

# Managing your Web Passwords

Passwords should be long, contain  
upper case & lowercase letters  
and special characters.

Each Password should be unique to a website.

**These recommendations/  
requirements make it a daunting  
task for one to remember  
passwords.**

**In steps Apple's Keychain,  
OnePassword, LastPass etc.**

**Apple's Keychain is**

**Easy to use**

**Built into all Apple devices**

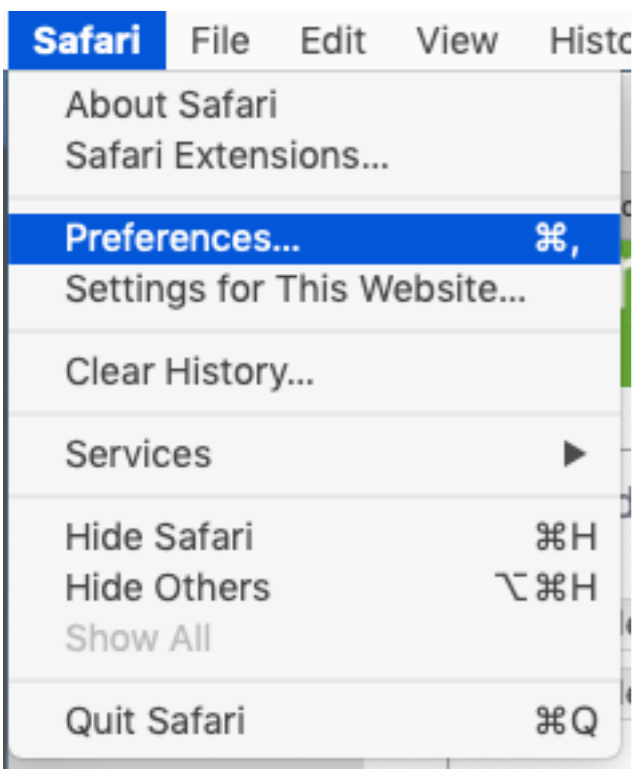
**Sharable between devices using the same AppleID**

