

## Getting started with team password management

Last Updated / Reviewed: Jan 10th, 2023

Execution Time: 40 minutes - 1 hour



**Goal:** To have an effective and reliable tool for managing and sharing secure passwords for your entire team.

**Ideal Outcome:** Your business activity will be easier to manage since you will be able to create different passwords for various accounts and manage them from the same place. Also, you will be more effectively protected against hacking.

**Pre-requisites or requirements:**

- N/A

**Why this is important:** Many people tend to use the same password for all their accounts and, usually, it is something very easy to remember. In other words, you are using insecure passwords which could mean loads of trouble in the future. It is important to have a way of managing these passwords and sharing them with your team members while staying safe from external threats.

**Where this is done:** LastPass & 3rd party apps (accounts you are signed up to).



**When this is done:** Once, for your existing accounts and every time you sign up on a new account.

**Who does this:** You do it. Nobody else can do it for you.

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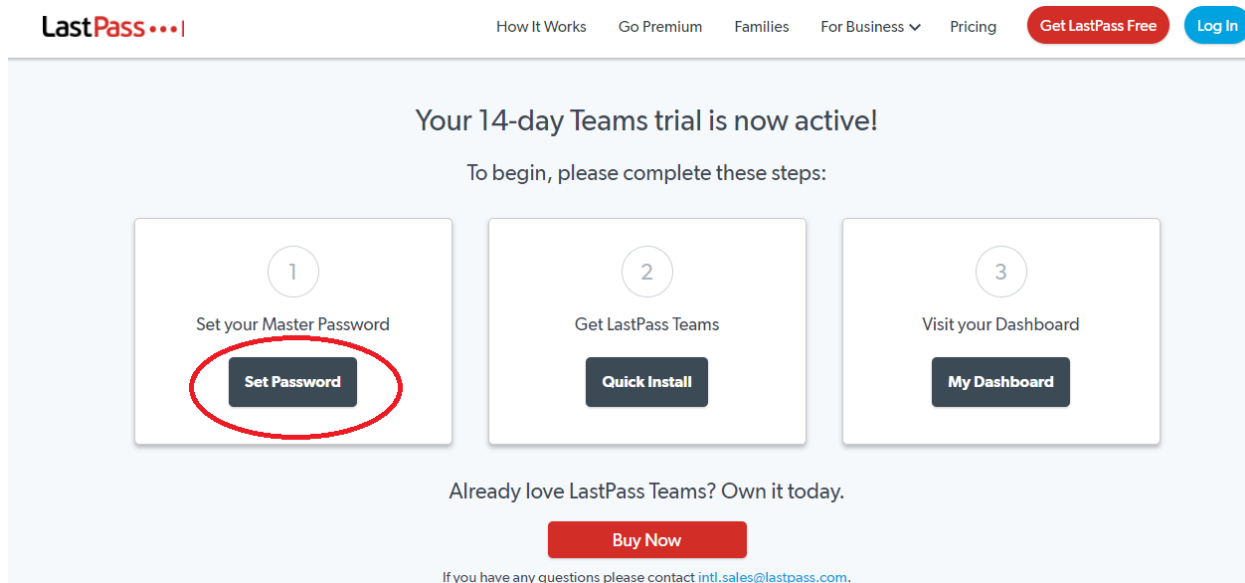
## ❑ Environment setup

1. Go to [www.lastpass.com](http://www.lastpass.com)

## ❑ Sign Up for LastPass teams

The first task is to create a team account on LastPass. You can either choose a free 14-days trial account or a paid one.

1. Click [here](#) to sign up on LastPass.
2. Once you have activated your trial (or your paid account), the first thing you need to do is set up a Master Password (don't get kinky, it's not about that).

