

IT Services Support

Werftrasse 4, Postfach 2969, CH-6002 Luzern
T +41 41 228 21 11
www.hslu.ch

Lucerne, 17 March 2020
Page 1/15

KeePass

Short description: Installation instructions and description of the basic functions of KeePass, including browser extension for Google Chrome and Mozilla Firefox. (Windows)

Classification: IT internal Public
 Other

Customer group: HSLU PHLU
 Other

Function: Employees/lecturers Students
 Other

Device management type: HSLU/PHLU devices Private devices
 Other

Operating system: Windows Mac
 Other

Publication: hslu.ch/helpdesk Intranet
 Other

Support: Web: hslu.ch/helpdesk
Email: informatikhotline@hslu.ch
Phone: 041 / 228 21 21
Portal: helpdesk.hslu.ch

List of changes

Version	Date	Status	Changes and remarks	Edited by
No 0.1	19/07/2017		Created	scc
No 0.2	04/08/2017		Edited	scc
No 1.0	10/08/2017		Completion	ScC
No 2.0	17/03/2020		Amendment browser extension	kju

Table of contents

1. About KeePass.....	3
2. Download and installation	3
3. Create and configure a database	3
4. Adding a new entry.....	5
5. Online storage (SWITCHdrive).....	6
6. Updates	8
7. Exporting a database.....	8
7.1. Importing a database	10
8. Browser extension	11
8.1. Requirements.....	11
8.2. Installation on Google Chrome	11
8.3. Installation on Firefox	12
9. Basic features of the browser extension	14
9.1. Saving login data after signing in	14
9.2. Filling in passwords automatically	15

1. About KeePass

KeePass is a password management tool. KeePass allows for the secure storage of login data. The entire database that contains the stored passwords is encrypted. It can only be accessed with a main key, which is defined when a new database is created.

There is a browser add-on for Google Chrome and Mozilla Firefox through which the user may link their KeePass database with their browser.

2. Download and installation



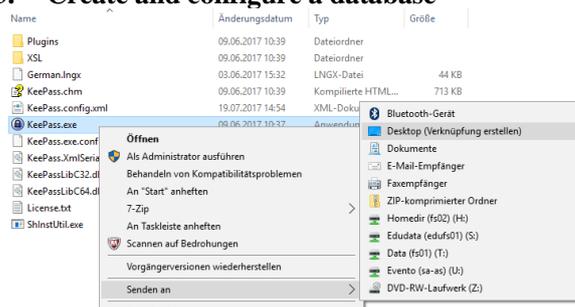
Download KeePass Professional Edition from <http://keepass.info/download.html>.

Select the portable version (.zip file) to avoid installation.

In addition to the KeePass Professional Edition, a German (or other) language package is available for download (<http://keepass.info/translations.html>). Save the two .zip files locally on your computer.

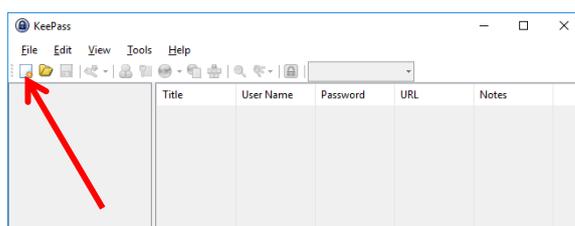
Unpack the two .zip files. Then, drag and drop the *German.lngx* German (or other) language package into the unpacked KeePass folder.

