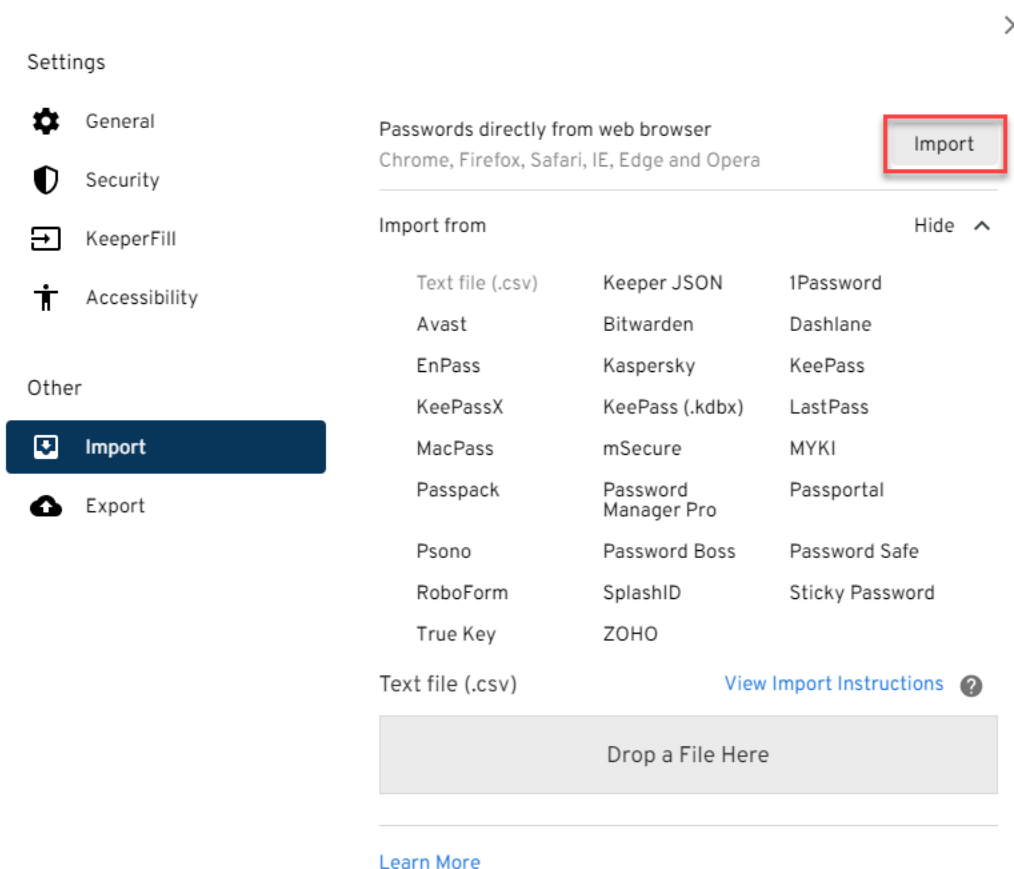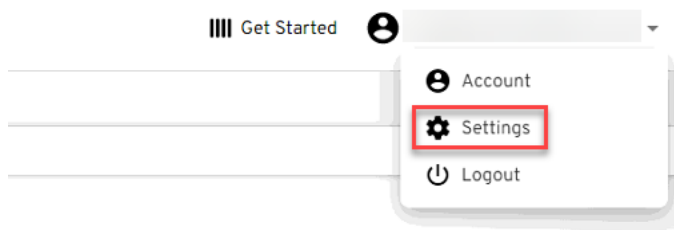# Guide: Keeper Password Manager

This step-by-step guide will walk you through setting up Keeper Password Manager on your machine. Keeper allows you to store passwords securely in a vault and auto-fill the passwords on any website you want. You can also access passwords on your mobile device and store 2FA rotating codes if you have those for accounts. We set up Keeper to use single sign-on authentication with your M365 Business Premium License to make it as easy as possible.

1. You will receive an email invitation to keeper, click on the link to accept the invitation and enter the verification code you were provided in the email. It will log you in using your tcevt.com credentials.

