

# Keepass

## First use Keepass

This instruction describes the steps to configure Keepass on Windows.

### Create the Initial Password Database

Open the KeePass application

Navigate to **File > New**

Press **OK** in the New Database screen.

Use the default location or a sharepoint location for use with mobile app (deprecated).

Press **Save** to save the new database file.

Enter a master password\* in the fields Master password and Repeat password.

Press **OK** to store password.

Optionally:

- Enter a database name and description.
- Print the Emergency Sheet to save the Master Password the old fashion way (not working and deprecated).

\*) Please use a passphrase or sentence only you will remember. For security reasons use a minimum of 16 characters, use upper and lower case, numbers and special characters.

For the instruction to store a password, [click here](#).

For advanced setup options, see the [KeePass Help Center](#).

Unieke FAQ ID: #2662

Auteur: n/a

Laatst bijgewerkt: 2023-12-08 13:13