**Secure: Apple encodes all transmitted personal information**

**But, if one needs to share passwords between non Apple products,  
OnePassword is such, and a complete solution.**

# Keychain in Safari (MacOS)

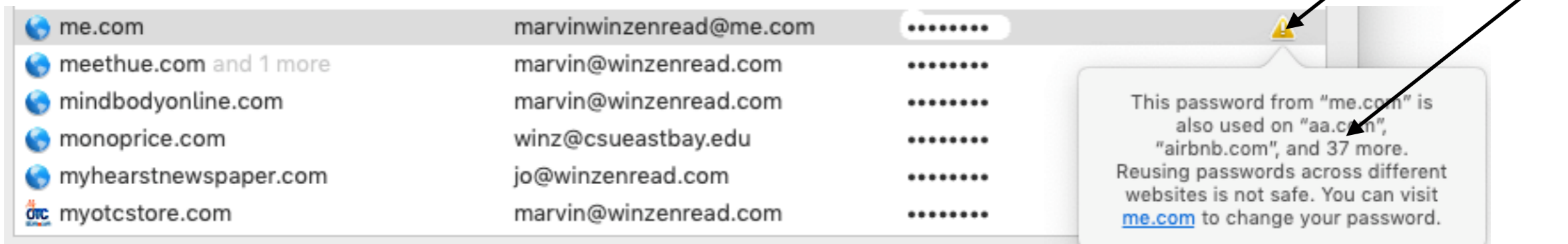
Open preferences



Choose Passwords



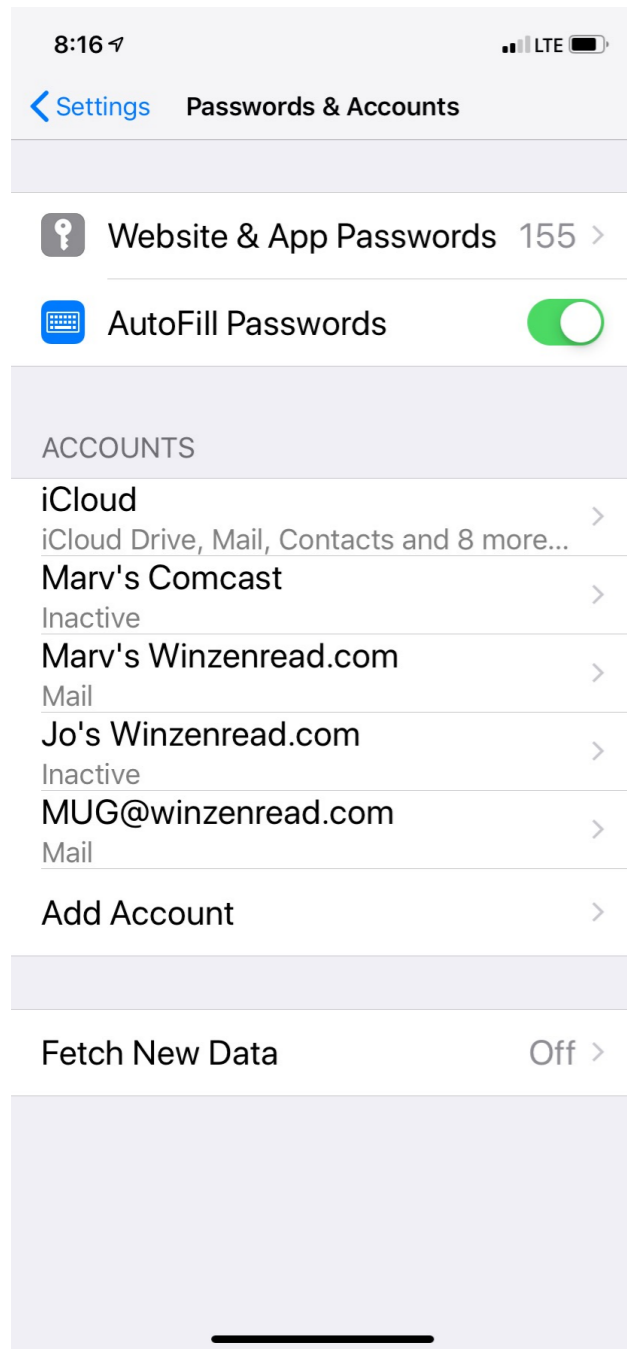
Type in a master password you can remember.



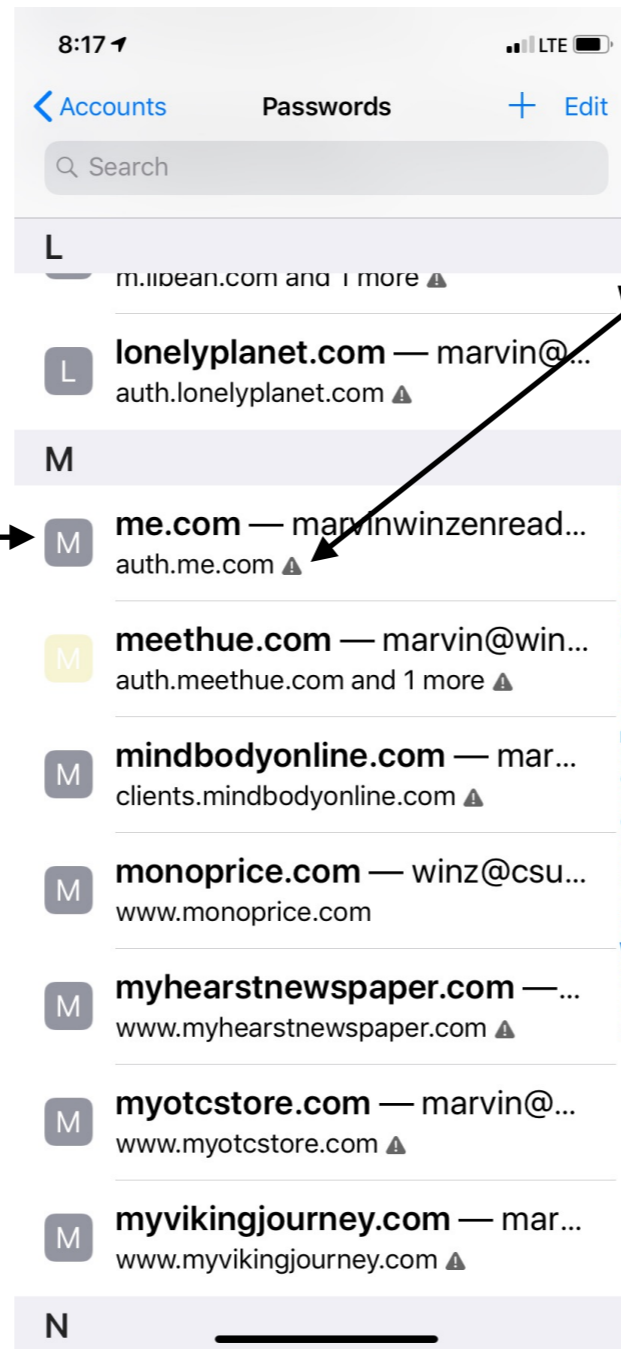
For each website that uses this password, create a new one.