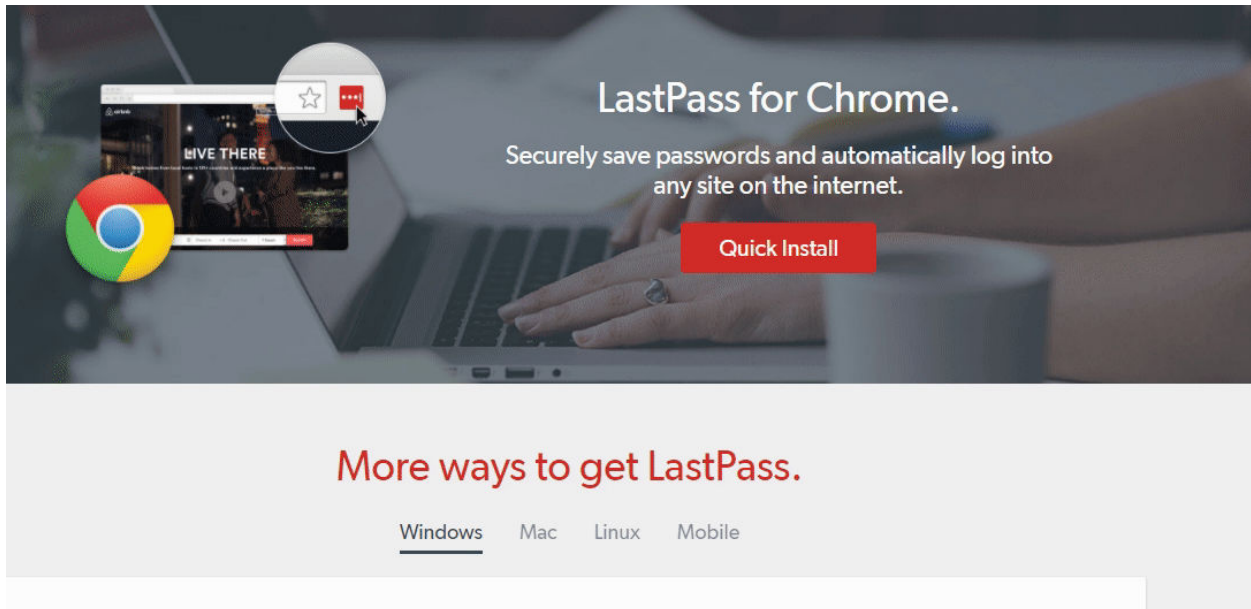


The screenshot shows the LastPass website interface. At the top, there is a navigation bar with links for 'How It Works', 'Go Premium', 'Families', 'For Business', 'Pricing', 'Get LastPass Free', and 'Log In'. The main content area features a heading 'Your 14-day Teams trial is now active!' followed by the instruction 'To begin, please complete these steps:'. Below this, there are three numbered steps in a row:

- Step 1:** 'Set your Master Password' with a 'Set Password' button circled in red.
- Step 2:** 'Get LastPass Teams' with a 'Quick Install' button.
- Step 3:** 'Visit your Dashboard' with a 'My Dashboard' button.

Below the steps, there is a promotional message: 'Already love LastPass Teams? Own it today.' with a 'Buy Now' button. At the bottom, a small note says: 'If you have any questions please contact [intl.sales@lastpass.com](mailto:intl.sales@lastpass.com).'