3. Create and configure a database



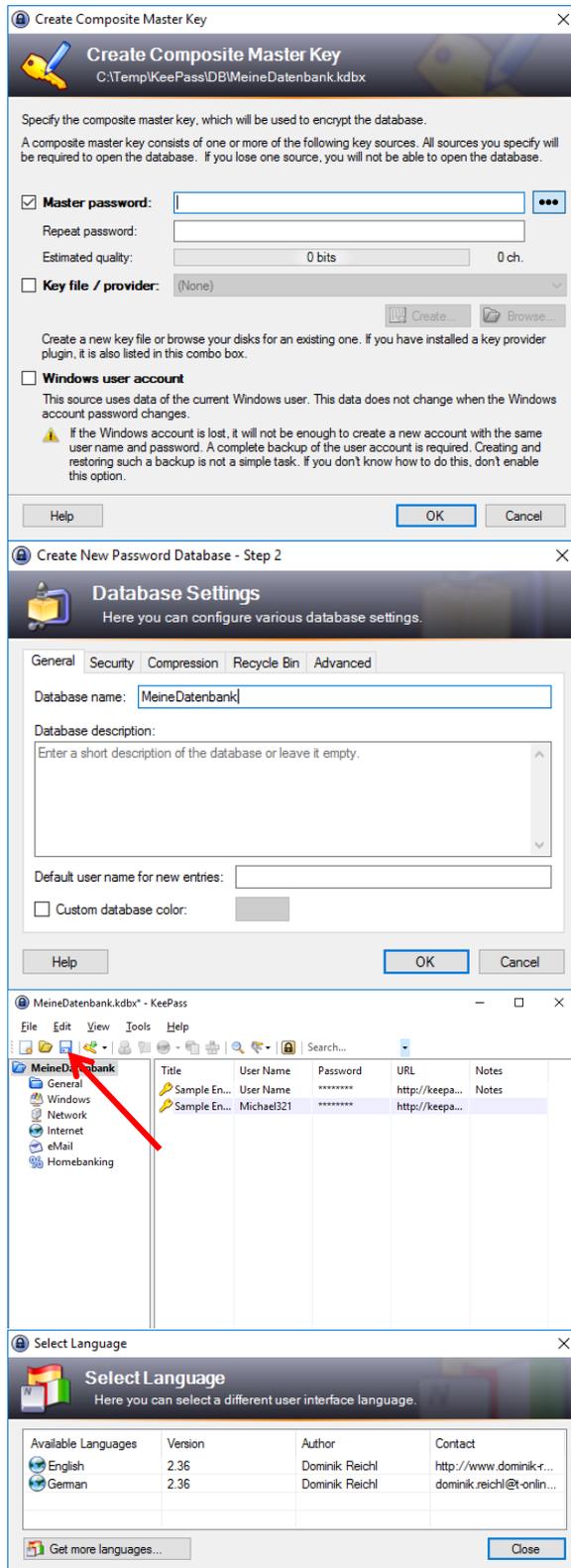
To avoid having to go through the *Programme* folder every time you want to start KeePass, you may create a desktop shortcut: right-click the EXE file and select *Send to / Desktop (create shortcut)* in the context menu.

Afterwards, you can launch KeePass by double-clicking on the new desktop shortcut icon. We recommend you activate automatic updates.



There is no database at this point - you have to create one after launching the programme for the first time.

You can do this by clicking on the related icon on the menu bar or by going through *File / New*.



The password database is encrypted and stored on your computer. This is why you have to type in and repeat a master password.

It is important that you work with a master password and not with a key file or the Windows user account.

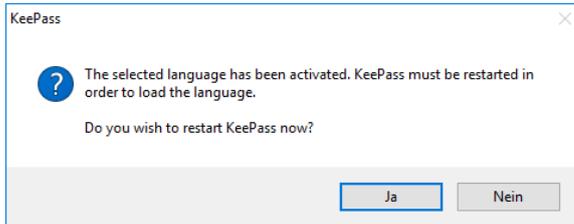
Once you have typed in the master password correctly twice, you can adjust the settings and enter additional information for the database. Try to find an expressive name for the database in the *General* folder.

Once you have entered all this information and completed the process by clicking *OK*, the structure of the newly created database appears in the left-hand navigation area.

Any changes to the database will only register permanently once they have been saved. It is therefore important to always click *Save* after making changes of any kind.

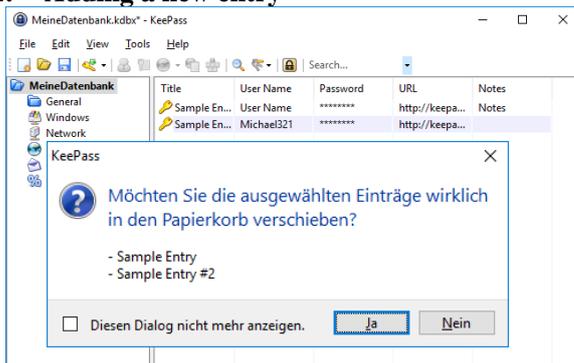
If English is not your preferred language, you may switch to German via the language package you have previously downloaded, unpacked and installed.

You can do this in the *View / Change Language...* menu item and by selecting *German*, which is listed as an additional option.



