information. Some people attempt to get around this by writing down their passwords in a notebook. While this allows you to create safer logins for your accounts you run the risk of losing the notebook or having it stolen. LastPass is a free online tool to help you manage and create secure passwords, taking the place of a notebook by allowing you to store your passwords online (where you can access them anywhere). LastPass was created by security experts to ensure the safety of your information. The goal is to have you only remember one password, your LastPass password (hence the name LastPass, last password).

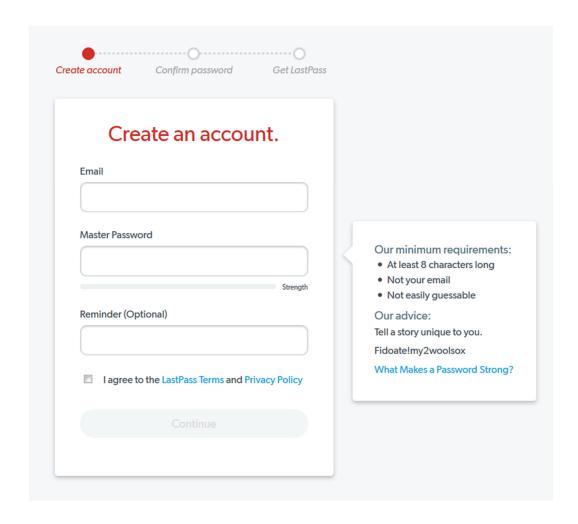


Setting up your account

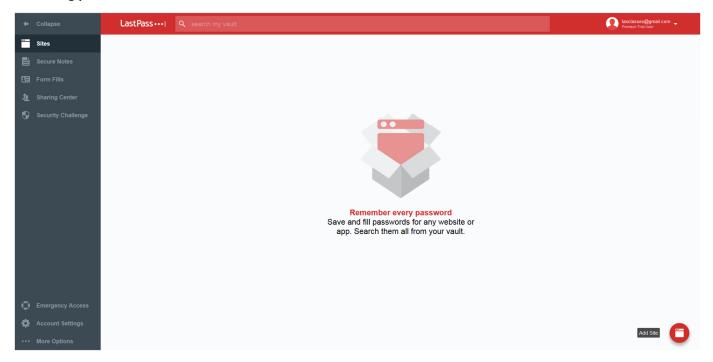
To create an account with LastPass you'll need to have an email account, which will act as your "username" for LastPass. You will also need to create a secure password remember this will (hopefully) be the last password you need to remember.

For LastPass your password needs to be at least 8 characters long. If you are having trouble coming up with something, LastPass suggests your password can be a short story unique to you. For more information you can click on their "What Makes a Password Strong?" link shown below:





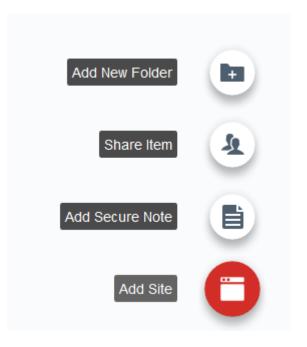
Adding passwords



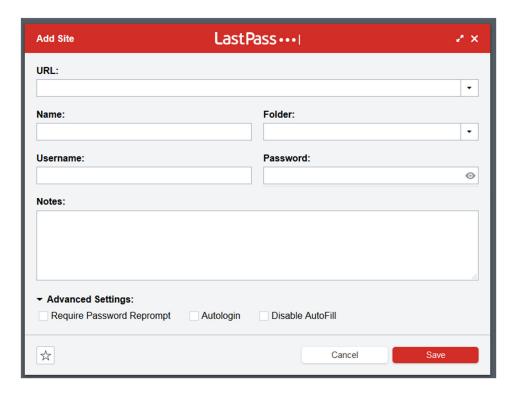
Once you have created your account you will be able to access your password "vault." This is where you will find your passwords in the future. Using our earlier example, the vault is the pages in a notebook where you record your login information.

