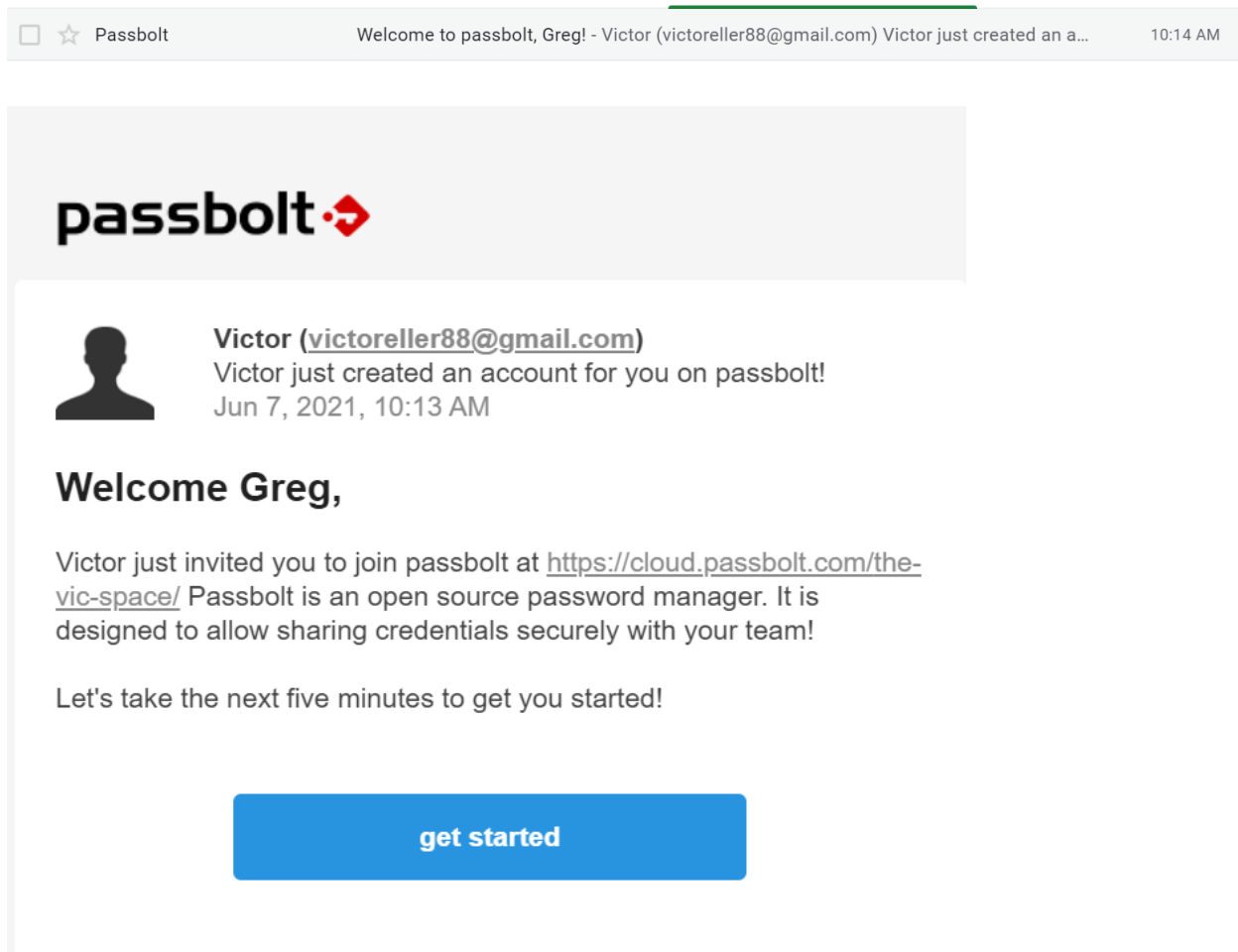


Passbolt Password Manager

**(A Demonstration on Creating a Passbolt Account,
Generating Password and Sharing Passwords)**

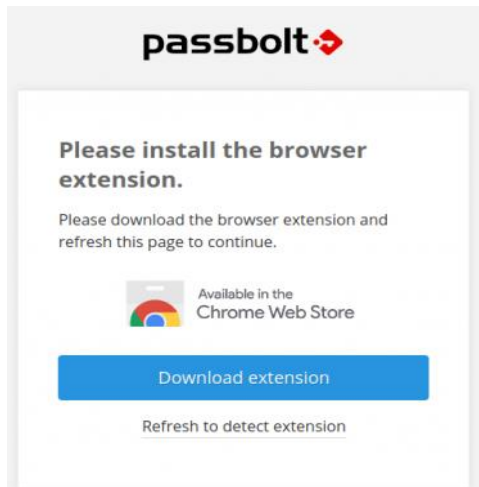
1. THE EMAIL



When a Passbolt account is created for you by the administrator, you will receive this email. You will need to select the **'get started'** button. If you cannot see this email in your main inbox, it may be in your 'spam'.

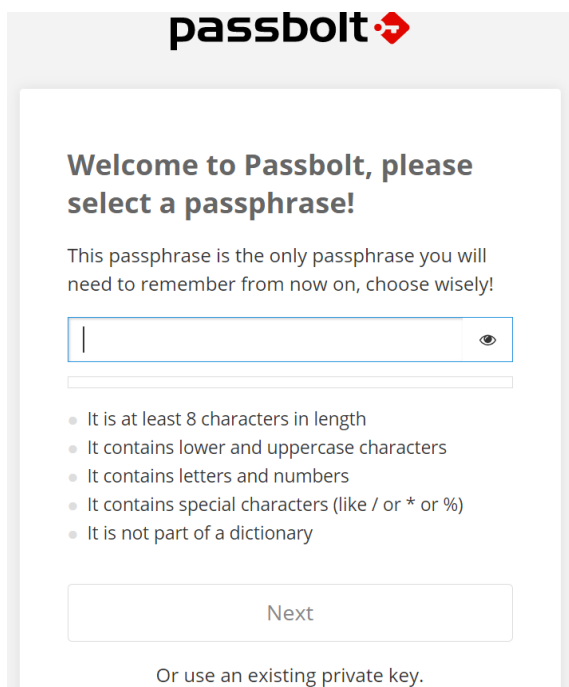
- It is recommended to use either Google Chrome or Mozilla Firefox for this Sign up process.

1.1 THE BROWSER EXTENSION



- You will be prompted to download the browser extension for Passbolt, this is needed for Passbolt to work.

2. SIGN UP PAGE

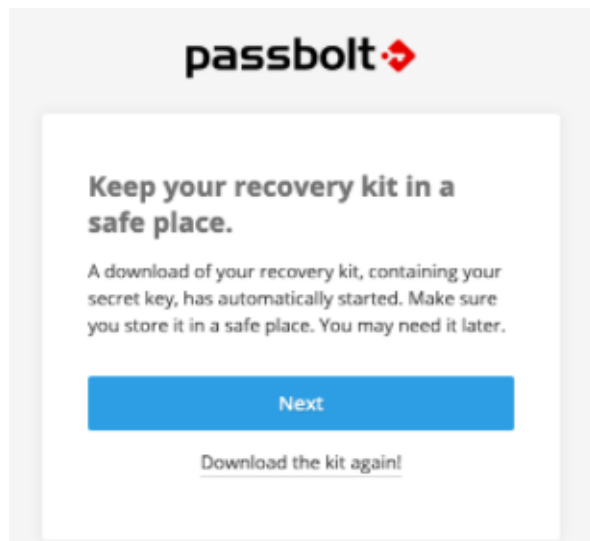
A screenshot of the Passbolt sign-up page. At the top is the Passbolt logo. The main heading is "Welcome to Passbolt, please select a passphrase!". Below this is a subtext: "This passphrase is the only passphrase you will need to remember from now on, choose wisely!". There is a text input field for the passphrase, with a small eye icon to its right. Below the input field is a list of five requirements for the passphrase, each preceded by a bullet point: "It is at least 8 characters in length", "It contains lower and uppercase characters", "It contains letters and numbers", "It contains special characters (like / or * or %)", and "It is not part of a dictionary". At the bottom of the form is a button labeled "Next". Below the button is a link that says "Or use an existing private key."

Selecting the '**get started**' button will direct you to the page above, where you will need to enter your passphrase (the password for your account). Please make sure your password meets all the

requirements listed above. If it does, you will see a green bar right below your password (as shown in the image below).



