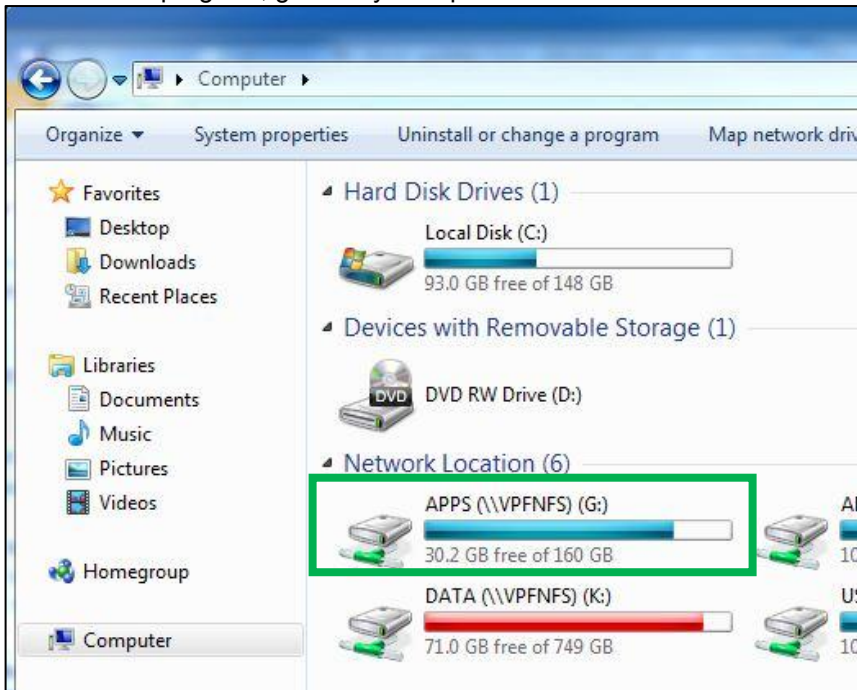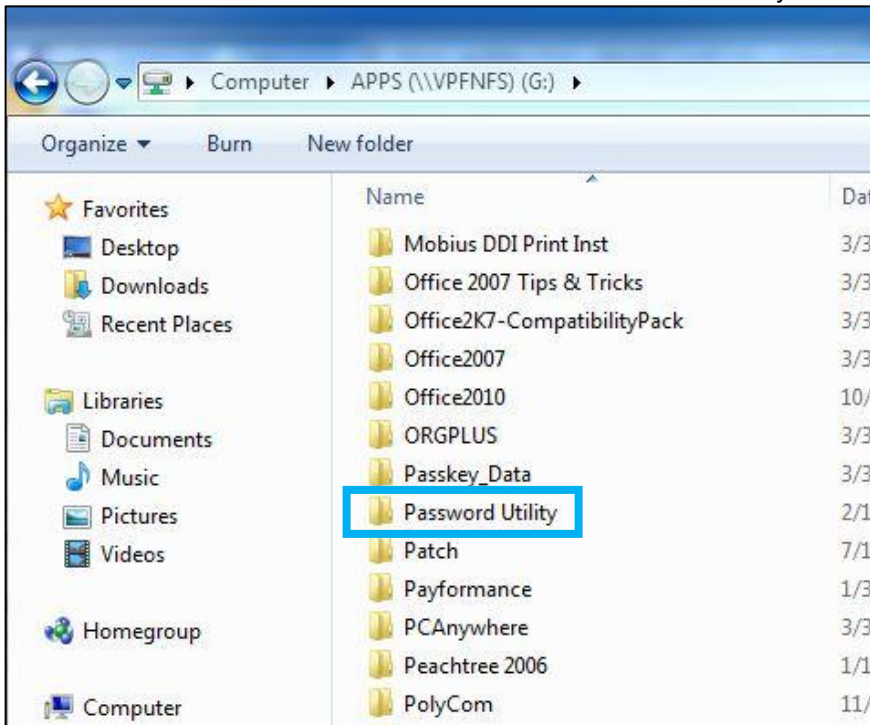