To create a new entry, click the red button in the bottom left that reads "Add Site." Here you can also add a secure note*, share one of your saved items, or create a folder to organize your passwords.

*Secure notes allow you to store private information and work like a basic text file. They're encrypted and stored in your vault. Examples of information you might keep in secure notes include: bank account numbers, password numbers, combinations to safes or other information you'd like to have access to wherever you are but that you'd like to keep safe from hackers.



Once you have clicked "Add site" the following window will pop up for you to fill out, similar to a rolodex card:



The URL field is where you will put in the website address that the account belongs to. Examples: gmail.com, amazon.com, bestbuy.com.

Name is the name of the website. Examples: Gmail, Amazon, BestBuy.

Folder is a drop down where you can select folders you've created to store the password in, these help you organize like passwords. Examples might be: Online Stores, Streaming Websites, Banking.

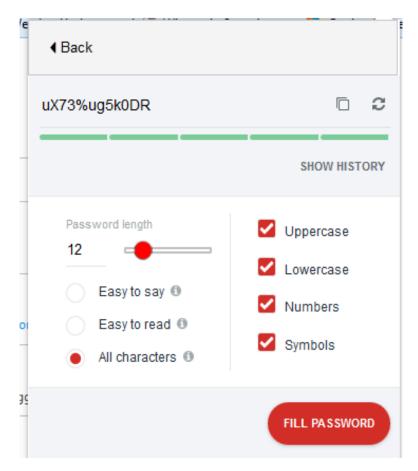
Username is the username used for your login on the site. This may be your name, a created name you use online, or perhaps your email address.

Password field is where you record your password. If you would like you can have LastPass generate a random password for you. The generated passwords are long strings of letters, numbers, and special characters; you can set how many characters total and whether you want to avoid hard-to-read characters such as the number 0 and capital letter O. These passwords are hard to hack and can't be socially engineered because you won't need to remember them, you can simply access them from LastPass as needed.

The notes field is good for storing extra information such as answers to security questions if a site requires them.

Under advanced settings you can tell LastPass to automatically log you in on store websites or turn off LastPass auto filling your username and password.

Generating a safe password



As mentioned on the last page you can use LastPass to create randomly generated passwords. Unlike the suggested method of creating a unique story about yourself that we discussed when creating your LastPass password, the goal here is to create a long string of characters that are both impossible to guess and diffcult for computers to crack.

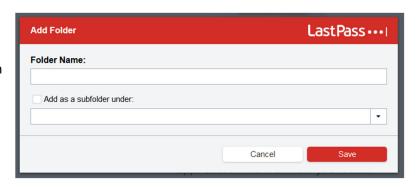
Because these passwords are stored in LastPass, the idea is that you do not have to remember them as you can simply access them at any time when needed; the password being random isn't something to worry about. However, LastPass offers options to make these random passwords easy to say and read, if you'd like. You are able to select which type of characters are used (to help match the requirements of whatever site you are on). For password length, LastPass will generate passwords from 4-100 characters long.

LastPass also offers an auto change password feature that routinely updates your password for websites that allow this feature. The number of websites that allow this option is growing.

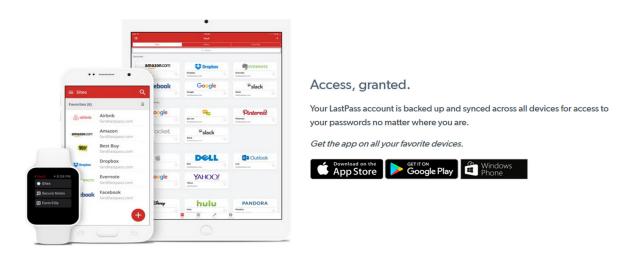
If you would prefer to come up with your own passwords, you are also able to do that as well. The main thing to remember is that it is best to create a unique password for each website that requires a login.