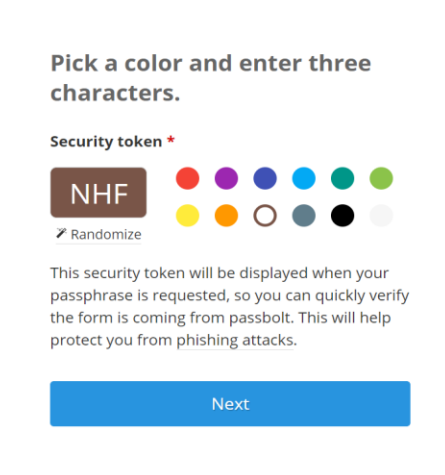
2.1 RECOVERY KIT



Right after you enter your password you will receive the prompt above. This recovery kit is needed if you get logged out of your account.

- Please make sure to save it in a safe and easy to remember location on your device.

3. THE SECURITY TOKEN



Pick a color and enter three characters.

Security token *

NHF

Randomize

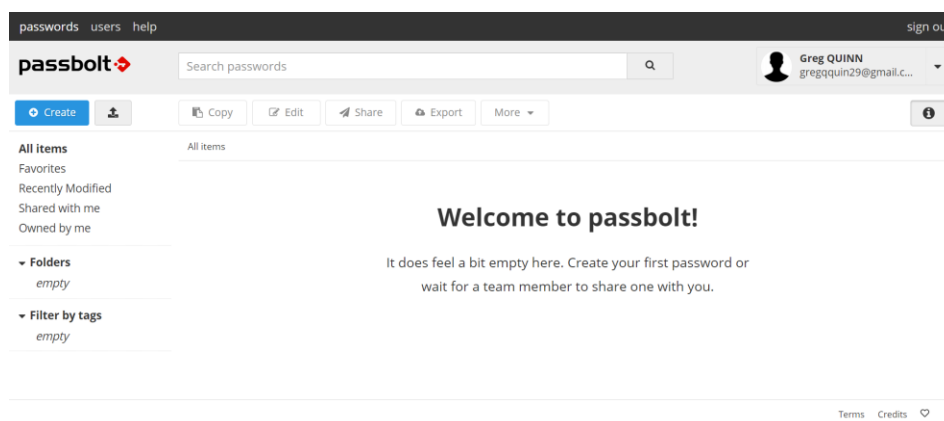
This security token will be displayed when your passphrase is requested, so you can quickly verify the form is coming from passbolt. This will help protect you from phishing attacks.

Next

As the picture above shows you will be asked to select a color and 3 random words which will show up anytime you attempt to login into Passbolt. This is to show that it is the real passbolt you're logging into.

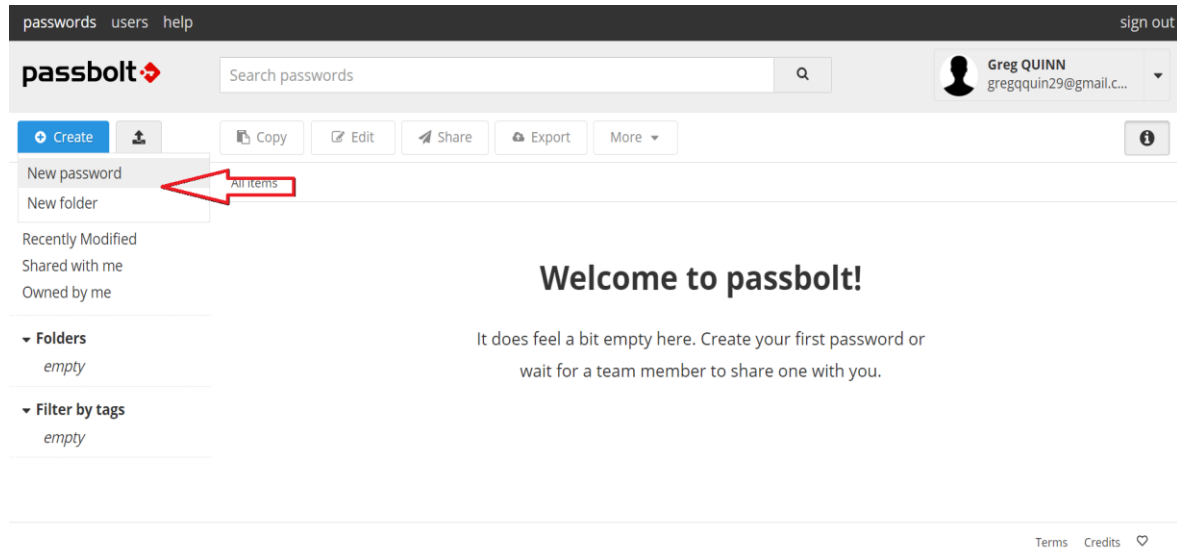
- If it is ever missing when you try to login, do not login to that site.