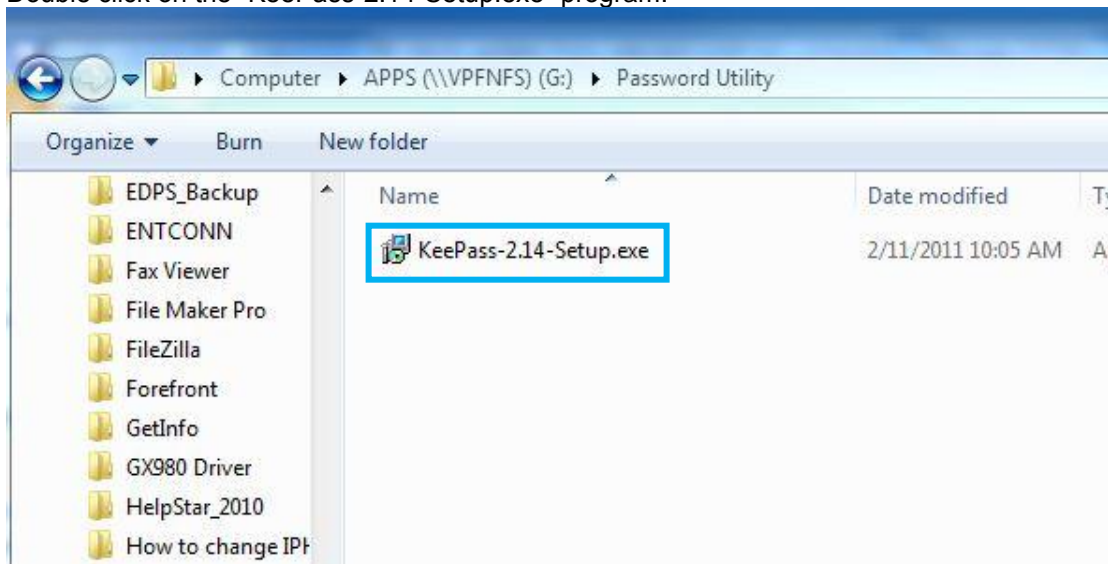# Installing and Using the Password Storage Program