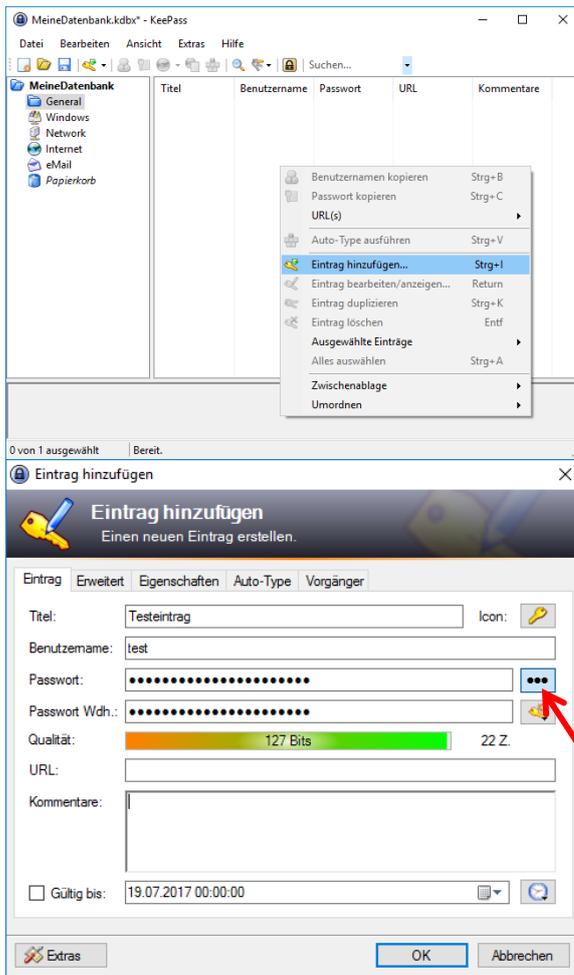
After the selection, you have to restart KeePass to save the change.

4. Adding a new entry



As a first step, delete the two sample files *Sample Entry* and *Sample Entry #2*.

Please note:
Deleted data will only be removed from the database once you empty the recycle bin.



To make sure your passwords are easy to navigate, set up an organised folder structure or use the default structure pre-set by the software developer.

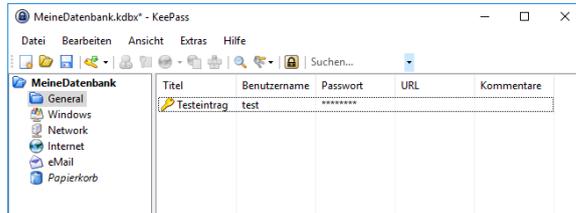
You can create new entries in the desired folder (e.g. *General*) by right-clicking and selecting *Add entry...* In the context menu.

You may add any necessary information about a password to the new entry.

In any case, you will need to choose an expressive title and enter the user name and password.

You may also add a URL, comments and other information.

Please note:
Use the button next to the password box to show or hide the data you have entered.



Use the OK button to create a new entry. It will appear in the desired folder. Whenever you need a certain password, you can now consult the related entry.

Please note:
Do not forget to save your entry!

5. Online storage (SWITCHdrive)

To make passwords stored in the KeePass Password Safe accessible from several devices, you may synchronise it with an online storage platform.

Employees, lecturers and students of the Lucerne University of Applied Sciences and Arts can use the *SWITCHdrive* cloud service free of charge.

For security reasons, IT Services strongly and explicitly recommends you use SWITCHdrive rather than any other cloud service.

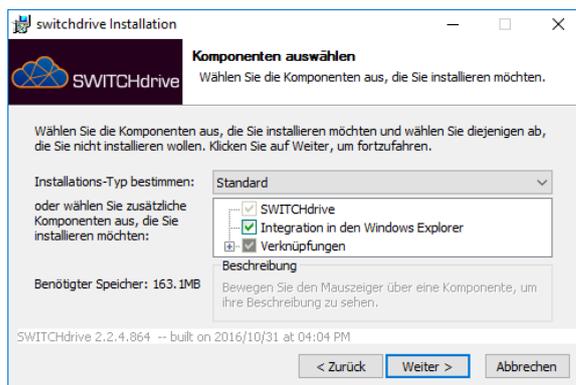
To enable the synchronisation of local data with the SWITCHdrive platform, you need to install the SWITCHdrive client. As this constitutes an installation (i.e. the execution of an EXE file), local administrator rights are required.



