LastPass •••|

Getting Started with LastPass

by Melinda D. Thompson

WorkingTechnology
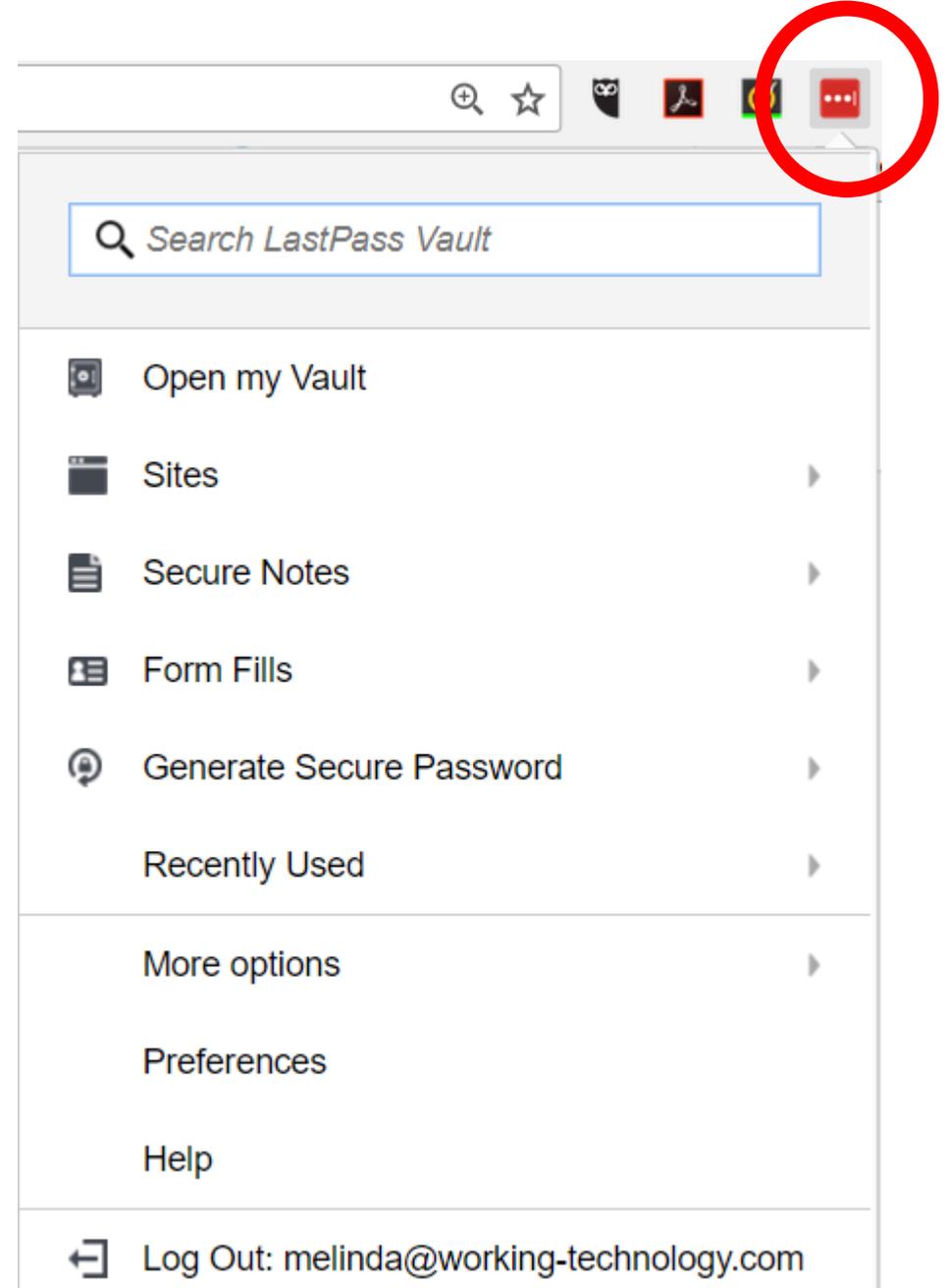IT SOLUTIONS PROVIDER

Log In to LastPass

The LastPass extension in your browser toolbar gives access to the tools and features you'll use with LastPass.