To install the program, go to "My Computer" and click on the "G" drive.

Scroll down and double click on the folder named "Password Utility".

Double click on the "KeePass-2.14-Setup.exe" program.

The Setup Wizard will walk you through installing the KeePass application on your computer. If you receive an 'Open File – Security Warning' message, click "Run". Click "OK" for 'English' Language. Then click "Next" at the Welcome screen.
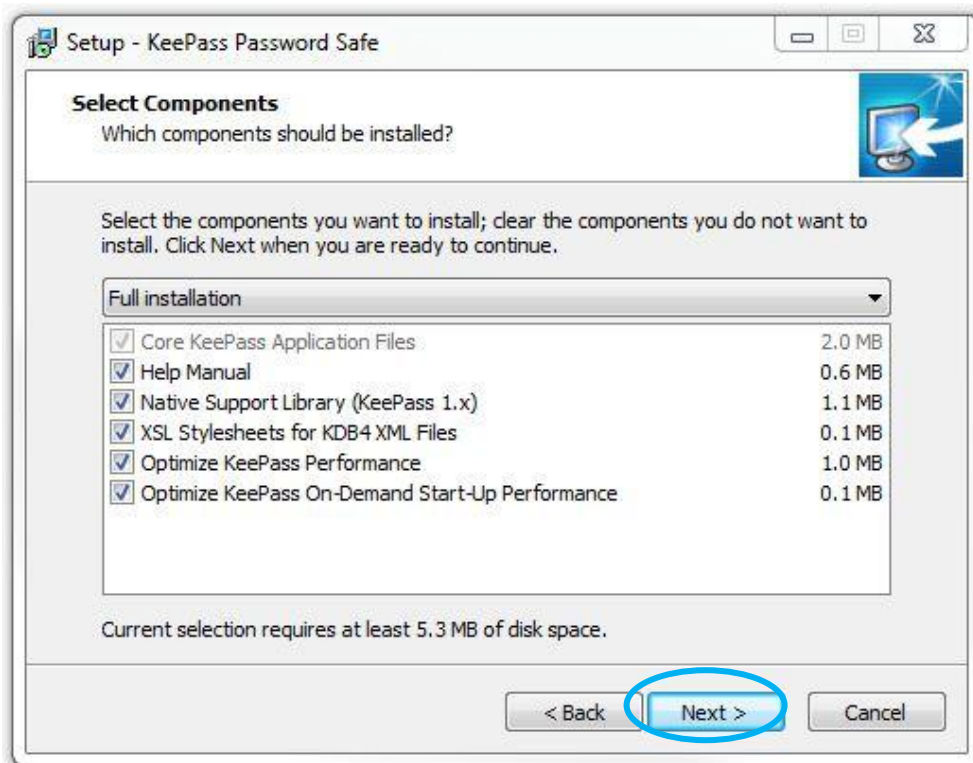
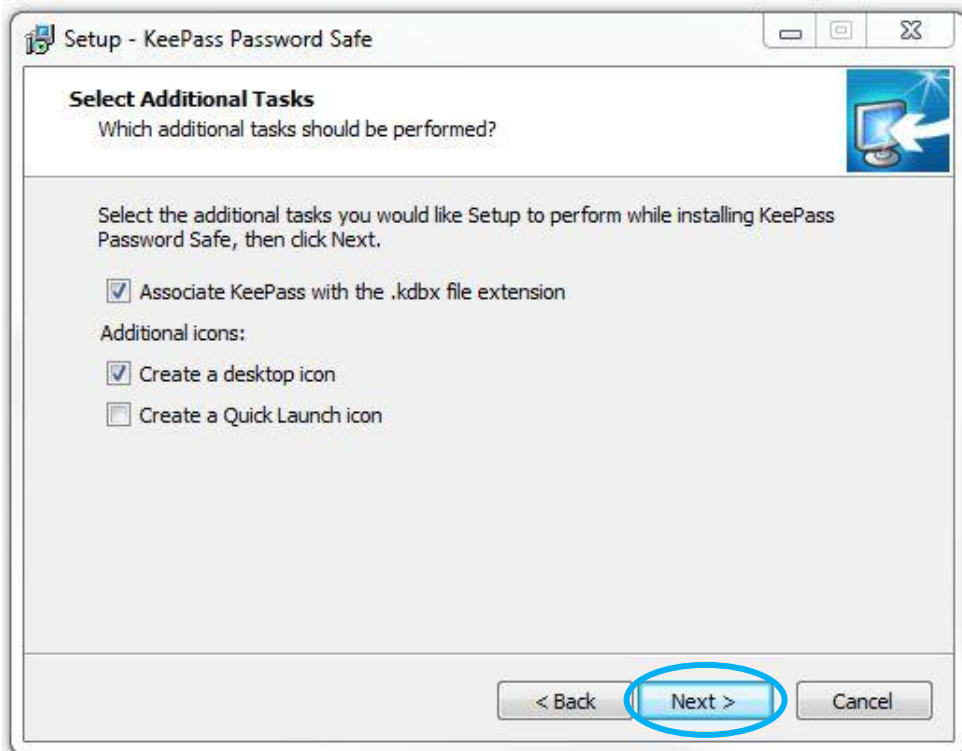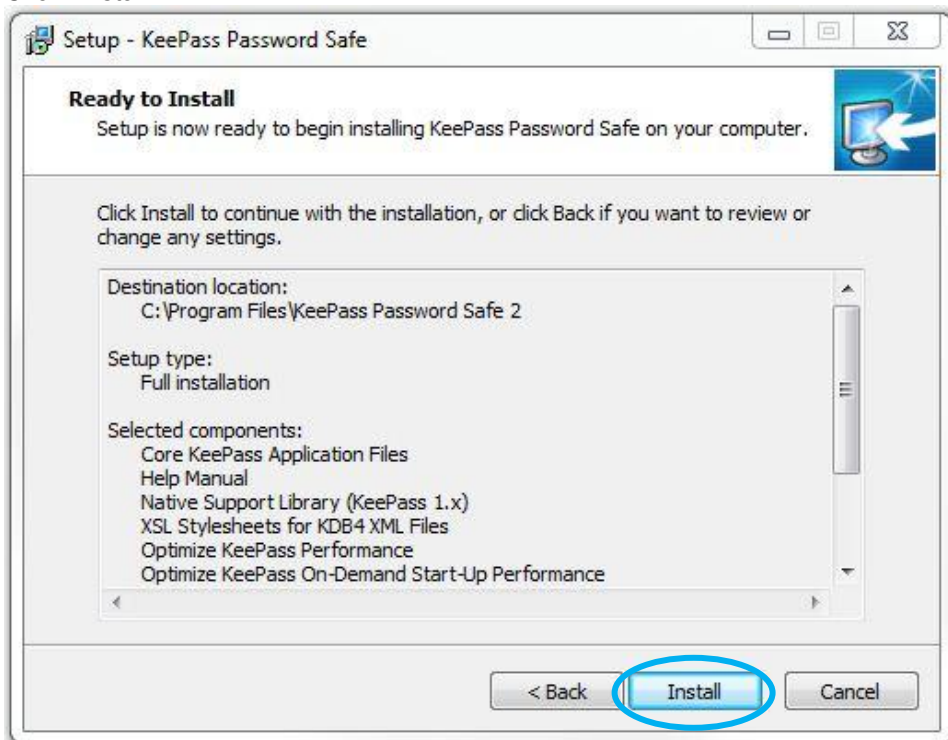Click the "I accept the agreement" button and click on "Next".