4. OVERVIEW OF HOME SCREEN



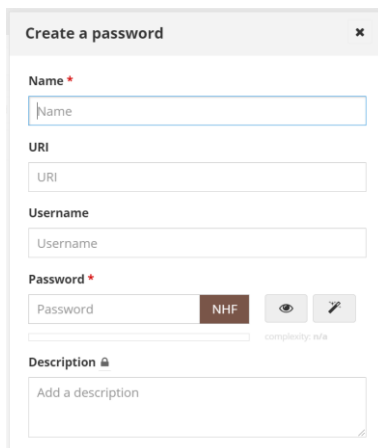
Once you finish the password steps, this will be the home screen you see.

5. CREATING A PASSWORD



To get started creating any password/login information, you will need to go to the top left ‘Create’ button and select ‘New password’. (Shown by the arrow in the image above)

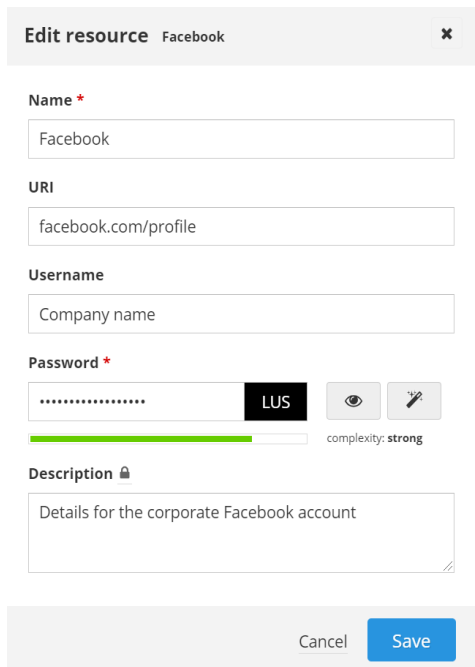
5.1 PASSWORD CREATION SCREEN



This is the screen you will be brought to after selecting ‘New password’. You will need to enter:

- Name (usually the name of the website that the account is for)
- URL (a link to the website)
- Username (The name for the account)
- Password (account’s password)
- Description (a few details about the account.)

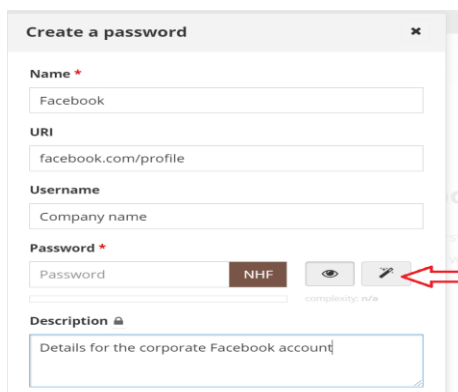
5.2 FULLY FILLED PASSWORD/SITE DETAILS



The screenshot shows a modal window titled "Edit resource Facebook" with a close button (X). It contains several input fields: "Name" with the value "Facebook", "URI" with "facebook.com/profile", and "Username" with "Company name". The "Password" field is filled with dots, has a "LUS" label, and icons for visibility and generation. Below it is a green progress bar and the text "complexity: strong". The "Description" field contains "Details for the corporate Facebook account". At the bottom are "Cancel" and "Save" buttons.

An example of what it looks like after you fill in the necessary details.

