

Getting Started with LastPass

By Gary Tomlin

for Chalfonts U3A

Version 1.0

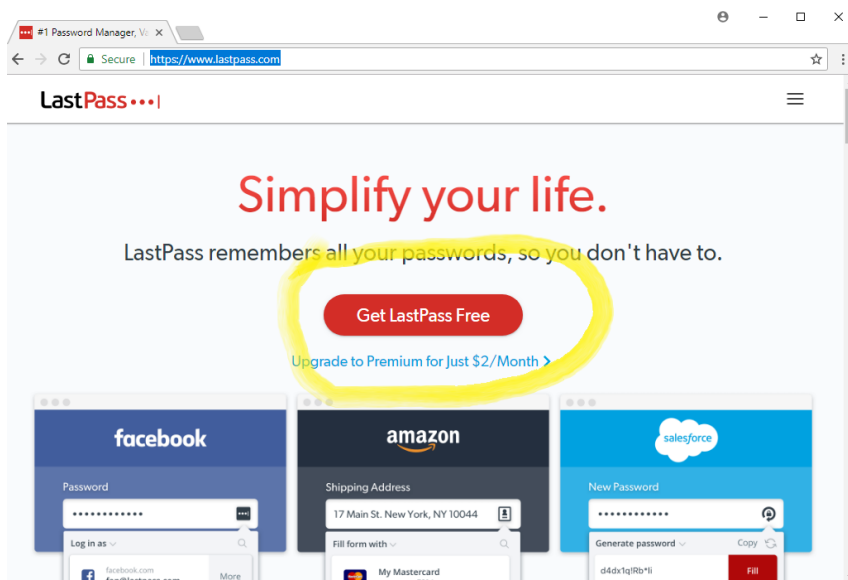
Setup and Registration

1. Open your internet browser and navigate to the following link:

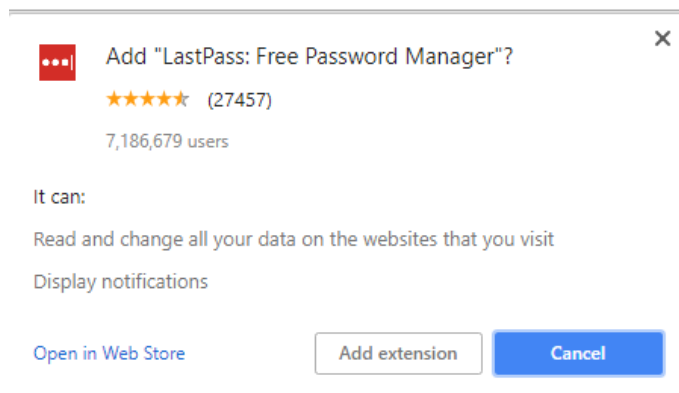
<https://www.lastpass.com/>

This document is using google chrome as the default browser

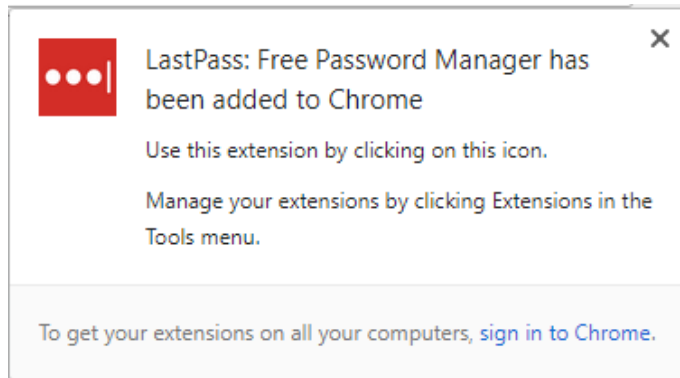
2. From the LastPass web page click **Get LastPass Free**



