

# KeePass

## Create of manage Groups within KeePass

This instruction describes how to create and manage Groups within KeePass.

Within the KeePass application there are several default groups.

General, Windows, Network, Internet, eMail, Homebanking.

Choose one that suits the password.

### Creating a Group or Sub-Group

**Click on** one of the **existing groups** with the **right mouse button** and click on **Add Group**.

Enter a **descriptive name** and press **OK**.

Optionally select an icon, enter notes, set expiration.

Press **OK** to save the new group.

### Move or Rearrange a Groups

Click on the **existing groups** you want to move and move to the desired folder.

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

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