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LastPass... |

An Intro to Password Management

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Installing LastPass

You can download a universal LastPass installer from https://lastpass.com/misc_download2.php as of September 2022. The installer is available for all major desktop operating systems, including Windows, Macintosh, and Linux, and all major mobile operating systems, including iOS and Android. This section will focus on how to setup LastPass on Windows, but the process is similar across platforms.

When you launch the installer for LastPass, you can either click **Install LastPass** to use its default options, or you can click on the **Advanced Options** link to reveal more options for you to customize, including which web browsers LastPass will integrate with and how it will behave.

One important privacy option to note in the advanced screen is the option to have LastPass **automatically log you in** to your password vault when your web browser starts. LastPass secures all of your other passwords with the master password you use to access your LastPass account, so you should carefully consider whether you want your computer to remember that password for you. I recommend turning this option off at work because of the number of people who can physically access your computer, but it might be an appropriate option for you to use at home. This setting is specific to each computer that you install LastPass on, as are the other settings in this section, so you do not have to worry about your work settings overwriting your home settings and vice versa.

The “**Keep a history of my logins and form fills**” option tells LastPass to log the IP addresses of the devices you have used to log in to LastPass. This information isn’t of much use to you generally, but it could help you detect an unauthorized login if you had a reason to suspect one.

The “**Send anonymous error reporting to help improve LastPass**” option tells LastPass that it has your permission to send anonymous technical data to the LastPass company in order to help them fix bugs and improve features.

When you are ready to proceed, click **Install LastPass** to begin the installation process. It only takes a moment for the installer to install the files, and then it should present you with the account screen.

If you have not yet set up an account with LastPass, you will want to select the first option to **Create a New Account**. If you have already set up an account with LastPass and you’re just installing LastPass on a new device, you should select the option to **Log In to Existing Account**. The second option is self-explanatory, so I will only cover the Create a New Account option in this section.

Create a LastPass Account

Email

Master Password

 Password Strength

Confirm Master Password

Master Password Reminder

I agree to: [Terms of Service](#)
[Privacy Statement](#)

- × You can use your SOU email address to set up your LastPass Account if you want, but **only do this if you intend to use LastPass to remember work-related passwords**. You should use a personal email address if you plan to use LastPass to remember personal passwords.

Choosing your Master Password is THE MOST IMPORTANT STEP in the entire setup process. It is imperative that you think carefully about the password you want to use. It should be lengthy (12 characters or more), complex (a mix of uppercase letters, lowercase letters, numbers, and symbols), and

ideally easy to remember but difficult for somebody else to guess. **If you forget your master password, you could be locked out of your LastPass account forever.** There is a password reset process for LastPass, but it is not a guaranteed process because of the way that LastPass secures your account. I will cover the recovery process in detail in the Tips and Tricks section.

When you have finished choosing your master password, confirm it and then leave yourself an appropriate reminder message if you think you need one. I recommend that you don't rely on the reminder field. Instead, you should write down your master password and secure it somewhere in your home, ideally in a locked container like a safe or a filing cabinet.

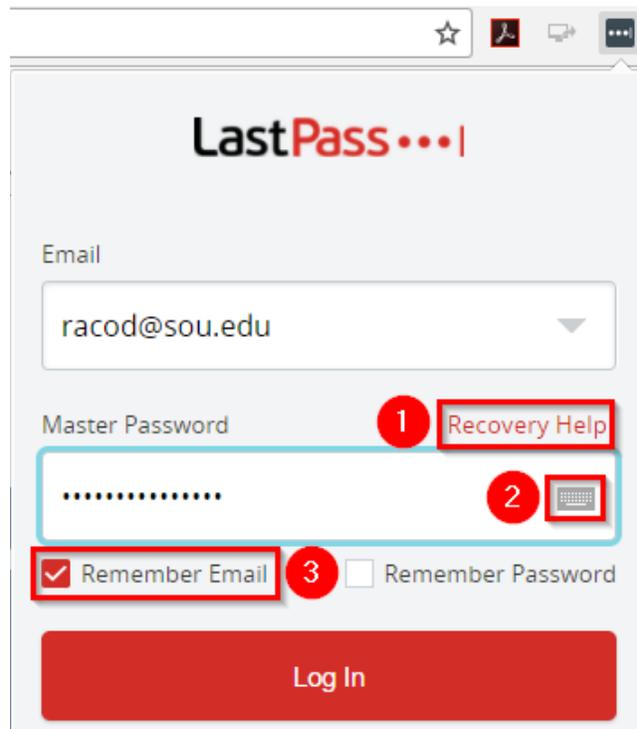
Don't forget to read and agree to the Terms of Service and the Privacy Statement before clicking the **Create Account** button.

