

LastPass Basic Training and Instructions

LastPass policy for eFileCabinet

- All eFileCabinet employees should be using LastPass and not the browser's built-in password manager.


Basic Features

- Auto save passwords - Please [install the browser plugin to do this](#)
- LastPass vault
 - Here you can manually save passwords and notes. Some examples:
 - Passport, Driver's license, SSN, etc.
 - Form fill - automatically fill in addresses.
- LastPass allows you to auto-generate passwords. LastPass will generally make a suggestion for you when you start entering a new password field.
- Security Dashboard
 - This let's you know your security habits and how many passwords you are reusing.

Additional Benefits

- With our LastPass subscription you can link with your personal/family LastPass account.
 - Vault>Account Benefits>Activate LastPass Families
- All personal notes and passwords now show up in LastPass. You can also find them in a folder in your vault.

Sharing

- All passwords and secure note sharing within the company should be done using LastPass s.
 - You can share with an individual (not recommended)
 - Click the share icon on the item - enter email address
 - Or you can share with a group/team (recommended)
 - Vault>Sharing Center>+ (Add a shared folder)

Best practices

- Never use a Post-it note again (seriously, you should never be writing passwords down on paper)
- You can enable the extension for incognito mode.
- Get in the habit of sharing in folders; this way if someone on your team leaves and someone else joins you can just add them to the folder and you don't have to manually share all passwords and notes.
- Use LastPass on your phone.

Resources

- [LastPass extension download](#)
- [LastPass 101 Training Youtube videos](#)
- [LastPass help articles](#)
 - Setup recovery option
 - Import passwords
 - Link or unlink personal account

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