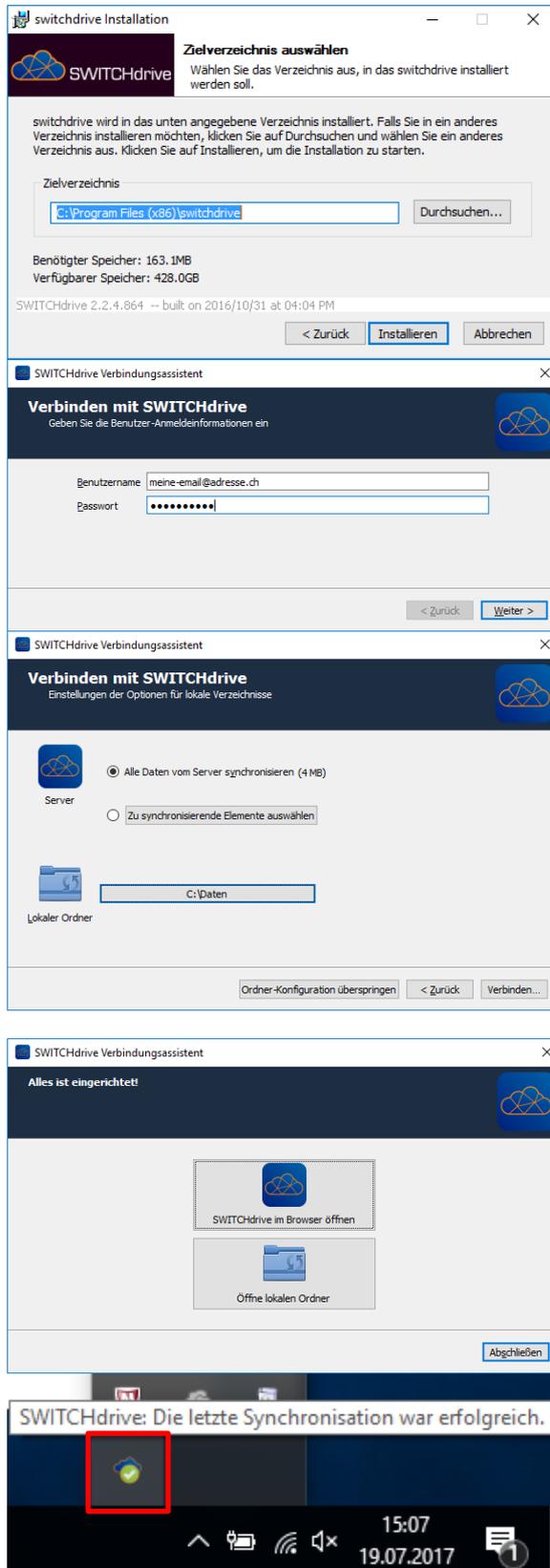
The SWITCHdrive client is available for download on <https://help.switch.ch/drive/downloads/>.

After running the EXE file, the installation assistant launches.

Please note: On managed HSLU/PHLU devices, SWITCHdrive is available via the software kiosk (<https://softwarekiosk.hslu.ch>).



Select *Standard* installation type. Manual adjustment is not required.



Select the target folder for the installation files and start the installation by clicking *Install*.

The assistant then displays the installation progress with a green bar. Once it has concluded, you may execute SWITCHdrive directly.

To launch the SWITCHdrive client, you need to establish a connection using your email address and password.

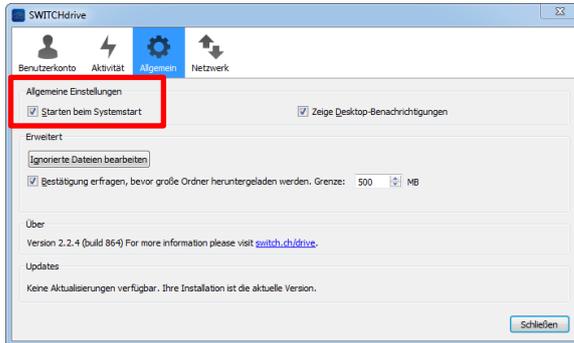
Please note:
Previous registration <https://drive.switch.ch/> is required, i.e. you need an existing account.

- Adjust synchronisation settings:
- You have the option to synchronise all data from the SWITCH server or to select individual elements.
 - Select the local folder for the synchronisation.

Please note:
If the local folder you have selected already contains data, you may either keep it or start a clean synchronisation whereby the existing local data is removed.

After the configuration, close the connection assistant by clicking *Finish*. The synchronisation then starts.

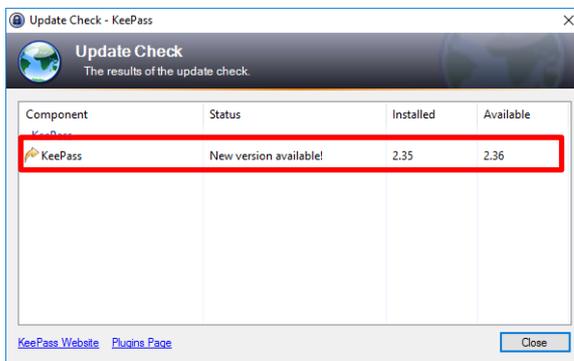
The active client is displayed as a symbol in the task bar (bottom right, next to the clock). You can also access the user interface and the settings, etc. via the task bar symbol.



If you want to automatically launch the SWITCHdrive client every time you start the system, you may check the related box in the *General* folder.

