

# LastPass Quick Start Guide

Tips, tricks, and shortcuts: [security.harvard.edu/lastpass](https://security.harvard.edu/lastpass)

Using strong, unique passwords is essential for securing your online information.

Set up a LastPass Premium account for free through Harvard to make it easier to manage your passwords.

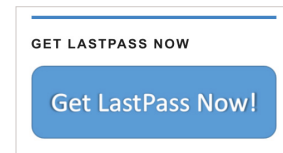
## What to expect

LastPass is an online password manager that can store your passwords in a secure “vault,” generate passwords for you, and auto-fill most login screens. Using a password manager is an easy and secure way to keep track of your many strong, unique passwords. Please note: certain websites are not yet compatible with the LastPass auto-fill feature, but you will always be able to look up your password in your LastPass vault for quick access. Follow the steps below to get started.

For additional support, contact the HUIT Service Desk at [ithelp@harvard.edu](mailto:ithelp@harvard.edu) or 617-495-7777.

## 1. Create a LastPass account

- Go to [security.harvard.edu/lastpass](https://security.harvard.edu/lastpass) and click the “Get LastPass Now!” button
- Enter your Harvard email address
- Select “No, I do not have a LastPass account but I would like to create one”
- Enter your **personal (non-Harvard) email address** and click “Submit” — this ensures your account stays with you even if you leave Harvard



Do you already have a personal LastPass account that you would like to upgrade to Premium? \*

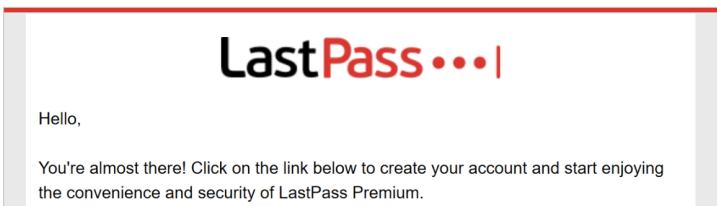
Yes, I already have a LastPass account that I would like to upgrade.

No, I do not have a LastPass account but I would like to create one.

Please enter your non-Harvard personal email address (e.g. @gmail.com, @yahoo.com, @microsoft.com) that will be tied to your new LastPass account. If you already have a personal LastPass account, enter the email address associated with the account you wish to upgrade to Premium through this Harvard offer. \*

Enter your PERSONAL email address here

- Check your **Harvard email account** for a message from LastPass, and click the link within the email



## 2. Create an exceptionally strong password

- **Do not use your HarvardKey or any other password you've ever used before**
- **Consider using a passphrase** — a string of words (over 21 characters) such as AppleBalloonCakeDreams
- **Your password cannot be reset or retrieved** by LastPass or Harvard University IT. As a failsafe, consider writing it down and storing it in a secure location such as a lock box.

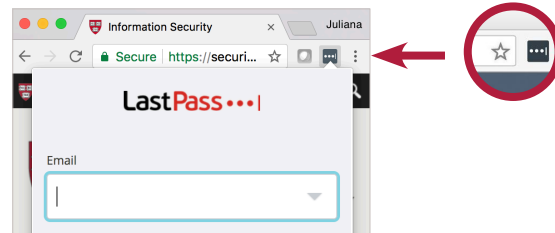
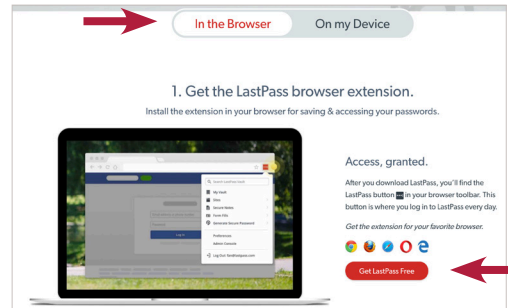
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## 3. Install the LastPass browser extension on your desktop

Repeat this step for as many browsers as you'd like (Firefox, Chrome, IE, etc.)

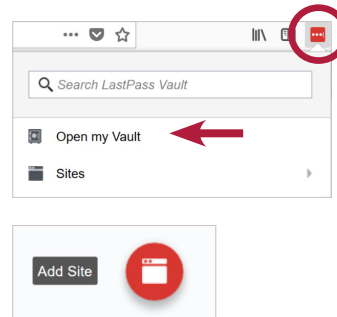
- Go to [www.lastpass.com/how-lastpass-works](https://www.lastpass.com/how-lastpass-works)
- Select the "In the Browser" tab
- Click the "Get LastPass Free" button and follow the instructions to install LastPass in your browser
- Click the LastPass icon in your browser
- Sign in using your personal (non-Harvard) email address and the LastPass password you created in Step 2



## 4. Add passwords to your vault

Repeat this step for as many accounts as you'd like

- Click the LastPass icon in your browser
- Choose "Open my Vault"
- Click the "Add Site" icon
- Practice by adding your HarvardKey account  
Fill in the form with the information below and click "Save":



URL: harvard.edu

Name: HarvardKey

Username: enter your Harvard email address

Password: enter your HarvardKey password

## 5. Install the LastPass app on your mobile devices

- Launch your app store (App Store, Google Play, Windows Store)
- Search for "LastPass" and install the app
- Open the app and log in using your personal email address and LastPass password