It's red ( ) when logged in, and gray ( ) when you're logged out.

You need to login to your LastPass account each time you open your browser.

1. Click the LastPass icon in your browser toolbar

2. Enter your email address and master password and submit the login

3. Now you can open your saved sites and those sites will log you in automatically, if that option was selected when you added the site.

Q Search LastPass Vault

🔲	Open my Vault	
🗔	Sites	▸
📄	Secure Notes	▸
📇	Form Fills	▸
�︎	Generate Secure Password	▸
	Recently Used	▸
	More options	▸
	Preferences	
	Help	
⇥	Log Out: melinda@working-technology.com	

Save a Site

1. Go to a website you frequently use

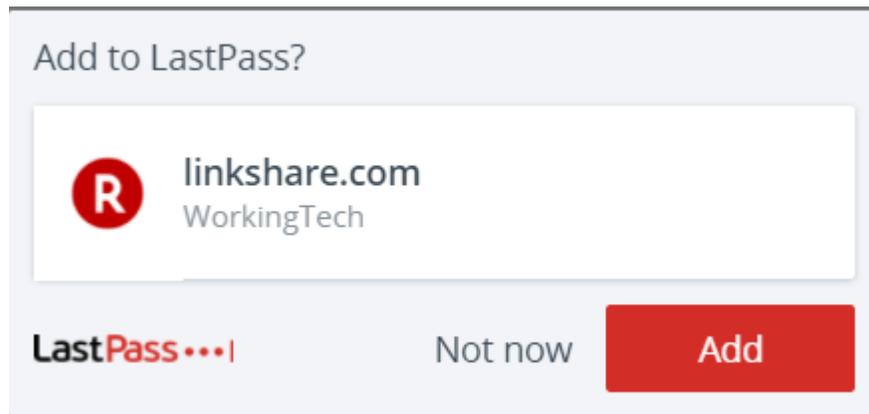2. Enter your username and password and login.

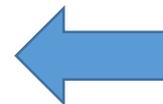**ANY WEBSITE**

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Log In

I forgot my password / username

Add to LastPass?

linkshare.com
WorkingTech
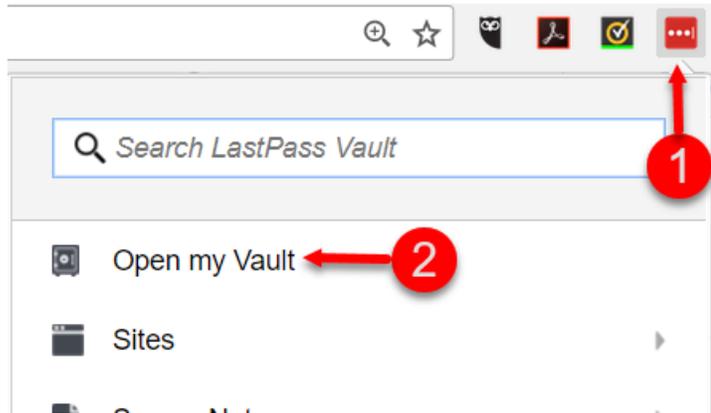
LastPass•••| Not now   Add