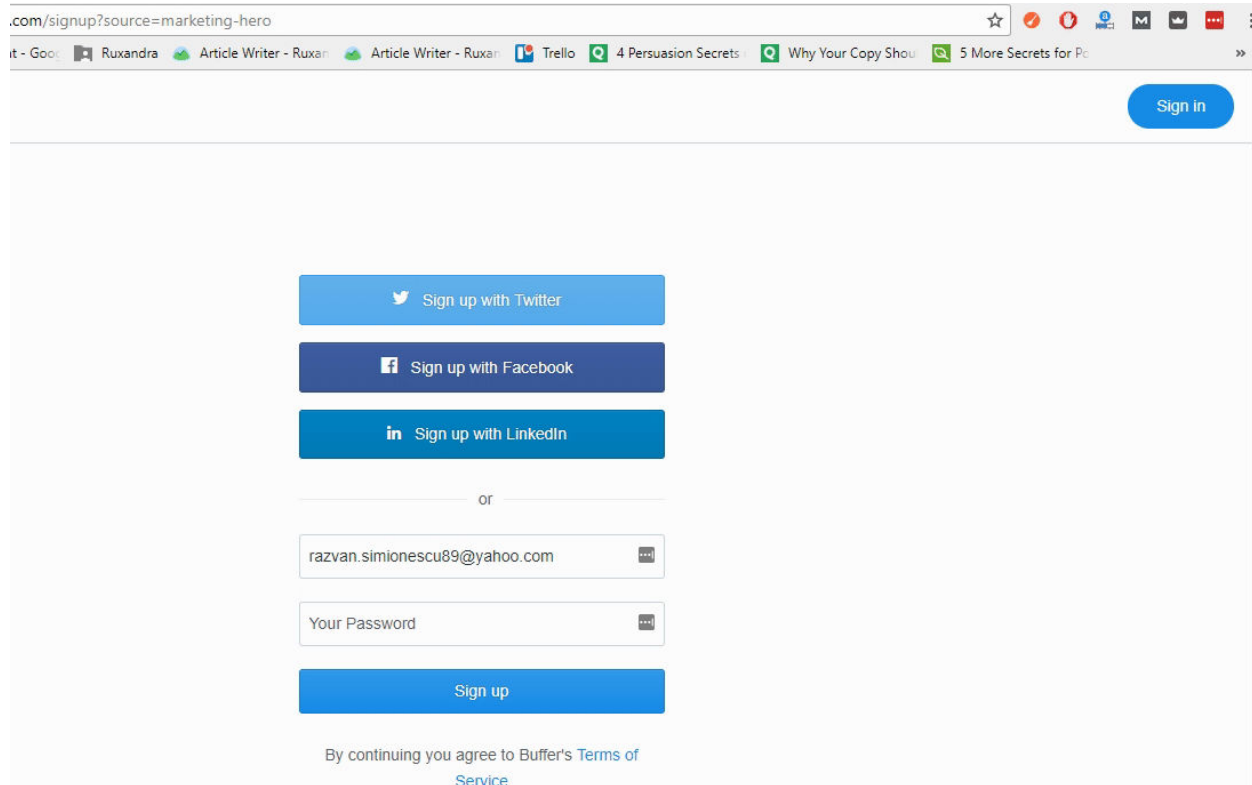
- a. The Master Password should be **unique and easy to remember**—this will be, essentially, one of the only passwords you will need to remember from now on (LastPass will take care of the rest.) Check out [this useful guide](#) to learn how to create a powerful, yet easy to remember password.
- b. After you have set your Master Password, download the LastPass extension for your browser from [here](#).



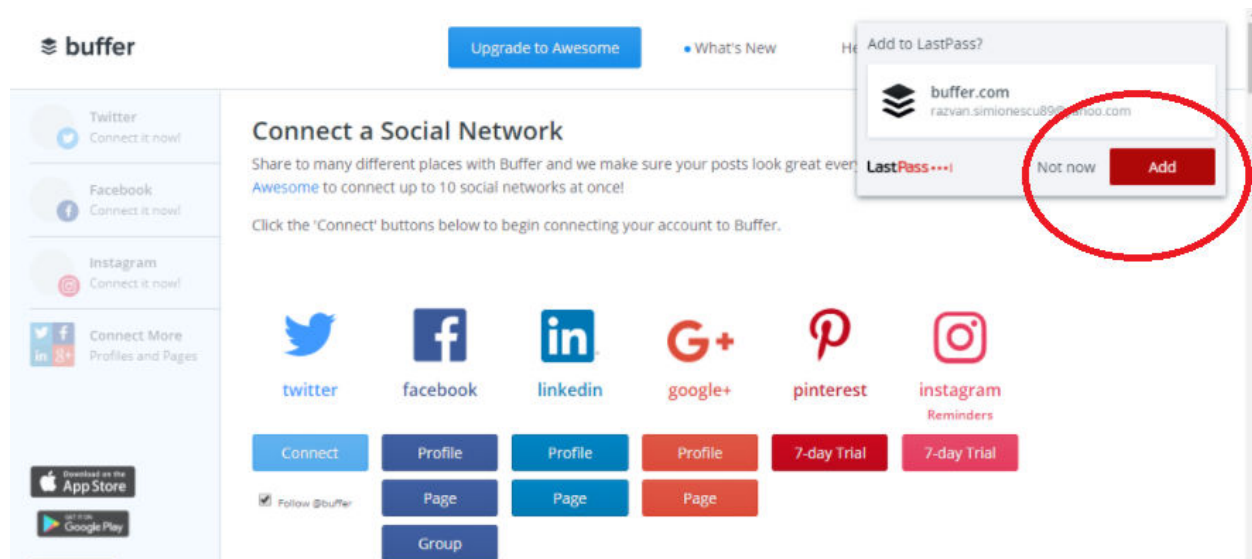
## ❑ Create secure passwords with LastPass

During this task you will learn how to use LastPass with both new and old accounts.