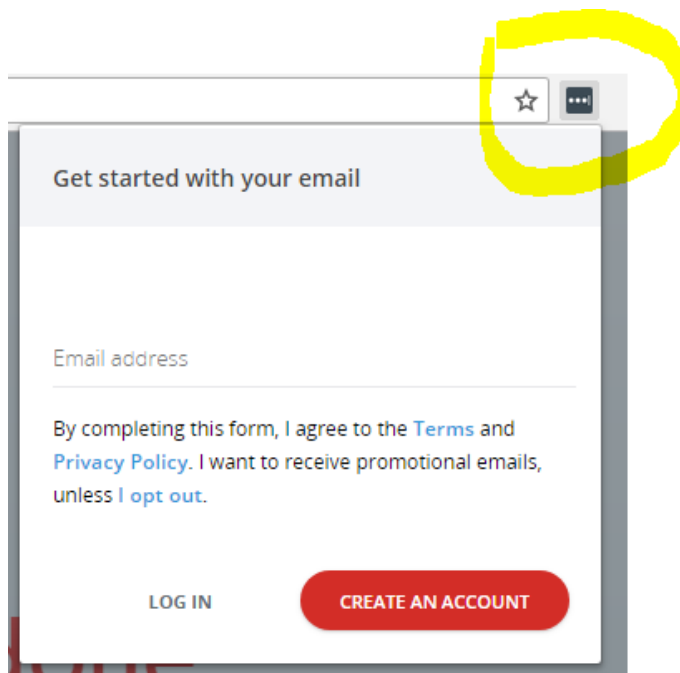
3. A new window will appear prompting to add the LastPass extension, click the **Add extension** button.



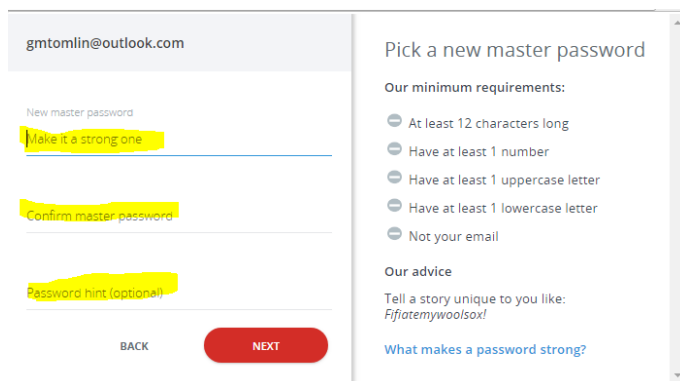
4. After about 30 seconds you will get a new pop-up window below



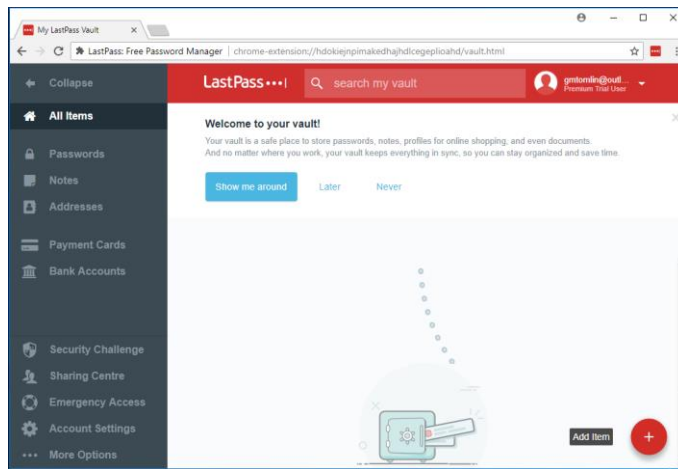
5. Click the LastPass Icon (⋮) in the top right corner of chrome and you will be asked to create an account. Type in your email address and click the **CREATE AN ACCOUNT** button



6. You now need to enter your **Master Password**. This should be a strong password, you must be able to remember this or store it in a safe place as it is the password which allows you to access all the passwords in your password vault. You should also create a Password hint to assist you if you forget your Master Password



