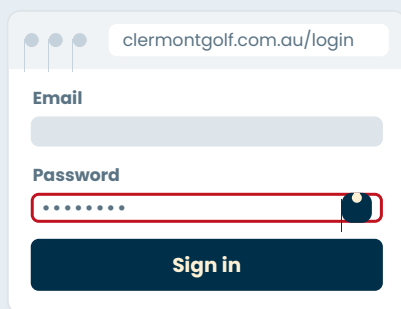


How To Use 1Password

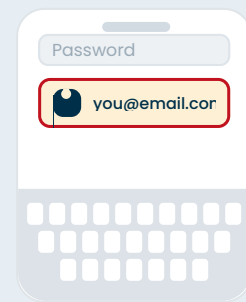
The everyday tasks, one step at a time.

Keep this nearby. These are the things you'll do most often in 1Password, with the steps for each. The pictures show roughly what you'll see, though your screens may differ a little as 1Password updates.



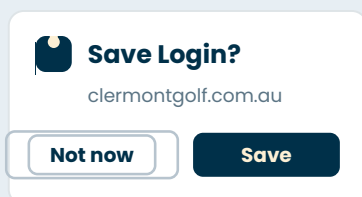
Logging In On A Computer

- 1 Go to the site's sign-in page.
- 2 Click the 1Password icon in the login box, or press **Ctrl + ** (**Cmd + ** on a Mac).
- 3 Choose the login. It fills and signs you in.



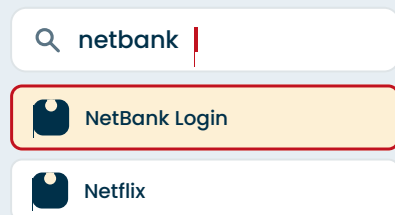
Logging In On Your Phone

- 1 Tap the username or password field.
- 2 Tap the 1Password suggestion above the keyboard.
- 3 Confirm with your face or fingerprint if asked.



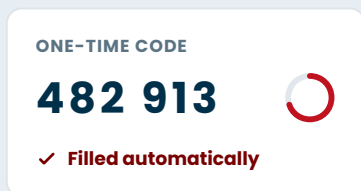
Saving A New Login

- 1 Sign up or log in as you normally would.
- 2 When the save prompt appears, select Save.
- 3 If a password changes later, select Update.



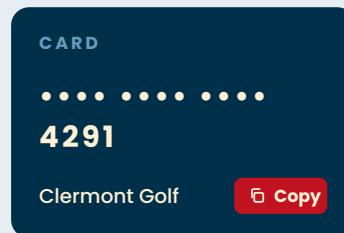
Finding An Item Fast

- 1 Press **Ctrl + Shift + Space** (**Shift + Cmd + Space** on a Mac).
- 2 Start typing the site, card or note you want.
- 3 Press Enter to fill, or copy the field you need.



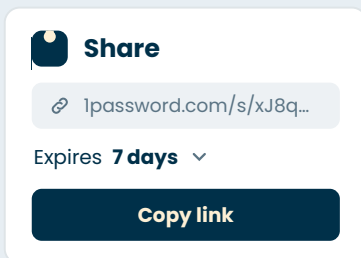
Filling A Two-Factor Code

- 1 When a site offers two-factor setup, save it into 1Password.
- 2 At your next login, it fills the six-digit code for you.



Copying Card Or Wi-Fi Details

- 1 Find the item in the app or Quick Access.
- 2 Select the field you want to copy.
- 3 Paste it where needed. The clipboard clears itself soon after.



Sharing A Login Safely

- 1 Open the item and select Share.
- 2 Set who can open it and when the link expires.
- 3 Send the link. Never text or email the password itself.



Locking And Unlocking

- 1 It locks on its own after a while, or lock it yourself anytime.
- 2 Unlock again with your face, fingerprint or account password.

If You Get Stuck

- **No icon in your browser?** Install and pin the 1Password browser extension.
- **Nothing fills in?** Check it's unlocked, then use Quick Access to find the item.
- **Wrong login filled?** Open Quick Access and pick the right one.
- **Locked out?** Your Emergency Kit holds the Secret Key you need to get back in.