1. Try using LastPass extension for a new account.
  - a. Choose an online app and create an account. In our case, we will create a new Buffer account.
  - b. Enter your email address.
  - c. Click on the browser extension of LastPass ⇒ “Generate password”, then copy the password.

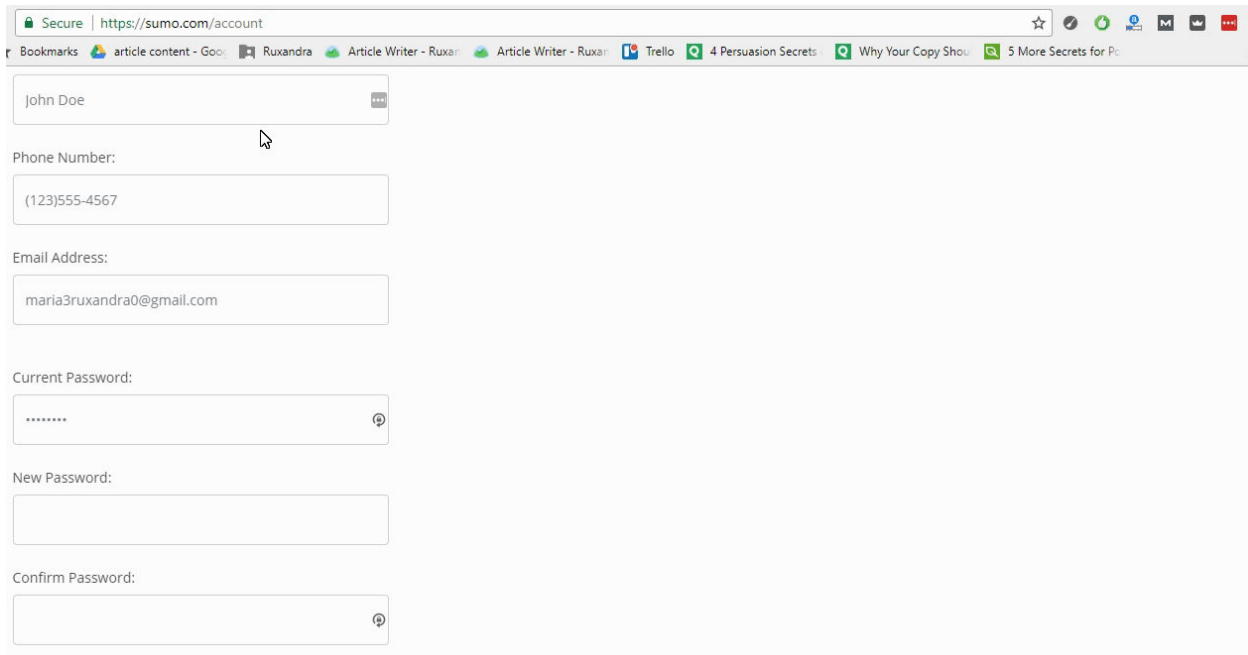


- d. Paste the newly generated password and create your account.
- e. Next, you will see LastPass popup asking you if you want to add your account to the app. Click "Add".



- 2. For your existing accounts where you have unsecured or shared passwords, you will need to update them.

- a. Go to one of your existing accounts. For this exercise, we will use our Sumo account.
- b. Click on your account settings.
- c. Click on the LastPass browser extension ⇒ “Generate secure password”, then copy the new password
- d. Update your password.



The screenshot shows a web browser window with the URL <https://sumo.com/account>. The page contains several form fields for account management:

- Name:** John Doe
- Phone Number:** (123)555-4567
- Email Address:** maria3ruxandra0@gmail.com
- Current Password:** [Redacted]
- New Password:** [Empty field]
- Confirm Password:** [Empty field]


- e. The LastPass popup will appear. Click “Add” to add your account to LastPass or “Update” if your account is already in LastPass.