Organize your vault

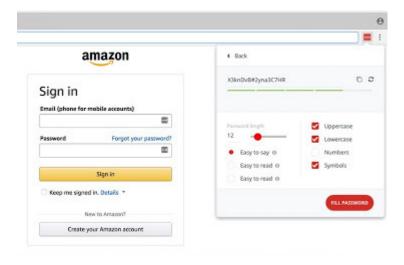
After you have amassed a large collection of saved passwords it may be a good idea to organize your vault. You can do this either by using the "Add Folder" option from the button in the bottom right of your vault or editing one of your saved passwords. You are also able to make subfolders if you would like to further separate out your passwords. Grouping similar websites together makes it easier to locate the passwords you need.



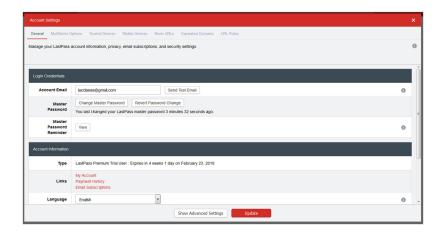
Access your passwords anywhere



LastPass offers you many ways to access your passwords on a variety of platforms. Besides visiting Lastpass.com to access your vault, you can download a Lastpass app for your mobile phone that allows you to access your vault offline. You can also install Lastpass add-ons to your browser of choice, allowing you to generate and retrieve passwords no matter where you are on the internet by simply clicking on the Lastpass extension button (as shown to the right).



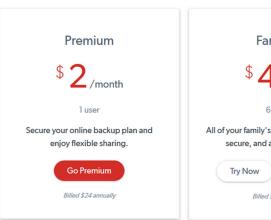
Account settings



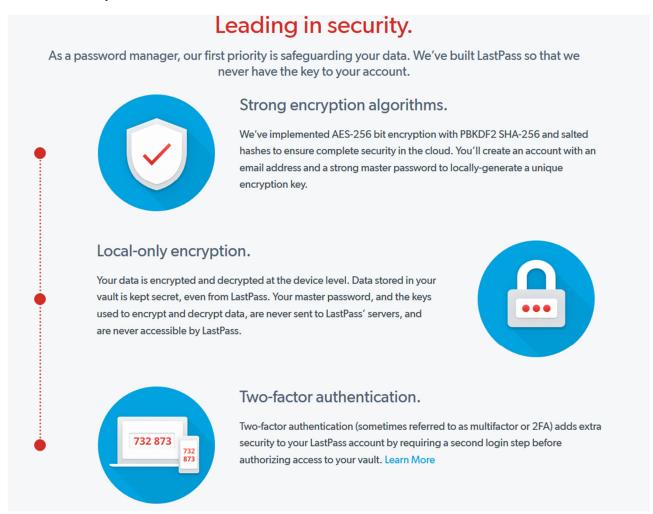
Account settings are divided between a few categories. General is where you'll find your options to change your account email, master password, language, time zone, and recovery phone number. The other tabs are Multifactor Options (LastPass has partnered with other businesses to allow multifactor authentication, you can enable them here), Trusted Devices (when you have multifactor authentication on you can choose to trust a device for up to 30 days, they are listed here), Mobile Devices (shows a list of mobile devices linked to your account), Never URLs (turn off LastPass on specific URLs), Equivalent Domains (indicates when websites have multiple URLs and links them together), and URL Rules (set specific rules for LastPass on specific URLs). Some of these features are locked to premium accounts.

Premium Options

LastPass offers two types of premium accounts. One is for individuals and the other is for families (up to 6 users). The features you unlock by upgrading to premium are:
Emergency Access, one-to-many sharing, advanced multi-factor options, priority tech support, LastPass for applications (on Windows), and 1 GB of encrypted file storage.



LastPass security



In the words of LastPass:

"Security is our highest priority at LastPass, including quickly responding to and fixing reports of material bugs or vulnerabilities. LastPass is in part able to achieve a high level of security for our users by looking to our community to challenge our technology. We appreciate the important work that the security research community provides and appreciate responsible disclosure of issues. Further, we believe that when the security process works as designed, we all benefit."