Click "Next".

Click "Next".

Make sure the 'Associate KeePass with…" and the "Create a desktop icon" check boxes are checked and click "Next".
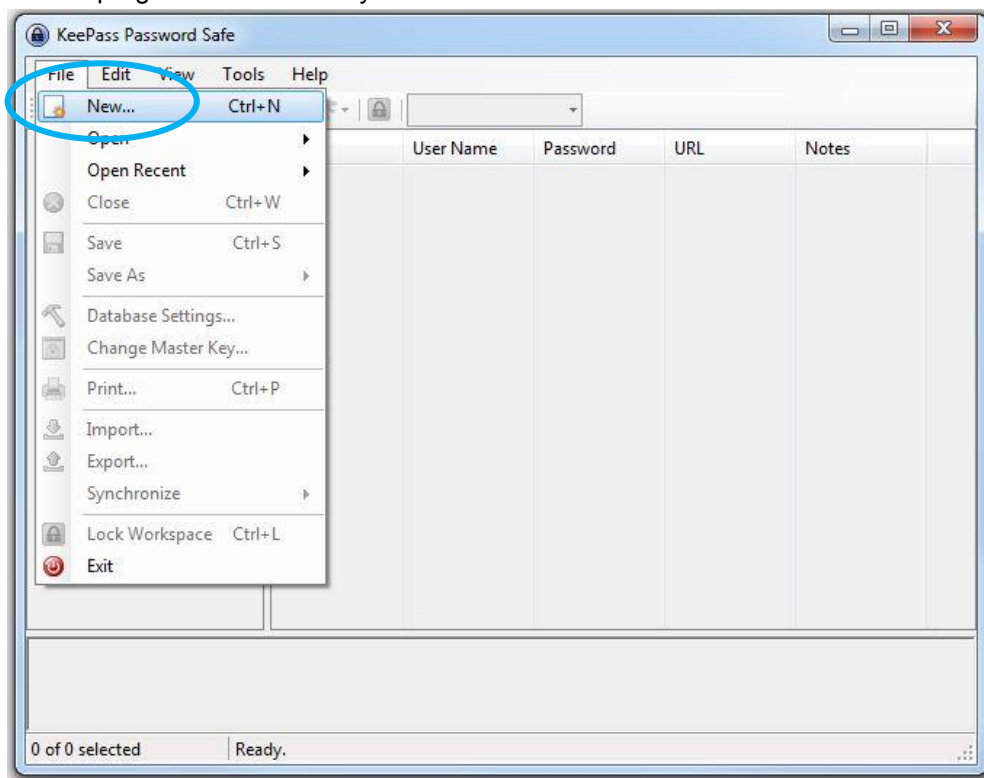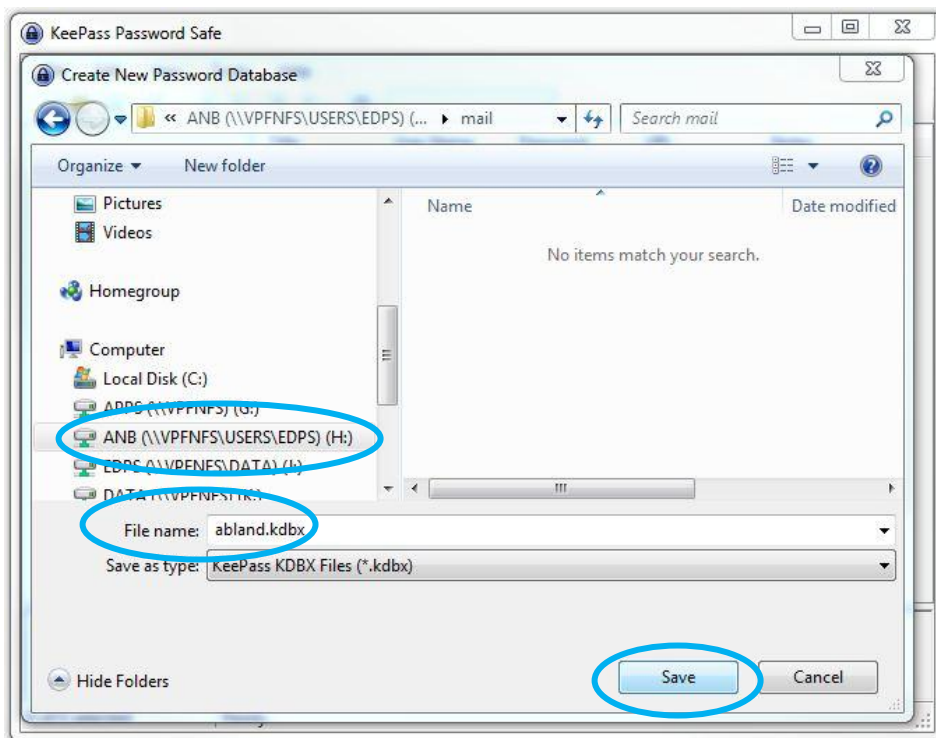
Click "Install".