6. Updates

As previously stated and recommended in chapter 2, KeePass offers the option to automatically search for updates every time you start the software. If a new version is available, a notice appears.

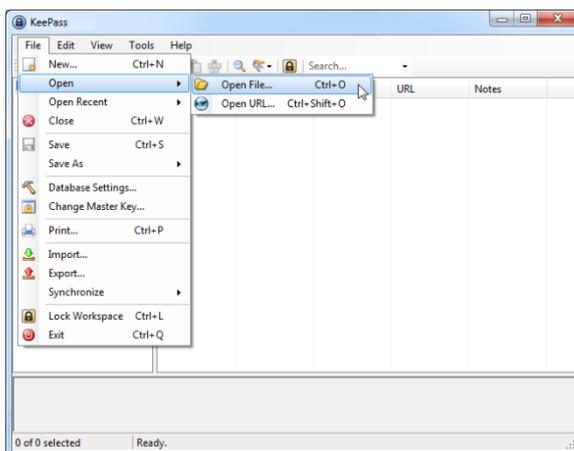


As stated in the automatic *Update Check*, a new version of KeePass is available. Open the KeePass website by double-clicking the notice.

The download and unpacking process of the new KeePass version is the same as for the software's initial installation.

Please note:

Before deleting or overwriting data, always make sure to not lose your personal password database. Save this file if it is in the programme directory.



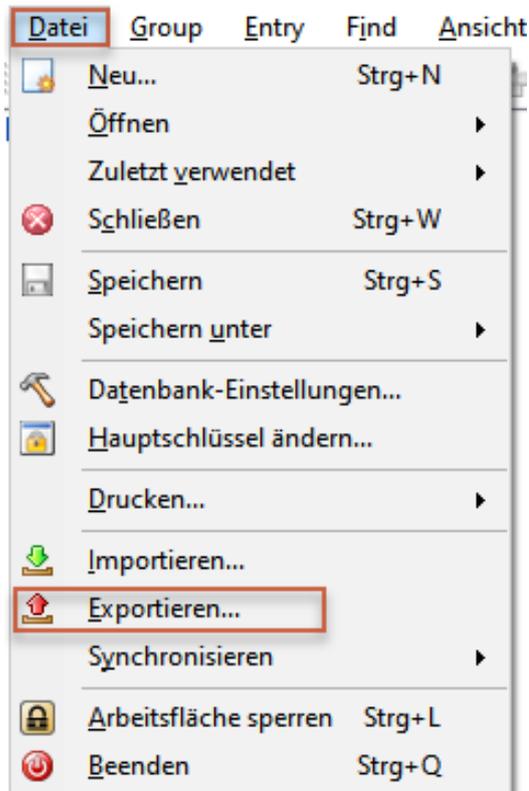
After the installation of the latest KeePass version, you may launch the software. Use the menu item *File / Open / Open file...* to select and use a password database.

Please note:

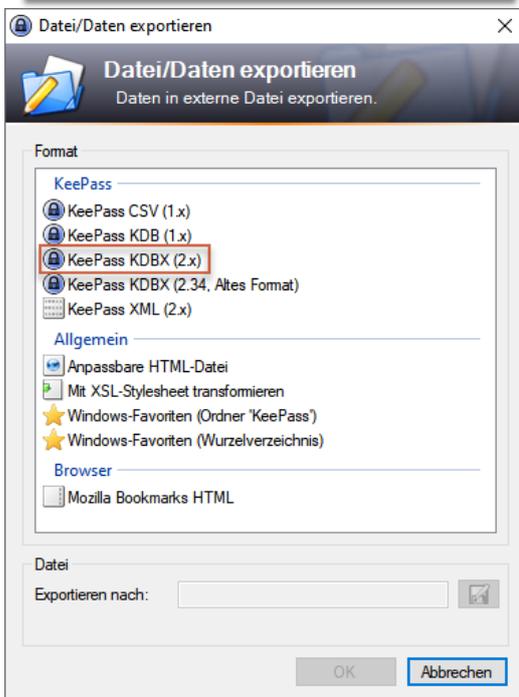
If you wish to continue to use the German language package, you will have to download and install it again.

7. Exporting a database

You may export the KeePass database and, for instance, import it on a new computer.



Click *File* in the KeePass application and then *Export*.