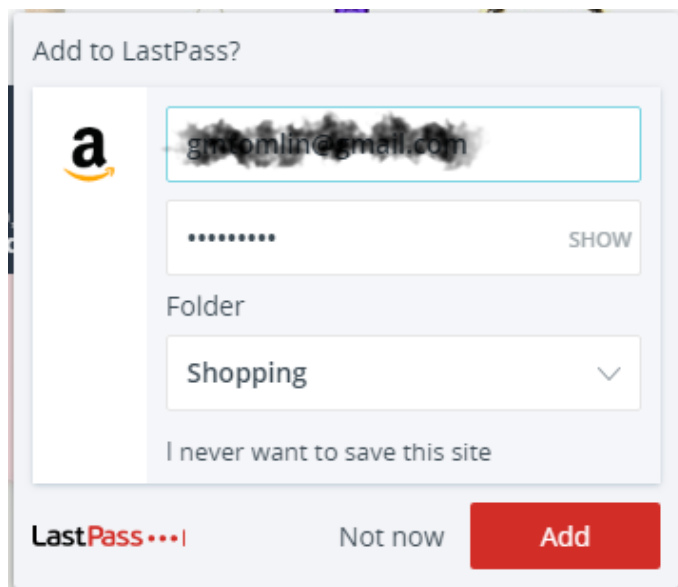
7. You will then be presented with your new Password Vault, which by default will be empty. Click the **Show Me Around** button and it will show you around the vault. Take time to learn your new password vault.



Once you have finished the tour you can start using LastPass. The LastPass Icon will normally be red indicating you are logged into your vault. If it is grey then you need to login again by clicking the icon.

Using LastPass

When you navigate to a web site, such as Amazon.co.uk and enter your login details the LastPass plugin will prompt to store your login details into your vault. You will see a popup like the following:



Check the login and password are correct and then click the **Add** button. If the login is incorrect or missing simply type it into the box.

When you click add your login details are stored in the secure password vault. When you return to the site the LastPass plug-in will automatically fill in your login and password details.



Sign in

gmtomlin@gmail.com [Change](#)

Password

[Forgot Password](#)

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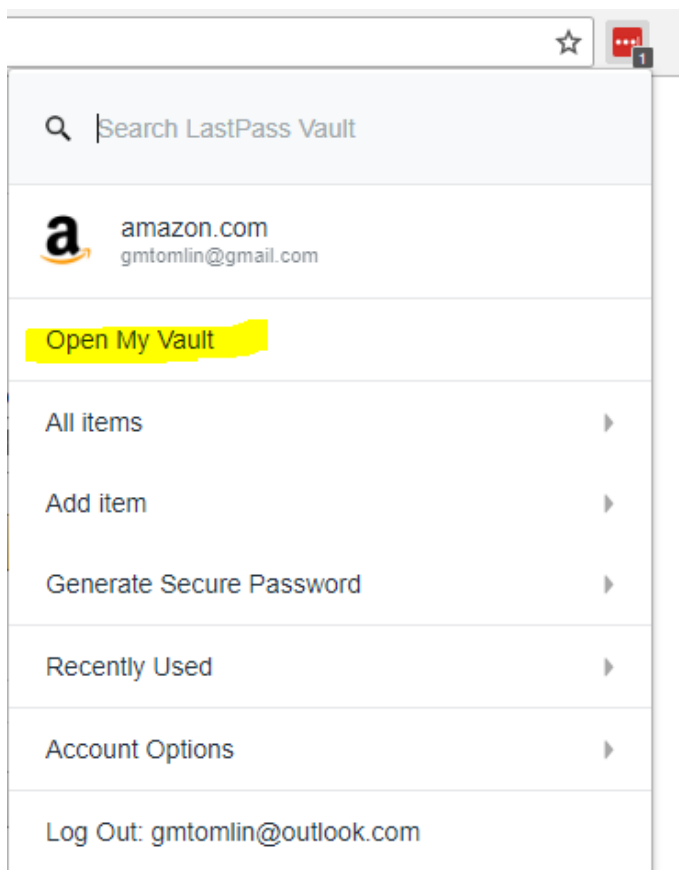