After you have created your LastPass account or logged in with your existing LastPass account, LastPass will scan Windows and your web browsers for passwords that have been insecurely stored. It will then offer to import these passwords into your LastPass account and delete them from their old, insecure locations. I recommend letting it do this because LastPass uses strong encryption to secure your passwords whereas Windows and some web browsers store your passwords in a way that makes them easily recoverable.

At this point LastPass has been installed on your computer, but you may still need to **activate it within your web browser(s)** because LastPass presents itself to the web browser as a plugin and most web browsers are designed to verify that you intended to install any new plugins that they detect. For example, you'll see a window like the one below when you launch Chrome immediately after installing LastPass. Just select the option that gives LastPass permission to install itself.

Using LastPass

Logging In



Now that you've installed LastPass, you should see a small icon for it in the plugins or extensions area of your web browser, which is typically located in the top-right corner of the browser window. The default icon for LastPass

as of September 2022 looks like this:

although it will appear greyed out in your web browser until after you've logged in to your LastPass account.

You can log in to your LastPass account by clicking on the LastPass icon, which will drop down a login window like the one depicted below.

This is a standard login window where you can enter your email address and master password to log in to your LastPass account. I have highlighted the three interesting sections for you.

1. **Recovery Help** – Click this if you have forgotten your master password and want to initiate the recovery process. LastPass will walk you through the steps.
2. **Keyboard** – Clicking on the keyboard icon enables you to enter your master password using an onscreen keyboard. Onscreen keyboards are resistant to malicious programs that attempt to capture passwords by logging keystrokes from your physical keyboard. Unless you are using a suspicious computer or suspect that your own computer might be infected with a virus, there is no reason to take this precaution.
3. **Remember Email** – Although I recommend that you do not have LastPass remember your master password, which is the other option in this area of the screen, it can be convenient (and still safe) to have LastPass remember your email address for you.

When you are finished entering your email address and master password, click **Log in** or press Enter on your keyboard. If your login succeeded, the LastPass icon in your browser will turn red, otherwise you will receive an "Invalid Password" error message.

Importing Passwords

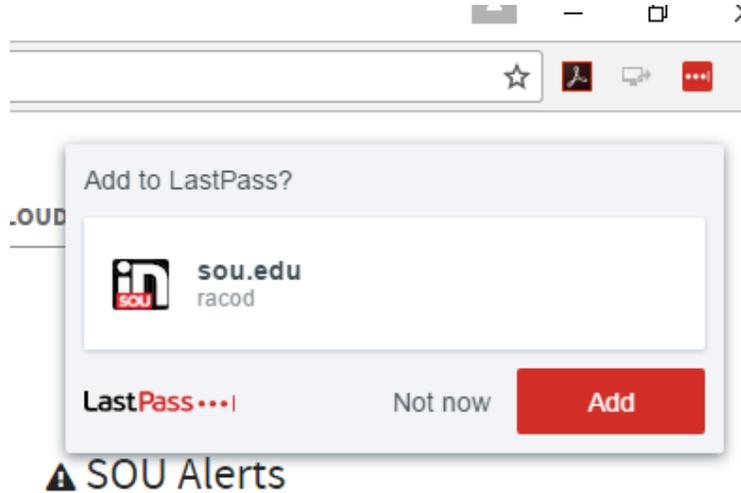
You can have LastPass import passwords from a CSV file or another password manager for you. Please visit <https://helpdesk.lastpass.com/importing-from-other-password-managers/> for more details.