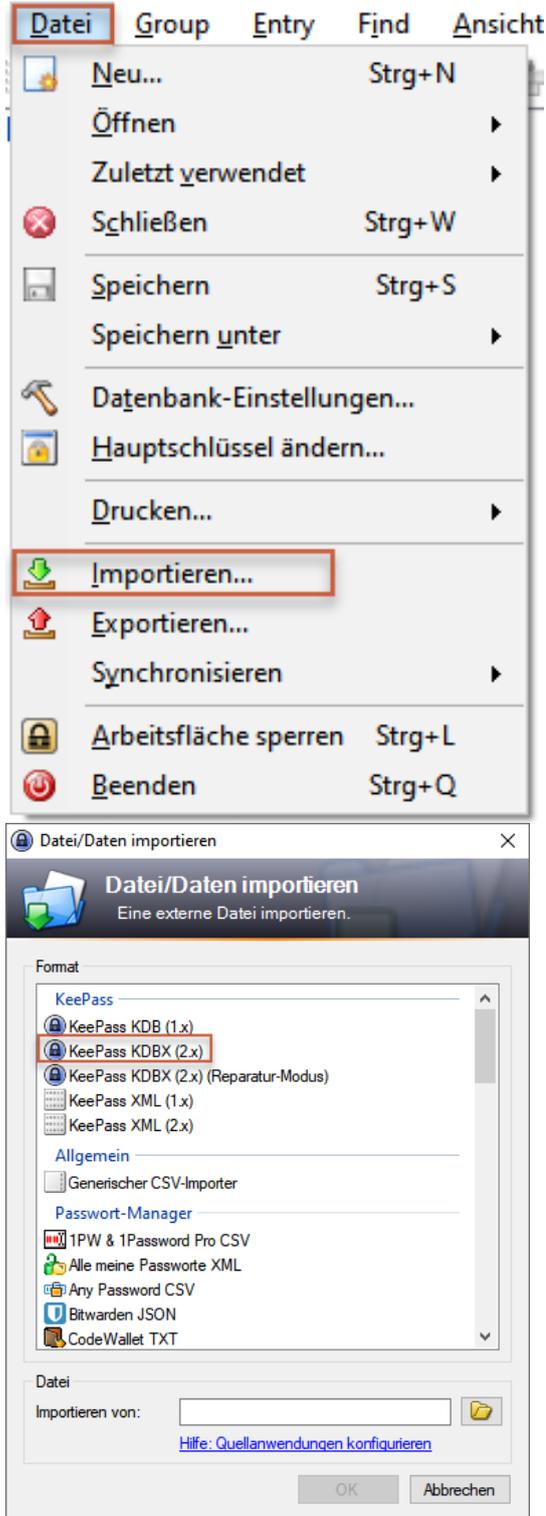


Select the *KeePass KDBX (2.x)* format.

Select a storage location for the exported database.

Confirm by clicking *OK*.

7.1. Importing a database



Click *File* in the KeePass application and then *Import*.

Select the *KeePass KDBX (2.x)* format.

Select the file you wish to import.

Confirm by clicking *OK*.

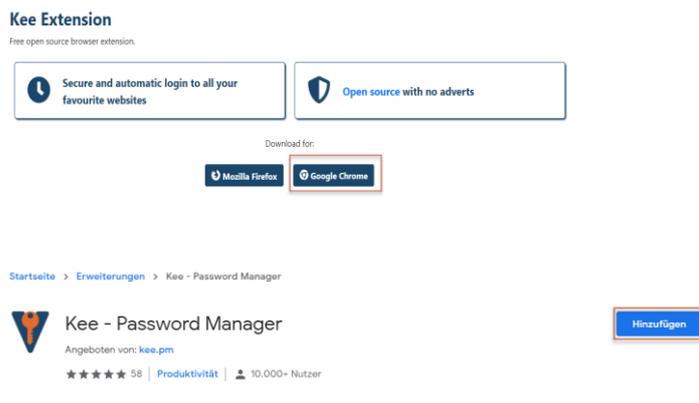
8. Browser extension

8.1. Requirements

- KeePass 2 Passwort Safe must be installed.
- KeePass 2 Passwort Safe must be active throughout when the browser extension is used.

8.2. Installation on Google Chrome

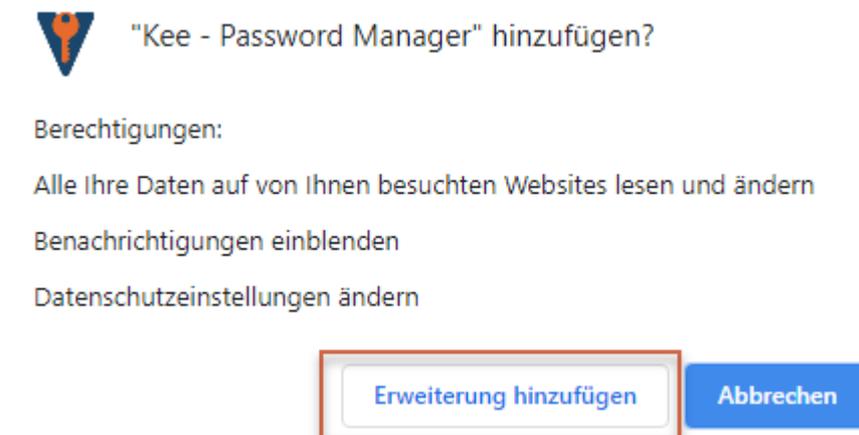
Make sure you launch KeePass on your computer before you start to install the add-on.