## ☐ Log in to your accounts with LastPass

Choose one of your accounts (a new one or an updated one) to log in with LastPass. For this part we will use the Buffer account we have just created.

1. Go to the website where you want to log in.
2. In the form field you will see the LastPass icon. Click on it and choose your account.

or

Your Email Address 

Your Password 

Sign in

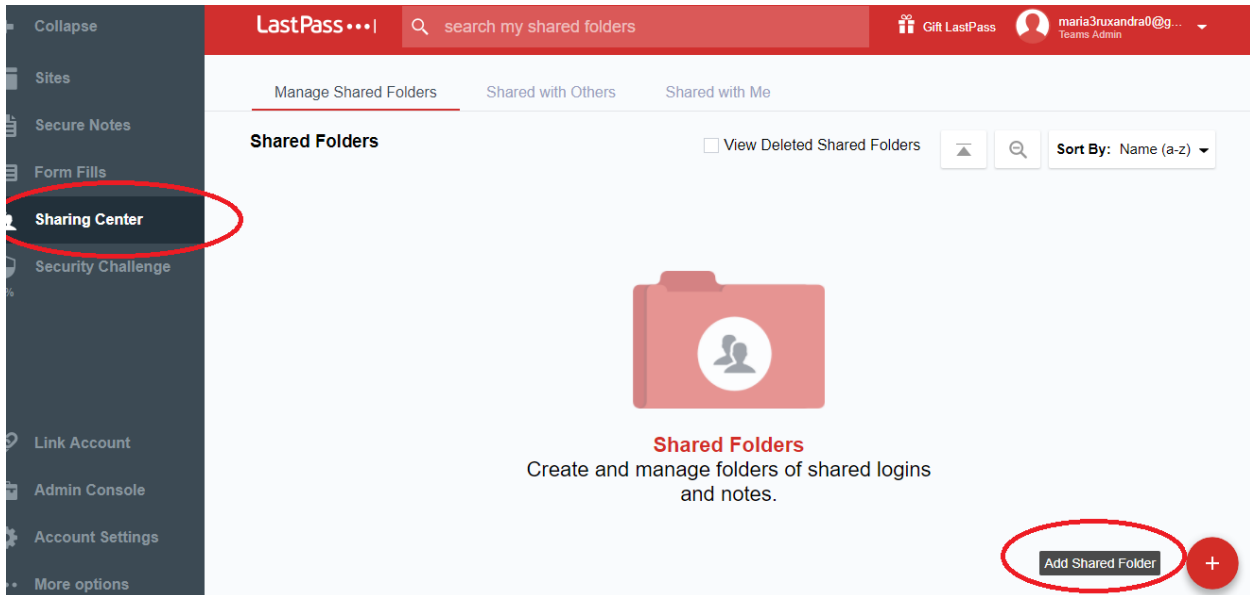
By continuing you agree to Buffer's [Terms of Service](#)

3. Select the account you want to log in with.
4. LastPass will automatically fill in the email & password fields for you.

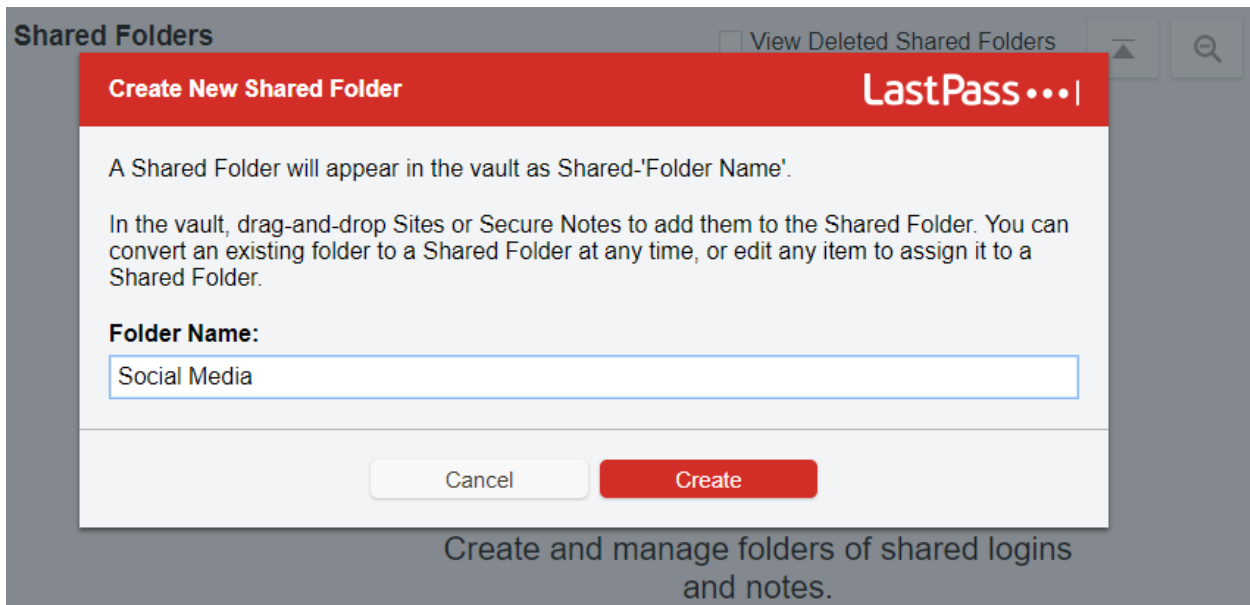
## ❑ Sharing login information with your team