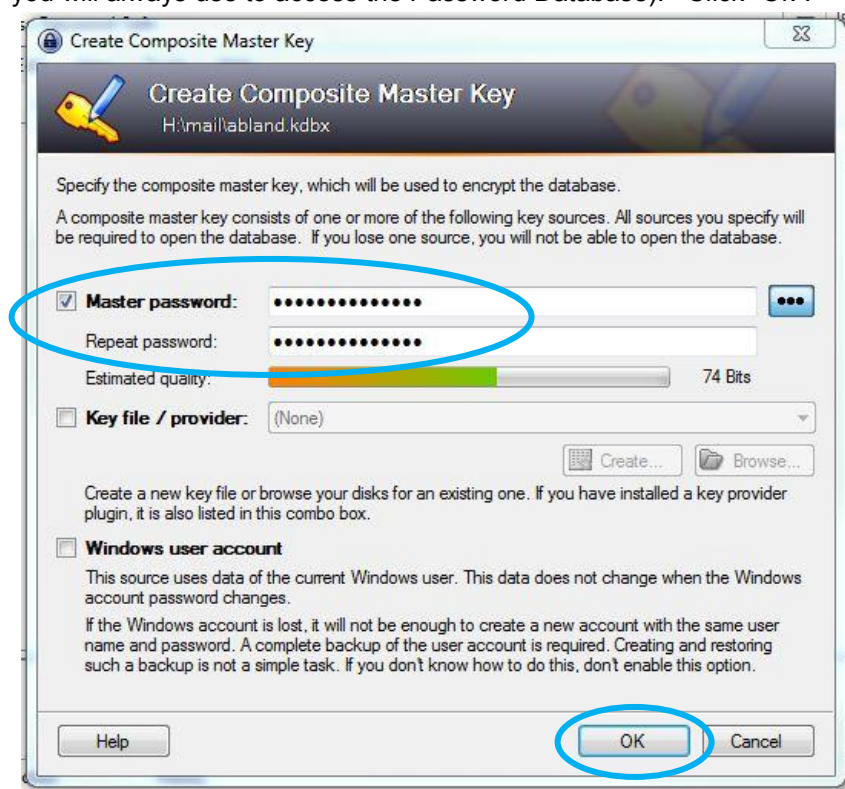Check the "Launch KeePass" check box, and click "Finish".

The program will start and you will need to create a new database. Click on 'File' then 'New'.
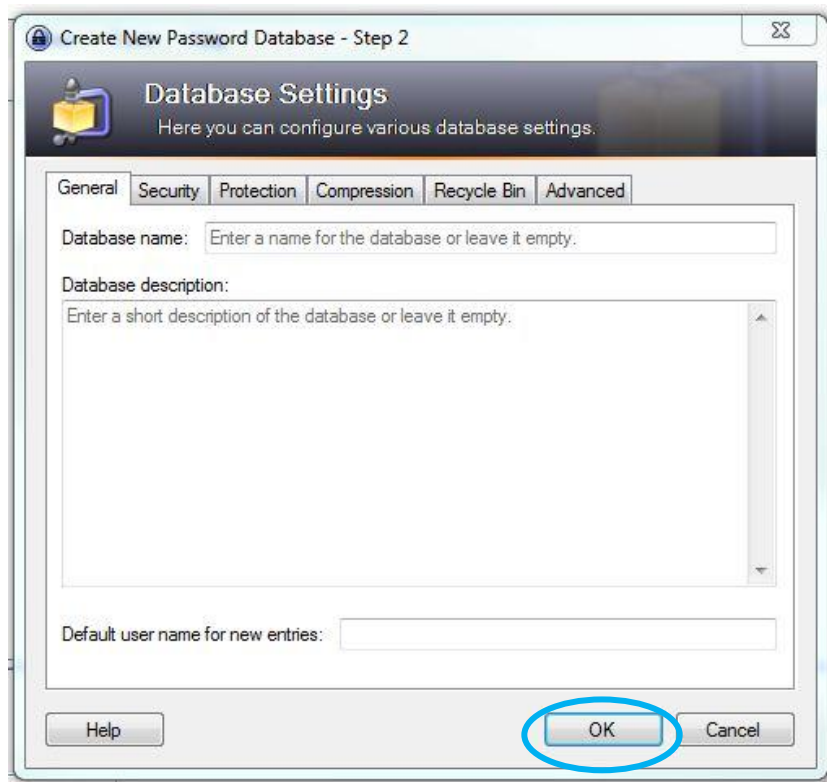