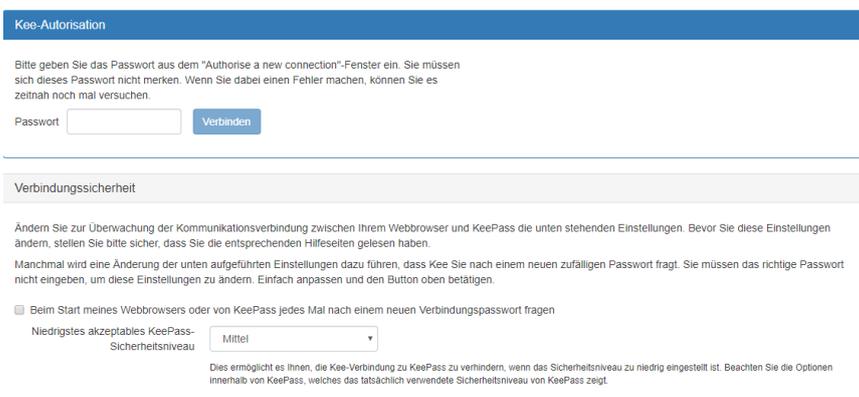
Use Google Chrome to access this website:
<https://www.kee.pm>

Under *Kee Extension*, click on *Download for Google Chrome*.

Click *Add*.



Confirm the installation in the new window by clicking *Add extension*.



A window with a password prompt opens - the password is listed in the KeePass application.

Authorise a new connection

A program claiming to be "**Kee**" is asking you to confirm you want to allow it to access your passwords.

"Kee" claims that it is "**Ein Browser-Add-on, dass eine sichere und automatische Anmeldung zu den meisten Webseiten ermöglicht.**"

To authorise the client to access your passwords please enter this password into the box it has presented to you. **iwrg7f**

Kee will connect using **medium** security. Please go to this web page to learn about the different levels of security and how to configure your personal security preferences:
<https://forum.kee.pm/t/connection-security-levels/1075>

If you do not know what "**Kee**" is or have reason to suspect that a malicious program on your computer is pretending to be "**Kee**" you can deny the request by clicking the button below.

Deny this request

This dialog will automatically close when the connection is authorised or denied

Copy the red password and paste it into the password box in the open browser window.

The add-on is installed.

The Kee add-on symbol appears top right in the browser.

8.3. Installation on Firefox

Kee Extension

Free open source browser extension.

Secure and automatic login to all your favourite websites

Open source with no adverts

Download for:



Kee - Password Manager

by [Luckyrat](#)

Save time, sign in easily to websites and avoid the hassle of forgotten password resets.

Protect yourself and people you know from the nightmare of your accounts being hacked.

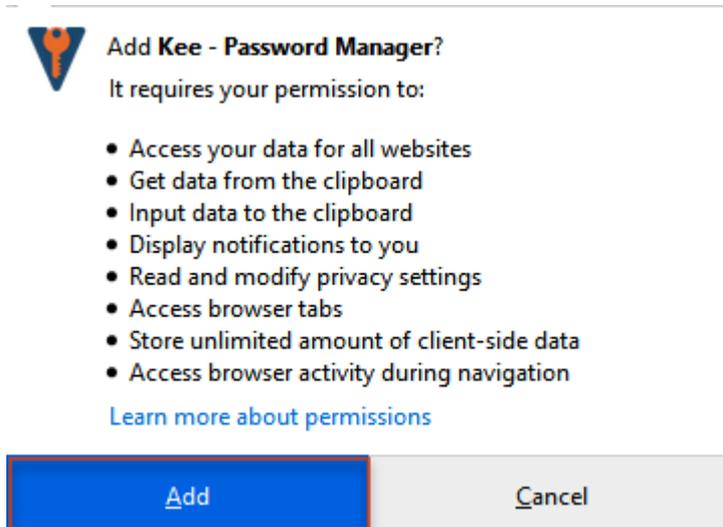


⚠ This is not a Recommended Extension. Make sure you trust it before installing. [Learn more](#)