3. You will be prompted to Add the site

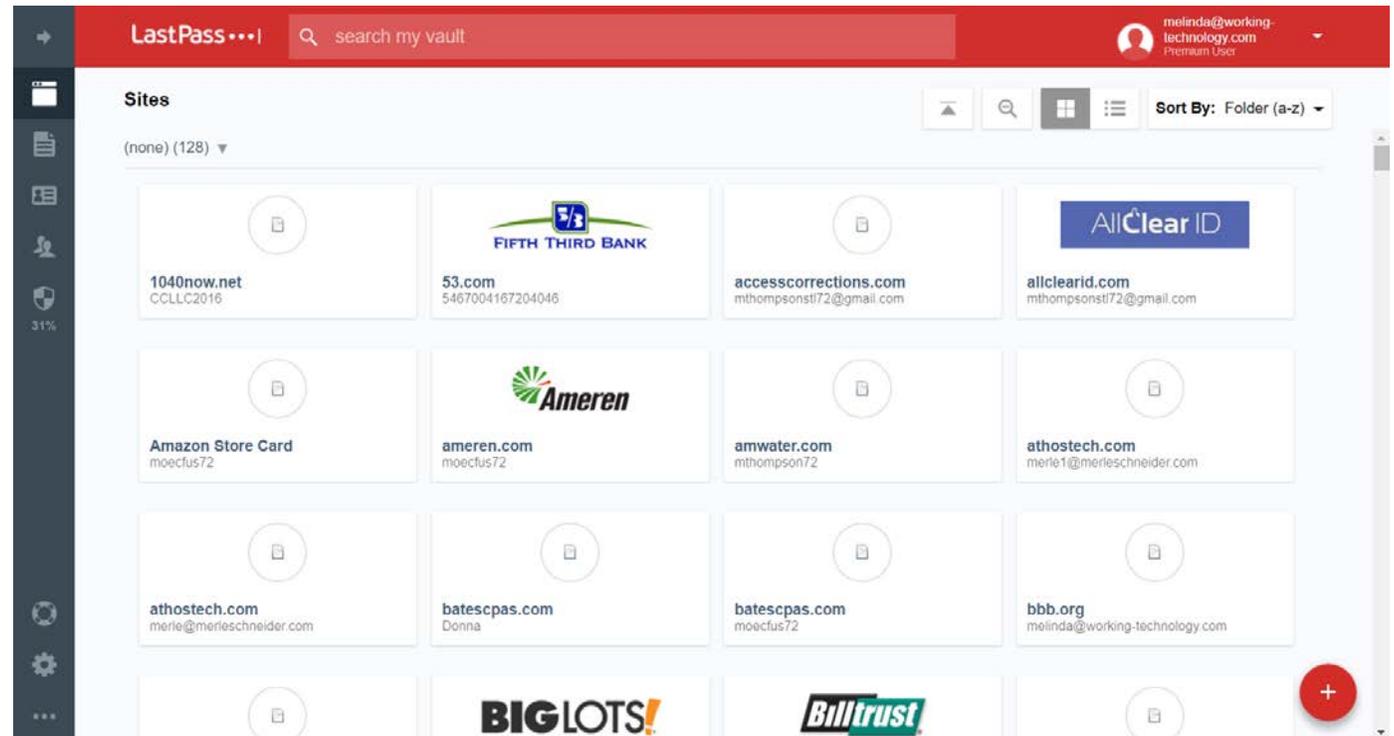4. If you click Add, the website is saved.

Auto Login for Saved Sites

Once you have saved a site using the steps in the previous slide, you can have LastPass log automatically when you visit the site.

