



# KeePass Configuration Guide

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*A Beginner's Guide to Getting Started*

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## Getting Started

### Introduction

KeePass is a free, open-source password manager to manage passwords securely. It stores all the passwords in one database, locked with a master key. So one must remember a single master key that unlocks the entire database. Database files are encrypted using the most secure encryption algorithms (AES-256, ChaCha20, and Twofish). For more information, see [features](#).

The purpose of this guide is to detail:

1. Download and install process.
2. Database creation and configuration.
3. Entry update.

While there are various possibilities with KeePass, the instructions in this document provide an overview of how to use the KeePass interface. Using this guide, you can set up and perform essential actions.

Let us set up KeePass before we begin!

## Downloads

This section details the options to download KeePass per operating system and access rights.

### For Windows

#### Installer

Download the [EXE](#) file, run it, and follow the steps of the installation program. You need local installation rights.



#### Note

Use the Portable version explained below if you do not have local installation rights

#### Portable

Download the [ZIP](#) package and unpack it to the local machine or a USB stick. KeePass runs without additional installation and does not store any settings outside the application directory.

### For MacOS

KeePass provides MacPass, a password manager for the Mac operating system. Download the [ZIP](#) package and unpack it to the applications folder to install.



#### Caution

The scope of this document is limited to the working of KeePass in Windows. For MacOS, refer to MacPass [documentation](#).

## Database

### Create Database

1. Open the KeePass application.
2. Click the New Database icon  on the menu bar to bring up the New Database disclaimer.
3. Click the **OK** button to browse the location to create the database.
4. Select the location to save the database and enter the database name. Click the **Save** button to navigate to the Create Master Key window.
5. Enter matching passwords in the **Master** and **Repeat password** text boxes. Click the **OK** button to navigate to the Configure New Database window.

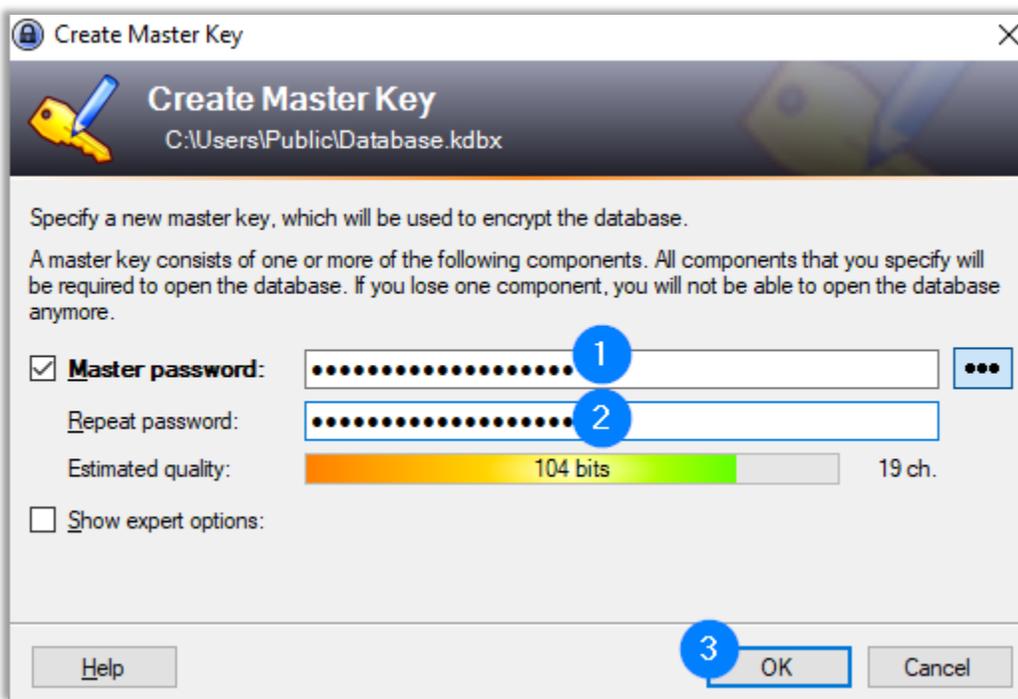


Fig 1: Creating Master Key



#### Caution

**Estimated quality** represents the password strength in bit and color terms. Ensure the color green is reached to create a strong master key.