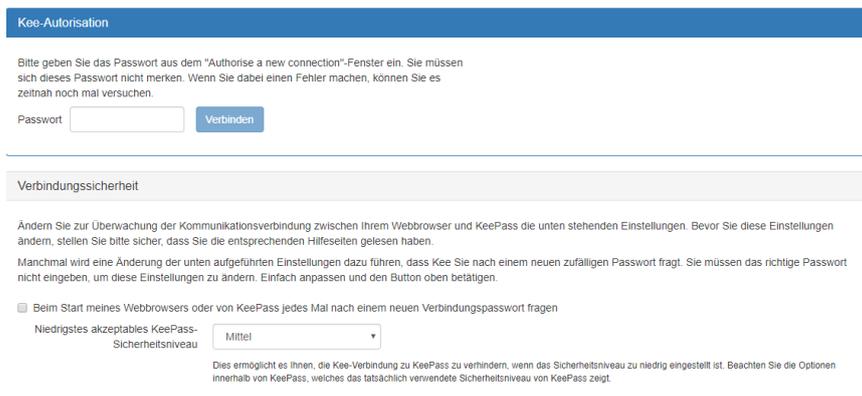
Use Firefox to access this website:
<https://www.kee.pm>

Under *Kee Extension*, click on *Download for Mozilla Firefox*.

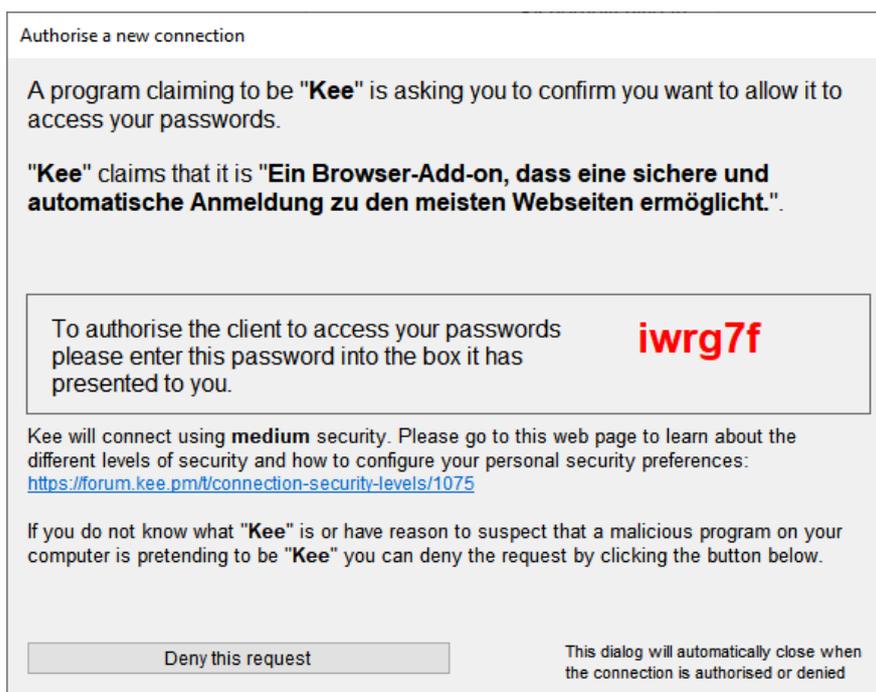
Click *Add to Firefox*.



Confirm the installation in the new window by clicking *Add*.



A window with a password prompt opens - the password is listed in the KeePass application.



Copy the red password and paste it into the password box in the open browser window.

The add-on is installed.

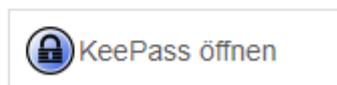
The Kee add-on symbol appears top right in the browser.

9. Basic features of the browser extension

9.1. Saving login data after signing in

Suchen...
Letzte Log-in-Daten speichern
Neues Passwort generieren...
Hilfe-Zentrum
Einstellungen

Sie sind an Ihrer 'PWs'-Datenbank angemeldet.



Whenever you sign in somewhere, the password may be saved through a database entry.

To do this, click directly on the top right Kee add-on icon after a signing in. Then click on *Save last login data*.

In future, the software will automatically fill in username and password for this website.

9.2. Filling in passwords automatically

Suchen...

Passende Log-ins...

Neues Passwort generieren...

Hilfe-Zentrum

Einstellungen

Sie sind an Ihrer 'PWs'-Datenbank angemeldet.

 Kee Vault öffnen

 KeePass öffnen

Click on the Kee symbol top right.

You may search for passwords in the search box or click on *Matching login data*.

Matching login data is only available if the correct URL has been added to the KeePass entry. These entries are created by saving the last login data (as described under 4.1).