Storing a New Password

There are two ways that you can input website usernames and passwords into your LastPass vault: **automatically** and **manually**. I recommend that you let LastPass acquire most of your passwords

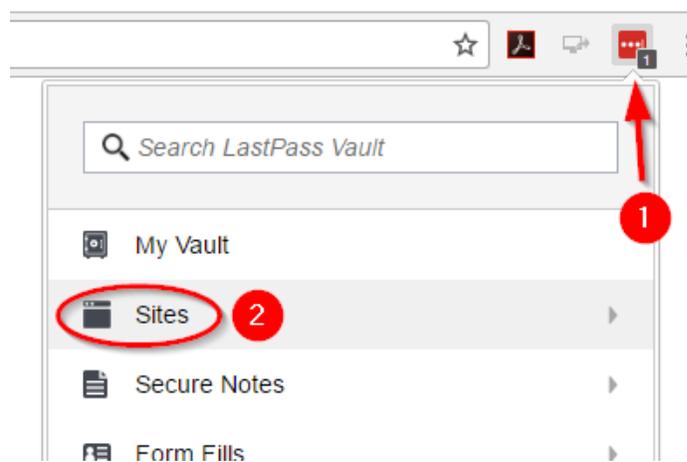
automatically, as it is not only easier but also less prone to error. I will elaborate on what that means when I discuss the manual method, which is still worth learning because for some websites you will need to correct how LastPass automatically saved your login.

Automatic Entry



LastPass by default will detect whenever you log in to a website or create a new account for a website and will offer to remember the username and password for that website on your behalf. In the screenshot to the left, I have just logged in to InsideSOU and LastPass is now offering to remember that login for me. All I have to do is click **Add**.

Manual Entry



You can manually add a website's login credentials to your LastPass vault by clicking on the LastPass icon in your web browser and then clicking on **Sites** from the dropdown menu.

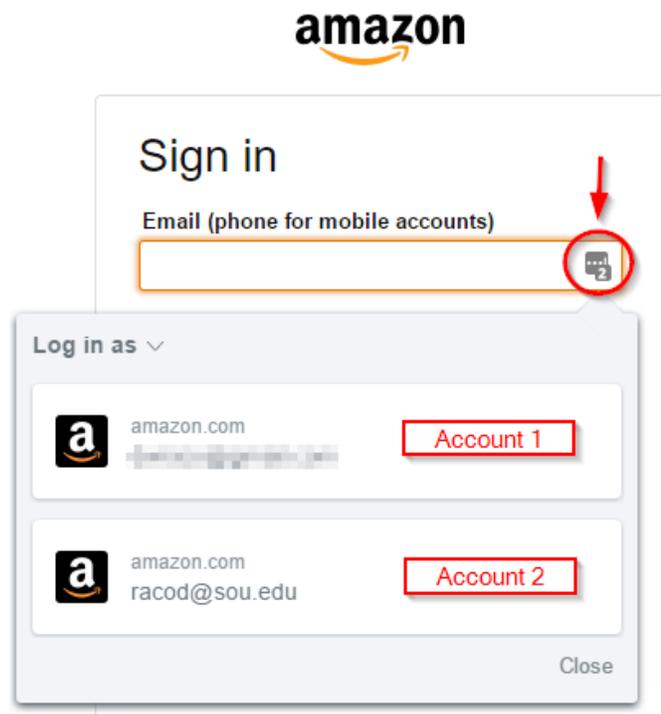
Next, you will want to click on the **Add Site** button near the bottom of the menu that it takes you to. This will bring up a new tab in your web browser where you can enter the details for LastPass to remember. Consult the screenshot and explanation on the following page for details.