The last part in learning how to use LastPass is finding out how to share login information with the members of your team.

1. Firstly, you will need to create a shared folder in LastPass.
  - a. Open your LastPass dashboard
  - b. Go to the “Sharing Center” and click on “Add a new folder” at the bottom right of your page.



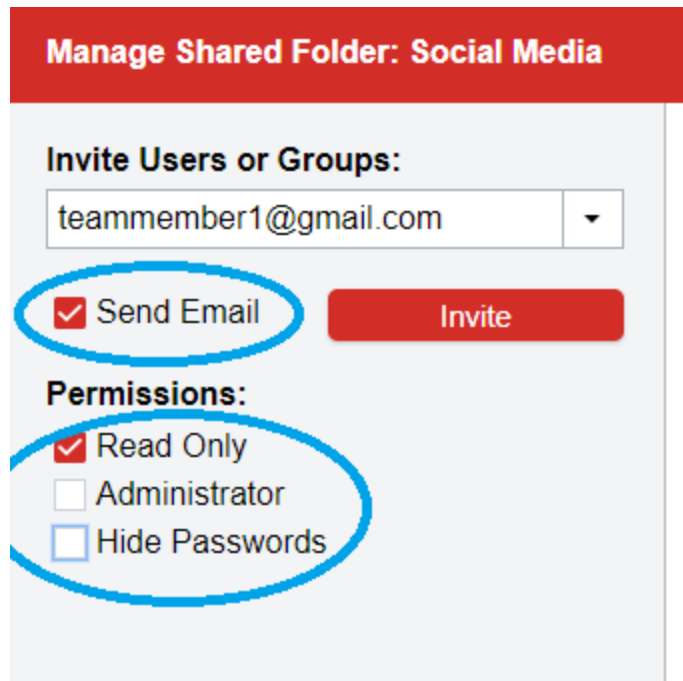
- c. Use this new folder to share accounts that several people need to have access to. For example, it wouldn't be of any use to have your social media accounts and your billing app in the same folder so we recommend you to group these folders by departments in your company and name them accordingly. We will name ours "Social Media".



- d. Create the folder.
2. Once you have the folder, it's time to manage it and invite your team members to it.



- a. Click “Manage” to open the settings for your folder.
- b. Invite users (your team members) and send them an email (tick the “Send email” box to enable this option). Before sending the invite, make sure you have ticked the appropriate boxes:
  - “Read Only” access is for the users you want to enable to just use the logins in the folder.
  - “Admin” access is for the users you want to enable to add and edit the logins in the folder.