1. Click on the Last Pass icon at the top of your browser window.

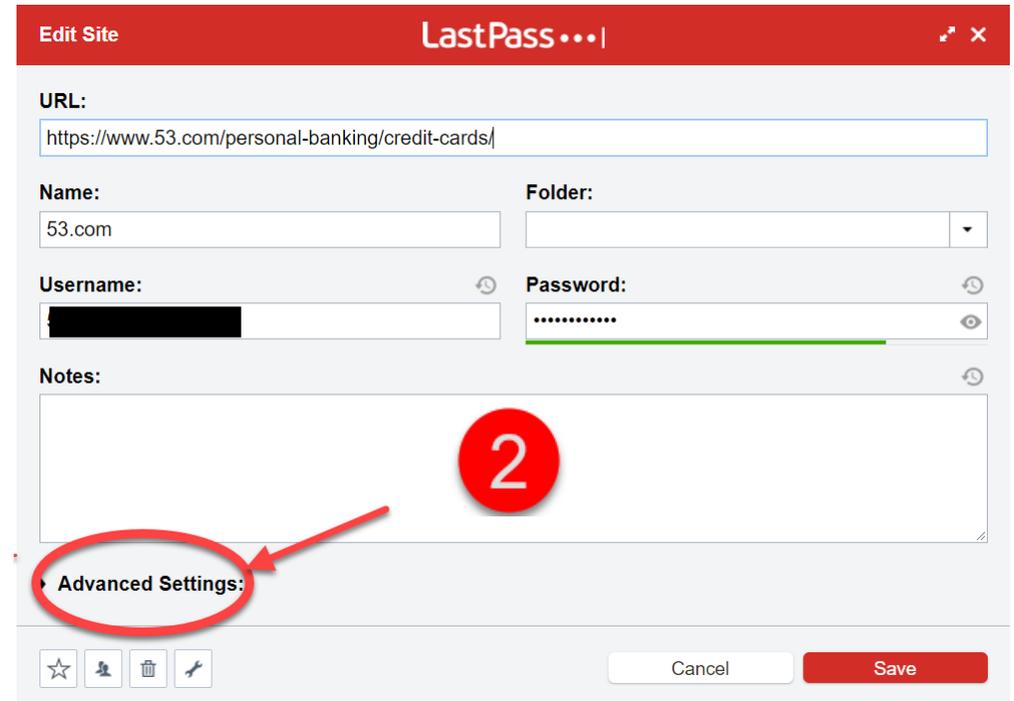2. Click the Open my Vault option from the drop down menu.

You will be taken to your LastPass saved websites, similar to this screenshot
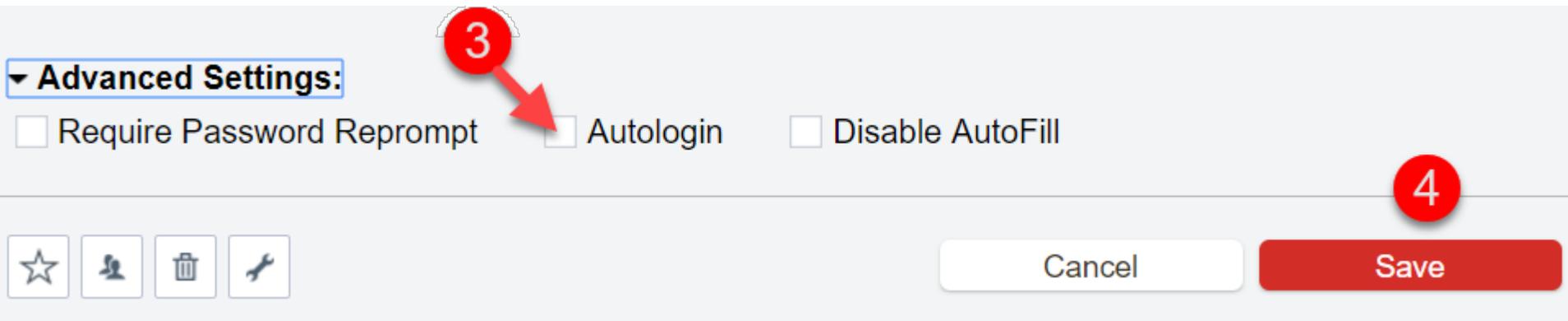
Auto Login for Saved Sites (cont'd)

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1. Locate the site you want to set to Auto Login and click on the Settings icon (🔧)

2. Click Advanced Settings

3. Check the Autologin box
4. Click Save

LastPass Basics Review

So you have:
      added websites
      set them to autologin

Now what? Well, you wouldn't want someone to be able to go to your machine and click on one of your frequently visited websites and have it automatically login, so when you close the browser, LastPass logs you out of your account for the website and your LastPass account.

Any saved passwords, or websites set to automatically login are unavailable when you re-open your browser until you log back into your LastPass account by clicking the icon in your web browser.