Sign in

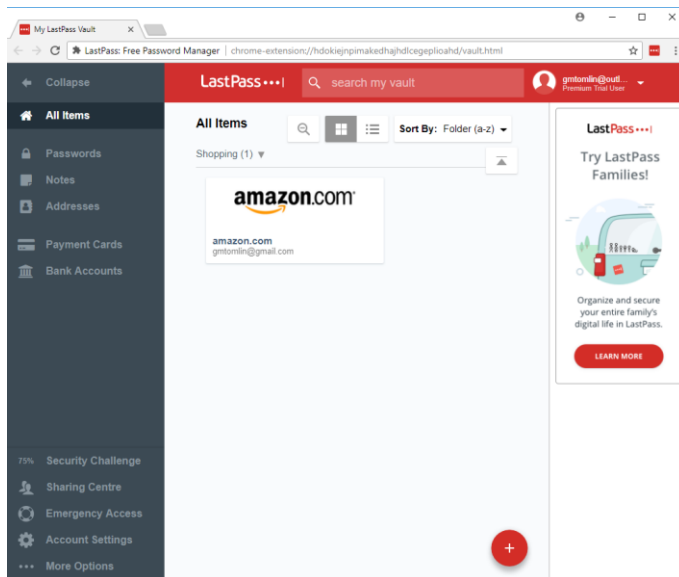
☐ Keep me signed in. [Details](#) ▾

Viewing Your Vault

You can view your vault at any time by clicking the LastPass icon in the top right-hand corner and select **Open My Vault**

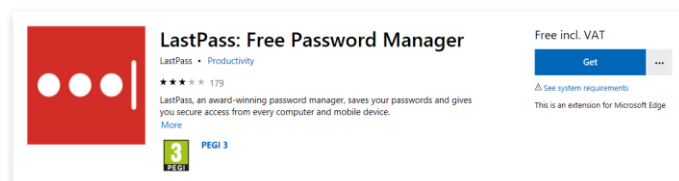


From there you can see all the sites that you have registered in your vault.

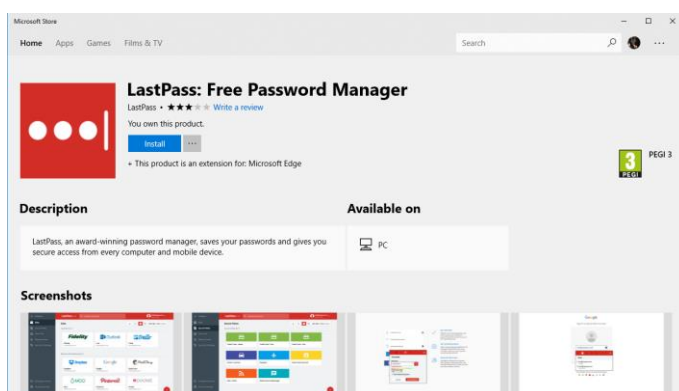


Setup for Microsoft Edge

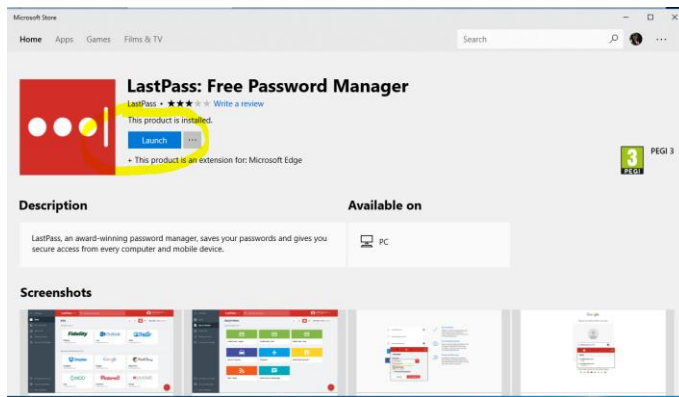
The process is like Google Chrome, but some of the screens will be different. After you click the **Get LastPass Free** button you will get this pop-up