5.3 CREATING A SECURE PASSWORD

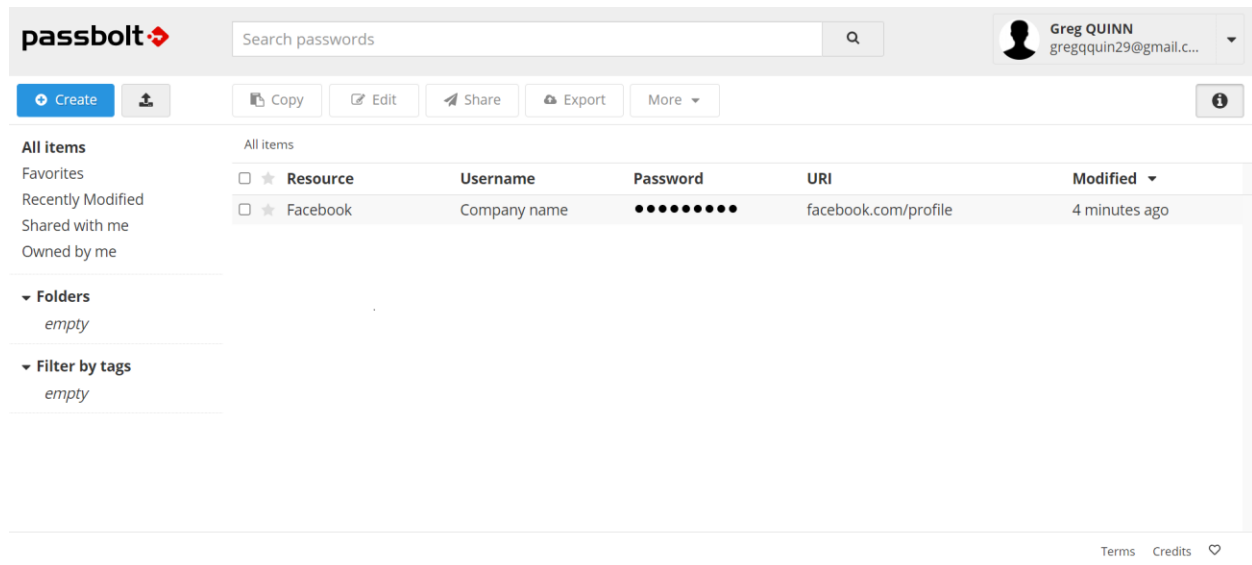


The screenshot shows a modal window titled "Create a password" with a close button (X). It contains the same input fields as the previous form: "Name" (Facebook), "URI" (facebook.com/profile), and "Username" (Company name). The "Password" field is empty, has an "NHF" label, and icons for visibility and generation. A red arrow points to the generation icon (a wand). Below it is a progress bar and the text "complexity: n/a". The "Description" field contains "Details for the corporate Facebook account".

In the event that you are entering the details for a password/website into Passbolt before you actually create the account, you have the option of creating a secure password.

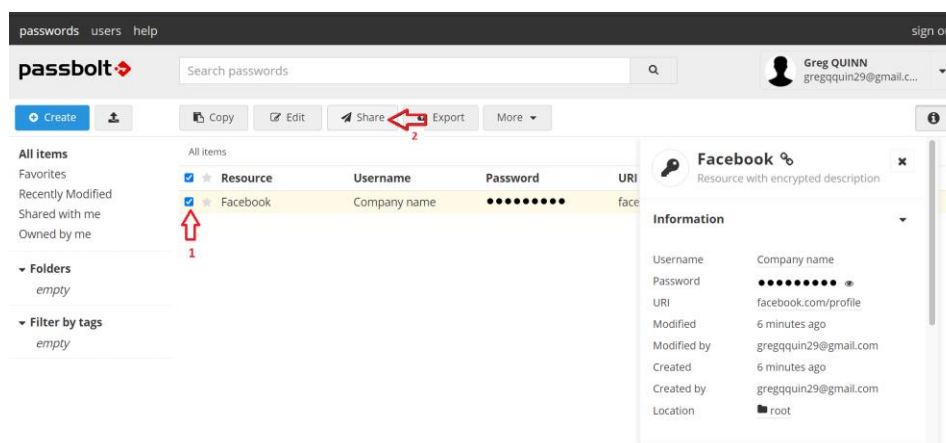
This can be done by selecting the 'wand' (shown by the arrow above). It will generate a password fulfilling all the requirements for a strong password.