## Configure Database

1. Enter the Database name and description. Click the **OK** button to activate the Emergency sheet notification.

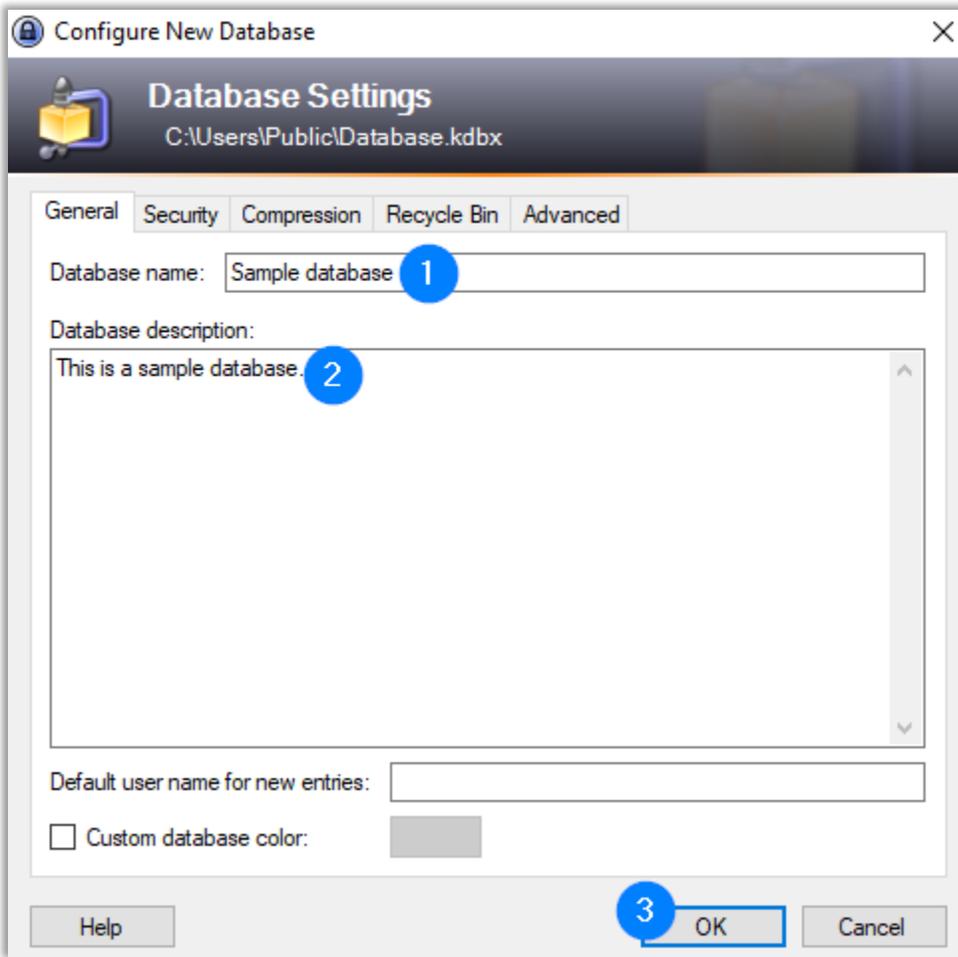


Fig 2: Entering Database Details

2. Click the **Print** button to print the emergency sheet or the **Skip** button to navigate the database window.



### Note

It is recommended that you create an emergency sheet for your database.

## Edit Entries

1. Right-click an entry to edit it in the Edit Entry window.
2. Edit the entry details and click the **OK** button to close the Edit Entry window.

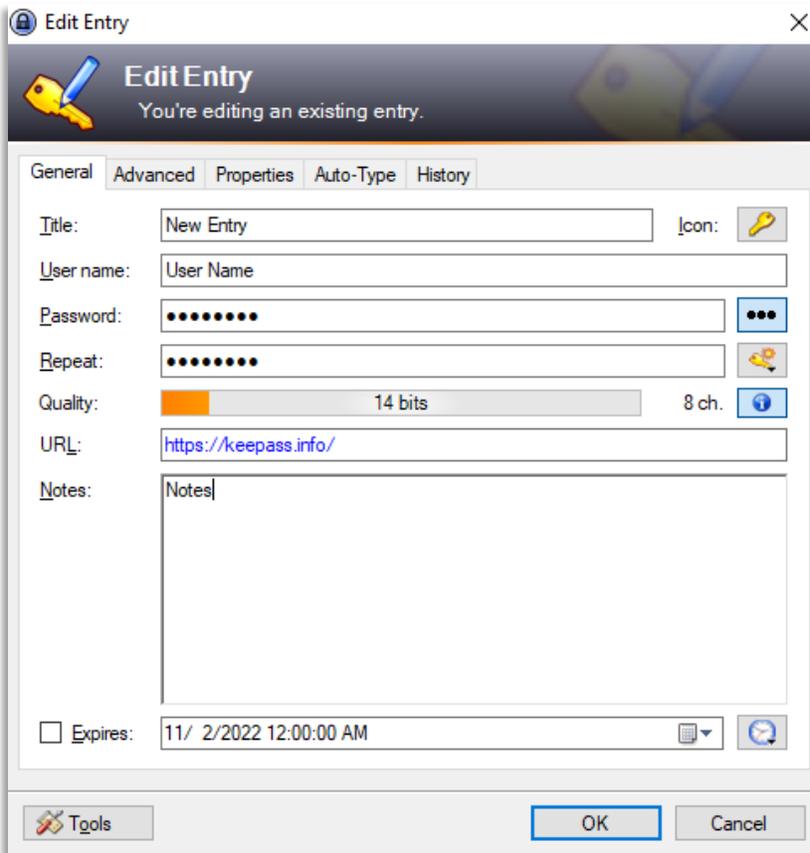


Fig 3: Editing Entry Details

3. Click the Save icon  after editing or adding entries to create a permanent record in the database. Failure to do so results in the loss of complete data.

## Help

Visit the KeePass [Help Center](#) and the [FAQs](#) for further assistance using the application.

## Appendices

### References

KeePass Password Safe. (2023, 01 09). *KeePass Password Safe*. Retrieved from KeePass:  
<https://keepass.info/index.html>