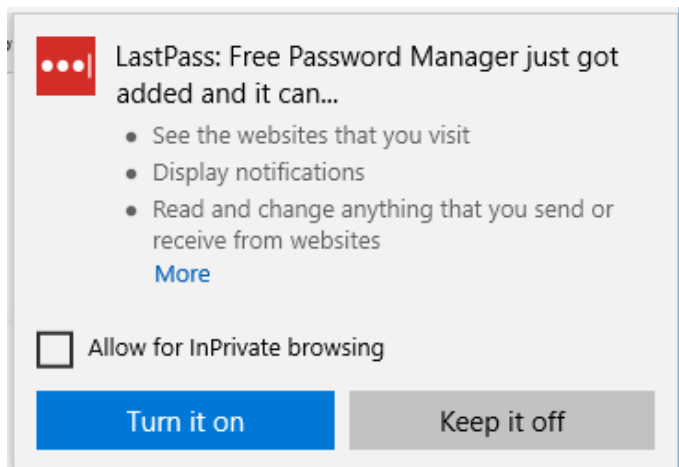
Click the **Get** button and you will be taken to the Microsoft Store, click the **Install** button and the plugin will be installed



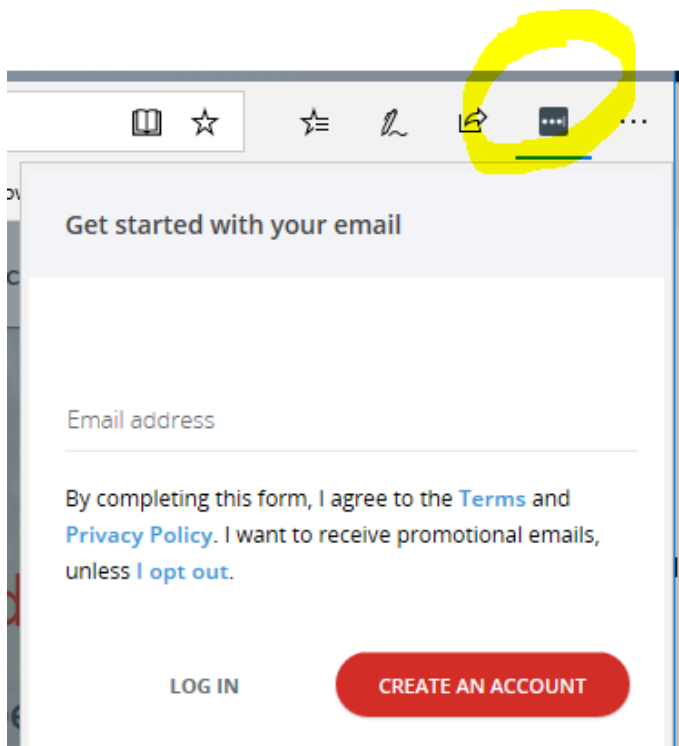
Once it is installed click the **Launch** button



You will then be taken back to Microsoft Edge and you need to click the **Turn it on** button



Next click the LastPass icon in the top right-hand corner of Microsoft Edge and select **Create an Account** and follow the steps from step 5 for the Chrome Install above



Note: You only need to create one account, so if you use more than one browser create your account in the first one and then use LOG IN for subsequent browsers.

Get started with your email

! Make sure to use a real email address

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx|

By completing this form, I agree to the [Terms](#) and [Privacy Policy](#). I want to receive promotional emails, unless I [opt out](#).

LOG IN CREATE AN ACCOUNT