

Keeper - Browser Plugin User Guide

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Guide Introduction:

This guide will take you through how to set up and use Keeper Password Manager.

By default Shackleton will deploy down the Keeper Desktop application allowing access to manage the vault for your computer, however this guide will also take you through the set up of the Web Browser Plug-in and how to use the fill features.

Any issues with set-up or use please email Support@shacktech.co.uk

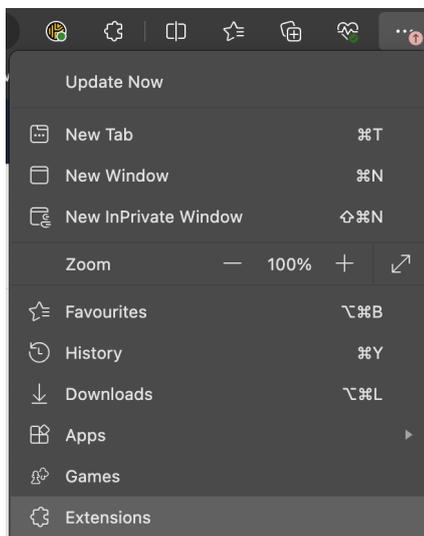
Steps:

Installation of Web browser Plug-ins:

Microsoft Edge:

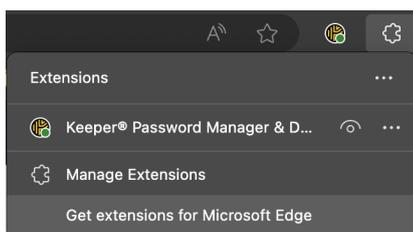
1. Install KeeperFill from the [Microsoft Store](#) or the [Keeper Download Page](#).
2. Click on the Edge menu icon, found in the upper right corner of your browser.
3. Click Extensions.

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4. From the list of extensions, toggle the Keeper® Password Manager & Digital Vault extension on.

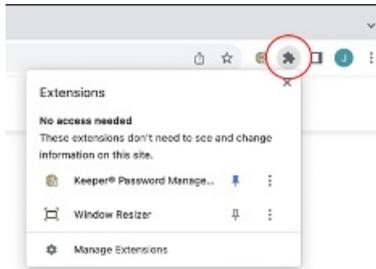
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Google Chrome:

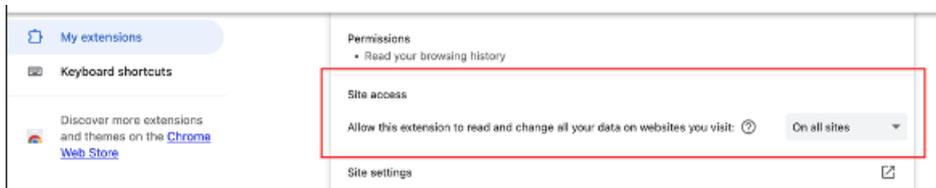
1. Download and Install Keeper from the Chrome Extensions store by opening the [Store Page](#) and clicking "Add to Chrome"
2. Once installed open the Extensions and Pin Keeper to your Home Bar

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3. Finally ensure that the Extension is set to "On All Sites" by Clicking the 3 dots on the Keeper Extension line to open its Options

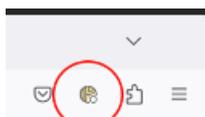
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Mozilla Firefox:

1. Download and install Keeper from the Firefox Extension by opening the [Store Page](#) and clicking "Add to Firefox"
2. Once installed Verify that Keeper is showing in the top right of the browser

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Logging Into Keeper:

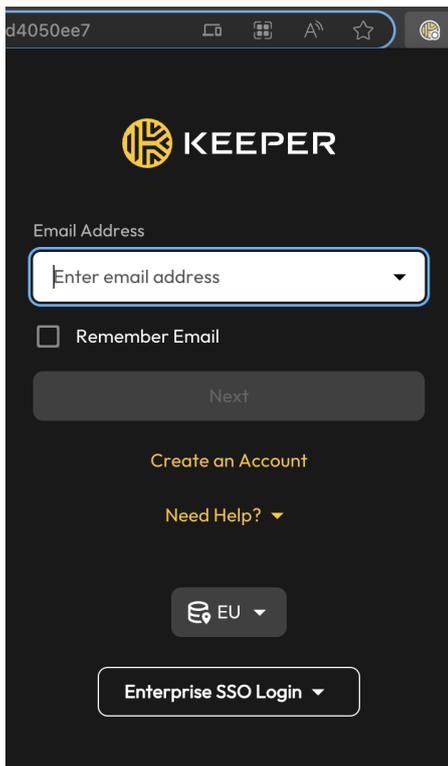
1. To log into Keeper within your browser click on the Keeper Icon to open the plugin

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2. Ensure the bottom setting is on "Enterprise SSO Login"
3. Enter your Email Address configured for Keeper
 - o This is usually your Primary email address
4. Click Remember Email if you want to keep this saved.
5. Click Next to have Keeper direct you to the Single Sign On Portal
 - o Note If you have already signed in this will verify the sign in and then log you in to Keeper.