**Manage Shared Folder: Social Media**

**Invite Users or Groups:**

teammember1@gmail.com

Send Email Invite

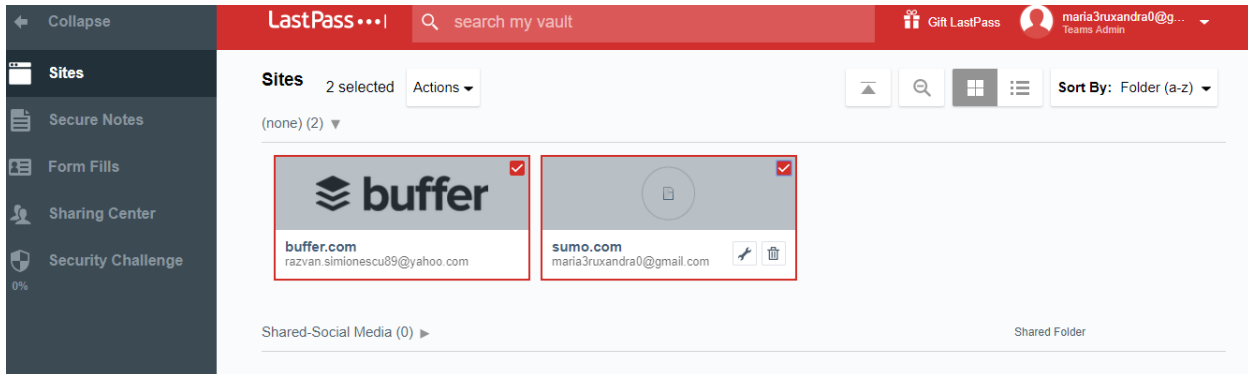
**Permissions:**

Read Only

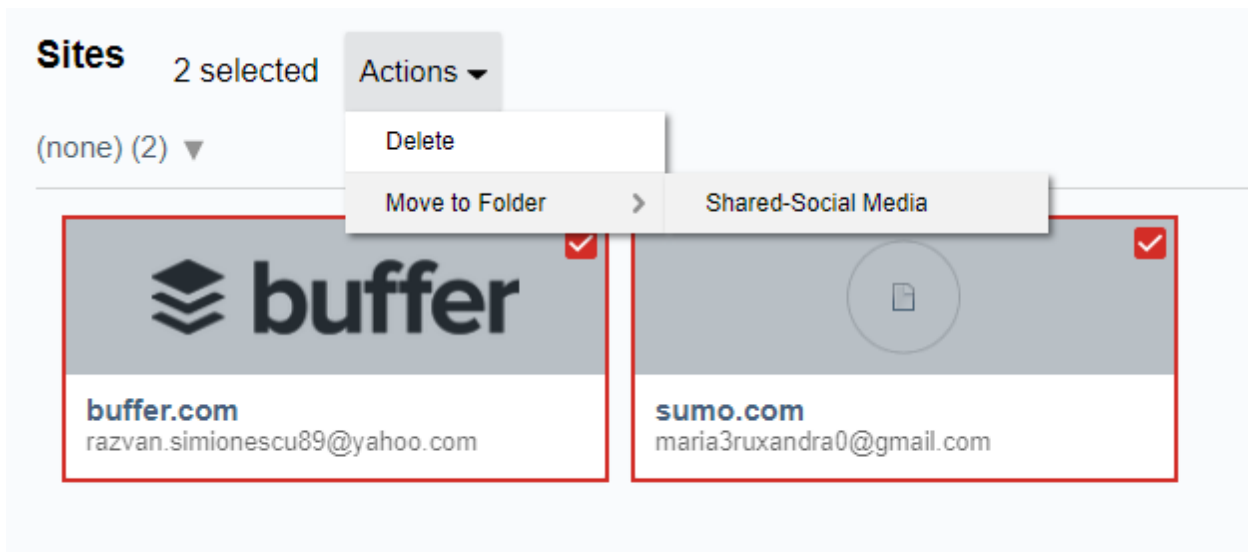
Administrator

Hide Passwords

- c. After you click “Invite”, there are two options:
  - The team member you have invited to your shared folder is not a LastPass user, in which case they will be prompted to join.
  - They are already LastPass users, in which case they will be prompted to join the shared folder.
3. After you are done with inviting your team members to your LastPass folder, it's time to add the sites to the folder.
  - a. In the LastPass dashboard, go to “Sites”.
  - b. Select the accounts you want to add to the shared folder.



- c. Click on “Actions” ⇒ “Move to folder” and choose your folder. In our case, it’s “Social Media” shared folder.



- d. Save the changes.

And that’s it. Everybody with access to the LastPass shared folder will also have access to these accounts and you will be able to manage passwords more easily and securely.