5.4 HOME SCREEN ON SUCCESSFUL PASSWORD CREATION



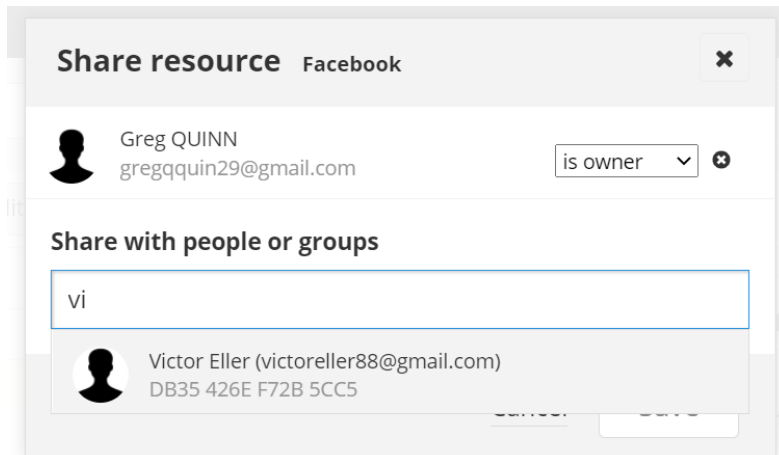
This is what it will look like once you have successfully created a password.

6. SHARING A PASSWORD



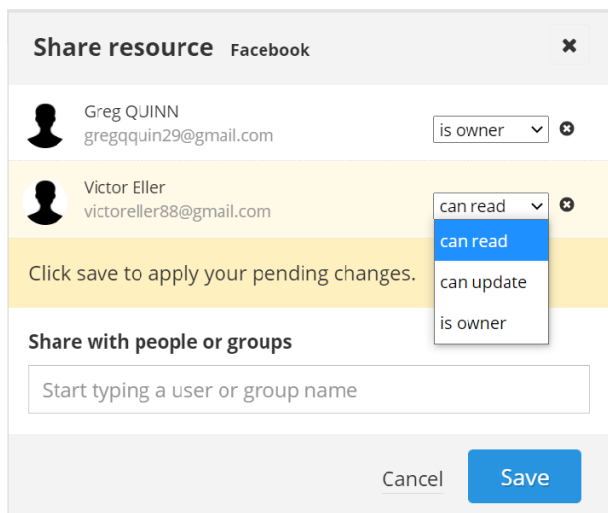
Any password created can then be shared with other users in Passbolt. Choose the password (selecting the box that arrow 1 is pointing to above) which will bring up the screen you see on the right with the password's details and then select the 'Share' option (shown by arrow 2).

6.1 CHOOSING WHO TO SHARE IT TO



Once the 'Share' option is selected, this screen will pop up. You will have to type the name of the person or group you want to share the password with and select that name.

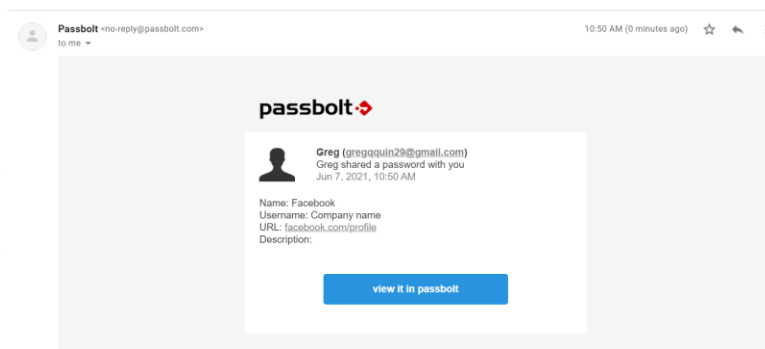
6.2 DECIDING ACCESS PERMISSIONS



Once you have selected the person/group you want to share the password with, you will have to decide what they can do with the password. The drop down box in the picture shows the permissions the person will get:

- “Can read” will only make the person able to view the password details but not edit it.
- “Can update” will allow the person to edit the password details.
- “Is owner” will make the person the author of the password details.

6.3 SUCCESSFUL SHARING



Once the password has been successfully shared with the person or group, they will receive this email to notify them what has been shared with them.