1. **URL** – This field is important because LastPass uses the URL to recognize what website you’re on. If you enter it correctly, LastPass can autofill your login credentials for you when you log in to that website. If there is a problem with the URL field, you won’t be able to take advantage of the best feature of LastPass.
2. **Name** – You can name this account entry whatever you want. I chose “Amazon” to make it easy to identify.
3. **Folder** – You can group similar accounts into folders to keep them organized. It is often a good idea to create folders for your Shopping accounts, Financial accounts, Email accounts, Social Media accounts, and so forth. LastPass will remember folders that you have already used once so that you can access them quickly via the dropdown menu in this field.
4. **Username** – The username you use to log in to this website.
5. **Password** – The password you use to log in to this website. You can click the small eye icon on the right side of the field to reveal the password. The colored bar under the field gives you an indication of how strong the password is. Greener and longer is better.
6. **Notes** – This is a field for you to leave notes regarding this account.
7. **Advanced Settings** – Require Password Reprompt will force you to re-enter your master password whenever LastPass interacts with this website. This option is good to use for your most-critical accounts, such as your online banking accounts and your email accounts, if you plan to use LastPass on a work computer. Autologin instructs LastPass to automatically attempt to log you in to this website as soon as you visit it rather than waiting for you to click on the page’s login button. Disable AutoFill instructs LastPass to *not* automatically fill in your username and password when it detects that you are at this website’s login screen.

Autofill

Probably the single best feature of LastPass is its ability to autofill your login credentials for you when it detects that you are visiting a recognized website. Sometimes, however, you may have multiple accounts with the same website saved within LastPass. When this happens, LastPass will give you the option to select which account to use. All you have to do is click on the grey LastPass

icon  in the username or password field. The number on the icon will change depending on how many accounts LastPass recognizes for that website. In the example below, LastPass knows of two different Amazon accounts for me, my work account and my personal account, and by clicking the LastPass icon in the username field I can select which set of credentials I want LastPass to enter for me.



TIP: If autofill fails to put in your credentials for you, you can always click on the LastPass icon in the username or password field to enter your credentials using the above method.

NOTE: Certain websites will not support autofill entry for security reasons. (Your username and password will appear to be entered, but the login button will not work.) For those websites, you can manually copy and paste your username and password from LastPass by right-clicking in the username or password field and following the menu chain depicted on the following page: LastPass->Copy Password->Pick an account.

Password Generation

The greatest benefit of LastPass is that it frees you from having to remember all of your passwords, which enables you to practice good password security. The primary reason that most people do not practice good password security is that good passwords are by their very nature difficult to remember. LastPass frees you from having to worry about that. It is incredibly easy to let LastPass not only remember your passwords for you but generate them for you as well.

The advantages of generated passwords are:

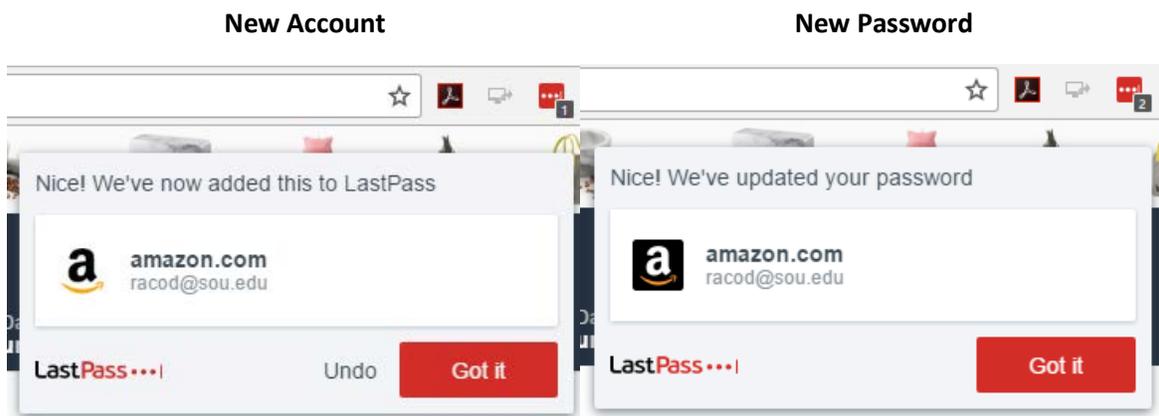
- They are strong.
- They are unique.
- They are quick and easy to implement.

The disadvantages are:

- They are not designed to be easy to read or memorize.
- They are tedious to enter by hand (although autofill should shield you from that).
- They are not easily shareable (although LastPass can help with that, too, which I will cover in the Tips and Tricks section).

To have LastPass generate a password for you on a website's account creation page or its change password page, just look for the **Generate Password icon**  in the username or password field and click on it to bring up the generate password box. I recommend that you then immediately click on the **More Options** button to give you all of the options to control how complex and lengthy the password will be.