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6. Once Signed in your Keeper Icon should have a green dot beside it

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o Note: If you are logged out this Green circle will be white, and if there are any issues it will be Red.

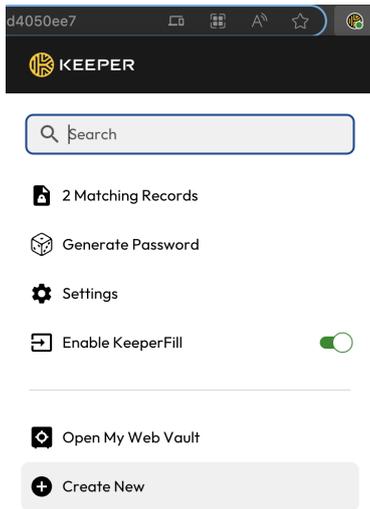
Creating Passwords:

When creating password you have a few ways to do this, but these can usually be broken down into the 2 main methods:

Creating a New Password from scratch:

1. Click on the Keeper Icon to Open the Vault
2. Click "Create new"

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3. This will forward you to the Web Vault and Ask what type of Record you want to create.
4. Select Login and Specify a Name/Title for the Record

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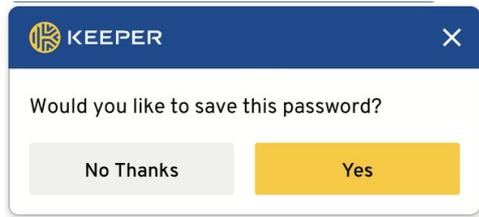
5. This will then take you to the rest of the form to complete your new record
6. Fill in the required fields provided the username, password, and website.
 - o Note: You can also use this opportunity to generate a unique password for the account.
7. Once Completed all fields required you can click Save to complete the Record

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Creating a Password whilst logging in:

1. When Logging into a Website for the first time with an account Keeper hasn't got a record for, it will prompt after login if you want to save the password

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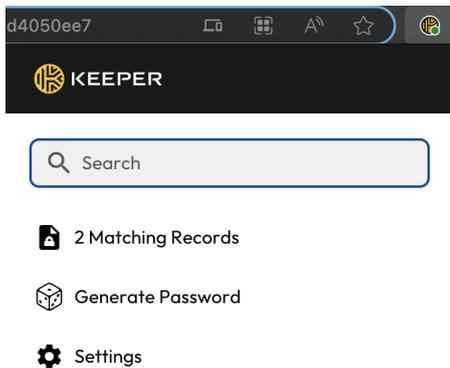
2. Click Yes to Save the password at this time and it will auto-generate the record.

Searching Passwords:

Where you have multiple accounts for a single site you may need to search your Keeper Vault.

1. Click on the Keeper Icon to Open the Vault
2. If there are matching records to your current site these will be shown if you click "X Matching Records"
3. Alternatively you can start typing in the Search box and this will start pulling through results as you type.

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How to use Autofill:

1. When Logging into a Website that Keeper has a record for it will prompt if you want to Autofill

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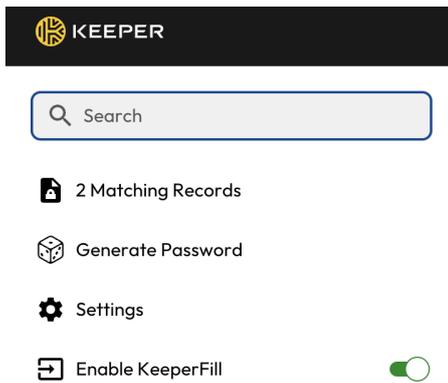
2. By Clicking the Fill Record button it will fill in the details it can
 - o Note: If the page only has a Username/Email field Keeper will fill this and then fill the password when the field for it becomes available.

Enabling KeeperFill

Where you would like Keeper to Automatically fill the Record without clicking the button you can enable "KeeperFill"

1. Navigate to the Website that you would like "KeeperFill" enabled on.
2. Open the Keeper Vault by Clicking on it
3. Ensure the "KeeperFill" Slider is right and Coloured Green

1.



4. Next time you log in Keeper will Automatically fill without Prompting.

Note: There are instances where you may want to not have "KeeperFill" on where websites fields are detected as fields that Keeper should interact with and it auto-populates these with record information we recommend disabling "KeeperFill" on these sites to ensure it doesn't cause any issue.

Additional Information:

- With the installation of the Keeper Application the Edge installation will usually be completed as well as part of the installation process but if there are any issues with this the Edge instructions will get the application installed for you.
 - Note: Installation of Plug-ins for both Chrome and Firefox are not carried out automatically and will require following of the guide as these are Third Party Applications to the Microsoft Windows Operating System.
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