2. You can import any existing saved passwords from your browser by downloading and running the import tool. This is recommended. If you don't do it right away, you can do it later in the vault website by going to settings (in the top right under your email address) -> import as shown below.
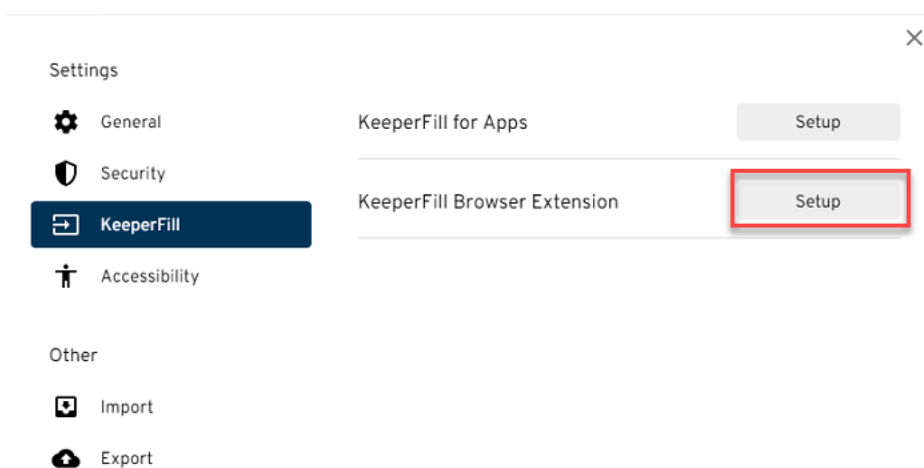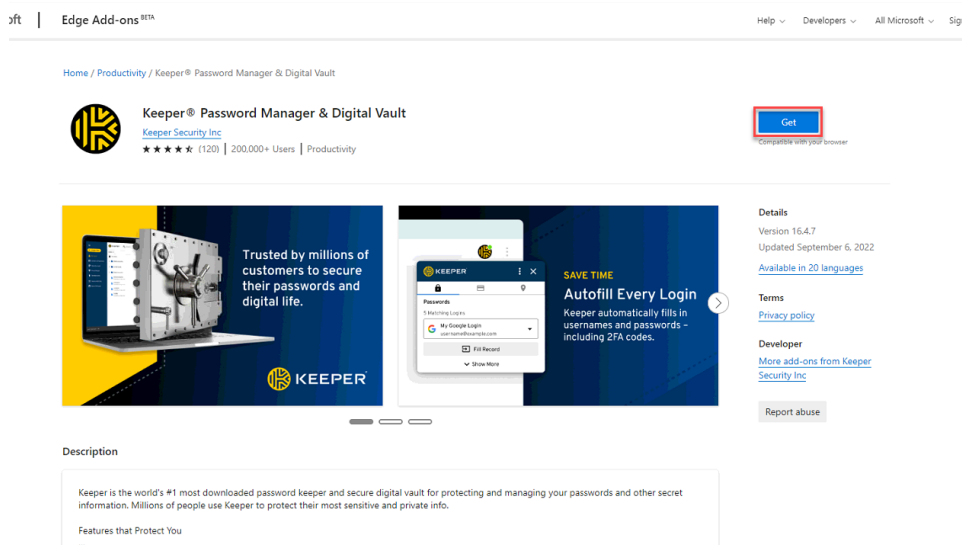
3. The next step will be to add the Keeper Password Manager browser extension to your browser. This guide will use Microsoft Edge as an example. Click on your email on the top right and select settings.