When you are finished generating your password and have submitted your sign-up request or password change to the website, LastPass will detect that you are finished and will inform you that it has saved your new account credentials or updated your old password to the new one that you just set.



Configuring LastPass

To configure LastPass's preferences, click on the LastPass icon in your browser's toolbar and then click on **Preferences** in the menu.

You can set many preferences within the Preferences menu, but the two that I want to bring to your attention are under the **Security settings** section of the General settings page.

By default, LastPass will stay logged in to your account until you manually log out of it. This is convenient and may be reasonable for use at home, but at work you should set an expiration on your account login so that LastPass will log you out automatically when you close your web browser or walk away from your computer. **I recommend that you configure LastPass to log out after all browsers have been closed for five minutes and after you have been idle for ten minutes.**

Tips and Tricks

Changing Your Master Password

You can change your master password while logged in to LastPass by clicking on **My Vault** within the LastPass main menu. That will take you to your vault page where you will want to click the **Account Settings** button in the bottom-left corner of the screen. That will bring up a new window where you will find the button to change your master password, depicted below.

Login Credentials	
Account Email	<input type="text" value="racod@sou.edu"/> <input type="button" value="Send Test Email"/>
Master Password	<input type="button" value="Change Master Password"/> <input type="button" value="Revert Password Change"/> You last changed your LastPass master password 1 week 4 days ago.
Master Password Reminder	<input type="button" value="View"/>

Recovering Your Master Password

You should keep a written copy of your master password somewhere safe within your home, but if you end up losing it, there is a recovery process.

Begin by clicking on the **Recovery Help** link in the LastPass login window, which will take you to the LastPass website where you can receive your password hint or initiate the Account Recovery process.

If you elect to initiate the Account Recovery process because your password hint didn't help you, you will be taken to a new screen where you can enter your email address in order to initiate the process.

LastPass will send you an email like the one below that contains a special password reset link that is only valid for two hours and must be accessed within a web browser that you have used to log in to LastPass recently.

There is another method for resetting your master password that leverages LastPass's SMS recovery feature (using a text message sent to your cell phone). You can learn more about that feature and what else you can do if you find yourself locked out of your account at <https://helpdesk.lastpass.com/account-recovery>.

Share Passwords and Configure Emergency Access

You can share specific passwords with friends and family members who have a LastPass account, without actually revealing what your passwords are in the process, by using LastPass's Sharing Center. You can learn more about that feature of LastPass at <https://helpdesk.lastpass.com/sharing-4-0>. You can also give a friend or family member permission to access some or all of your accounts in the event of an emergency. That feature works by giving the designated person the ability to request emergency access to your accounts, and if you do not reject that request within a certain amount of time, which you get to configure, then you are presumed to be incapable of responding and emergency access will be granted to the requestor. You can learn more about the emergency access feature at <https://helpdesk.lastpass.com/emergency-access>.

Multifactor Authentication

Multifactor Authentication helps to secure your LastPass account by requiring a unique code in addition to a password whenever you log in. Most of the multifactor options that LastPass supports require a smartphone (Android or iOS), but if you have one, this is a great feature to use. You can learn more about this feature at <https://helpdesk.lastpass.com/multifactor-authentication-options>.

Secure Notes and Credit Cards

In addition to securely storing your website passwords, LastPass can also store notes securely as well as credit card information to facilitate quick entry on shopping websites. If you feel comfortable using those features, you will find them in the LastPass main menu under Secure Notes and Form Fills, respectively.

Security Challenge

Do you want to improve the strength of your account passwords? Would you like to know whether any of your accounts have been caught up in known company security breaches? LastPass has a feature called Security Challenge that can help. You can learn more about it at <https://helpdesk.lastpass.com/lastpass-security-challenge>.

LastPass Premium

LastPass gives you all of its best features for free, but you can sign up for a premium account for as little as \$1 per month as of May 2017. A premium account supports the company and unlocks a few extra features for you, such as priority tech support, LastPass for Windows applications (not just websites), and 1 GB of encrypted file storage. If you try LastPass and enjoy it, I recommend that you consider upgrading to a premium account.