Select a location to save your password database. It is suggested that if you are using KeyPass at work to save the password database on your H: drive. Select the 'Drive' location and enter a 'File Name' for your password database. Click "Save".
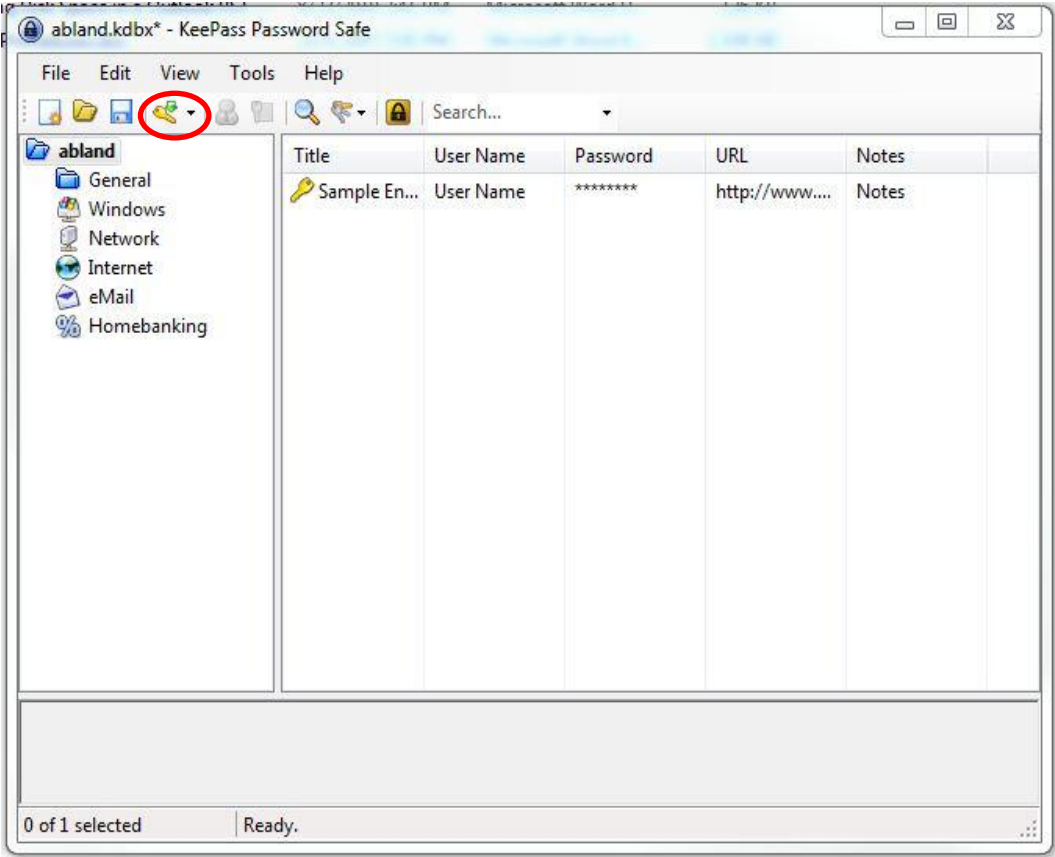
'Master Password' and type the same password in the 'Repeat password box'. (This will be the password that you will always use to access the Password Database).   Click "Ok".

Click "Ok"

Once you have set up your Master Password you will need to create individual entries for your 'username' and 'password' combinations. To start a new entry click on the 'Add Entry' icon.

Type in a Title (something that reminds you what application the password is for), your User Name (logon ID) for that application, your Password, and verify your Password. You can even enter a web page URL for that application if it has one. Enter any notes that you may what to remind yourself of in the Notes section. Click "Ok" to save the entry

You have successfully set up KeePass and have started to utilize its functionality.
Before you close the application, be sure and save the database by clicking on the "Save" icon.
Now you may close the application.