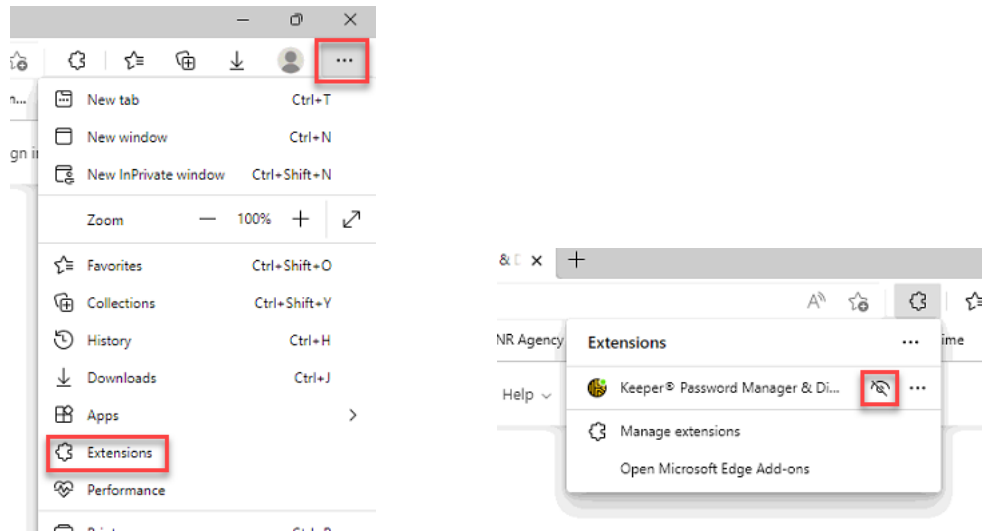**4.** Go to KeeperFill then select setup next to KeeperFill Browser Extension.

**5.** You'll be taken to the browser extension page to install it.

6. To keep the extension visible all the time in your top bar, click the 3 dots in the top right and then extensions. Click on the eyeball icon to make it visible all the time.


7. You can click on the browser extension now and go to settings to adjust how often it times on before needing to re-authenticate, or you can leave it activated all the time, by going to settings -> Security.
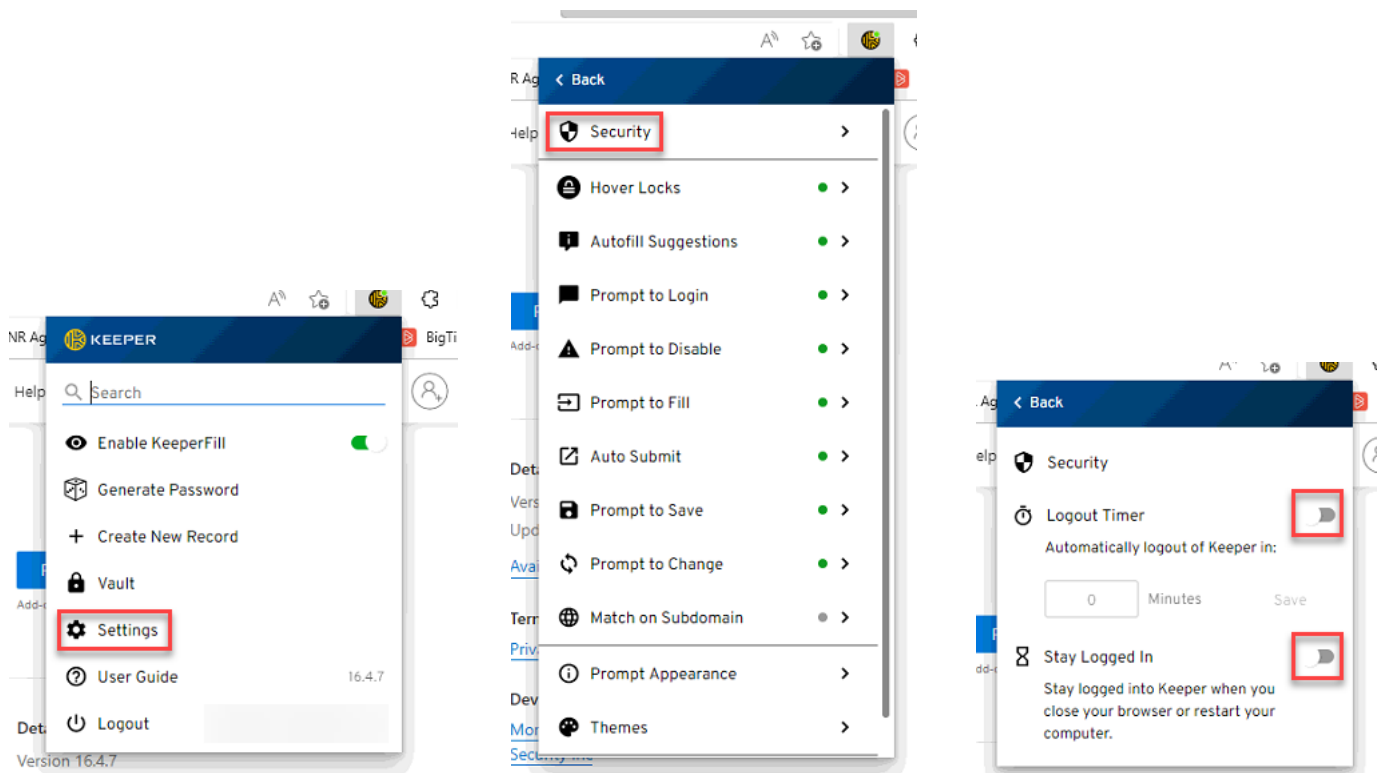
8. Part of your Keeper subscription includes "BreachWatch" which will monitor your username/password combinations on the dark web or in known data breaches to alert you if your information is available to threat actors. It is a good idea to change your password for these accounts to be as safe as possible online.
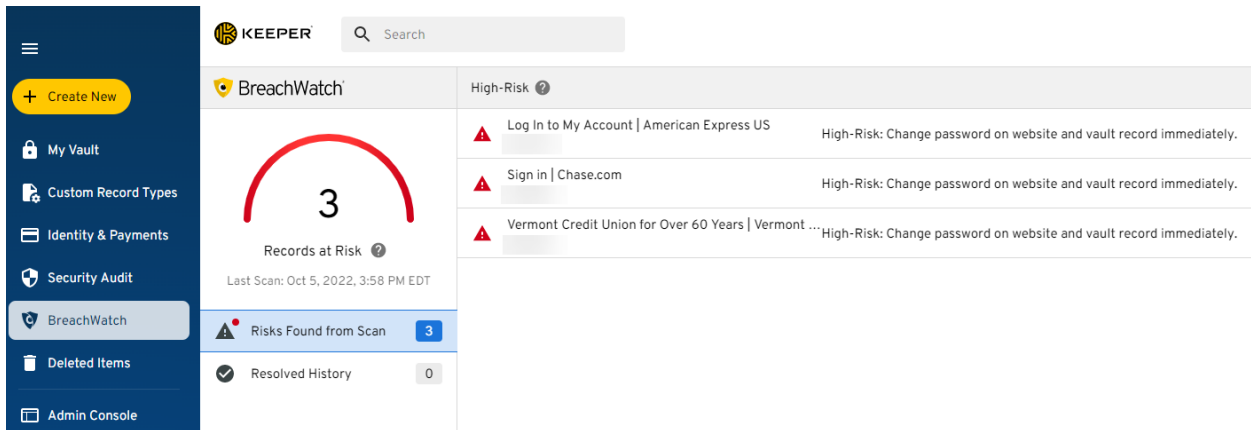
9. Keeper has the ability to auto-fill your passwords, change your passwords for you, or generate new secure passwords when trying to increase your personal security posture. If the interface feels too intrusive to your browsing, you can disable the KeeperFill by clicking on the extension and disabling it.
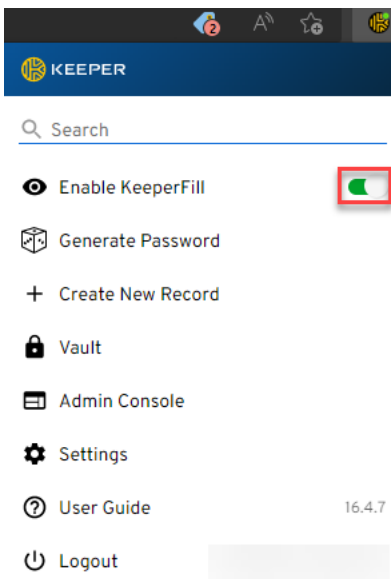
More information is available for all the features Keeper can provide in the Keeper end user guide located here: Keeper End-User Guides - User Guides. You can always reach out to us at Arrowhead Tech with any problems as well.