# Keychain in Safari (iOS)

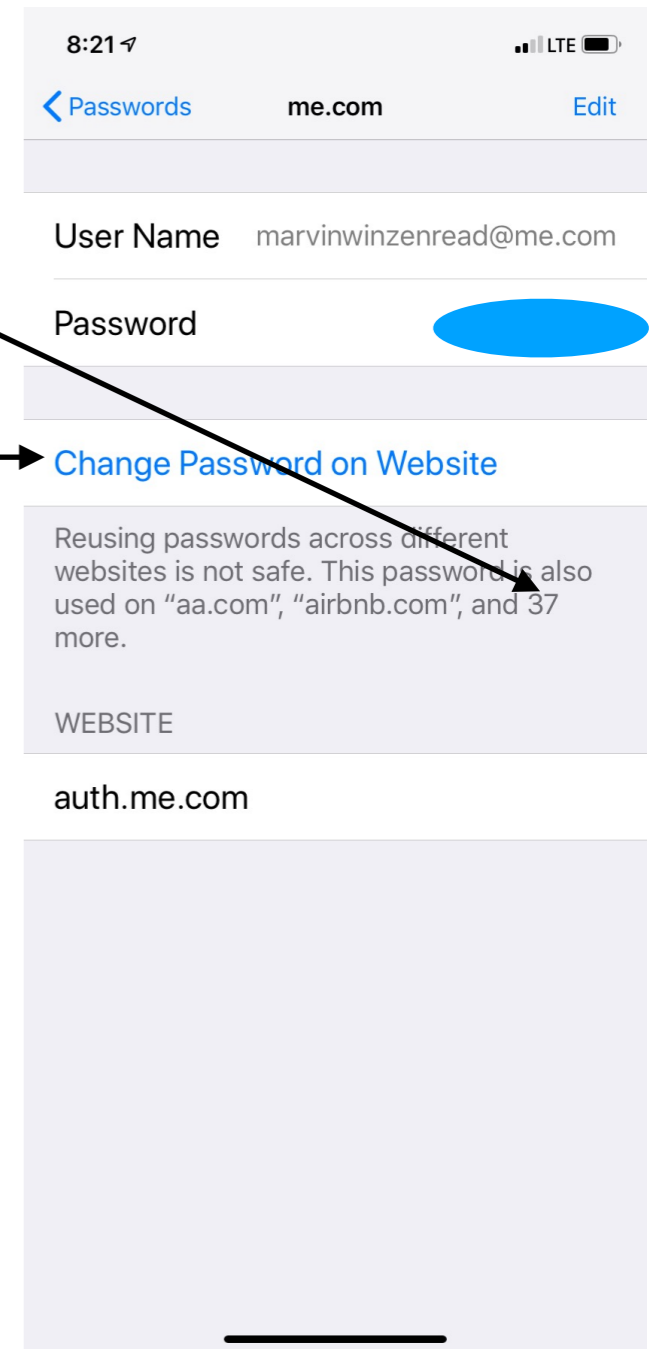
## Open Settings > Passwords & Accounts



## Open Website and App Passwords

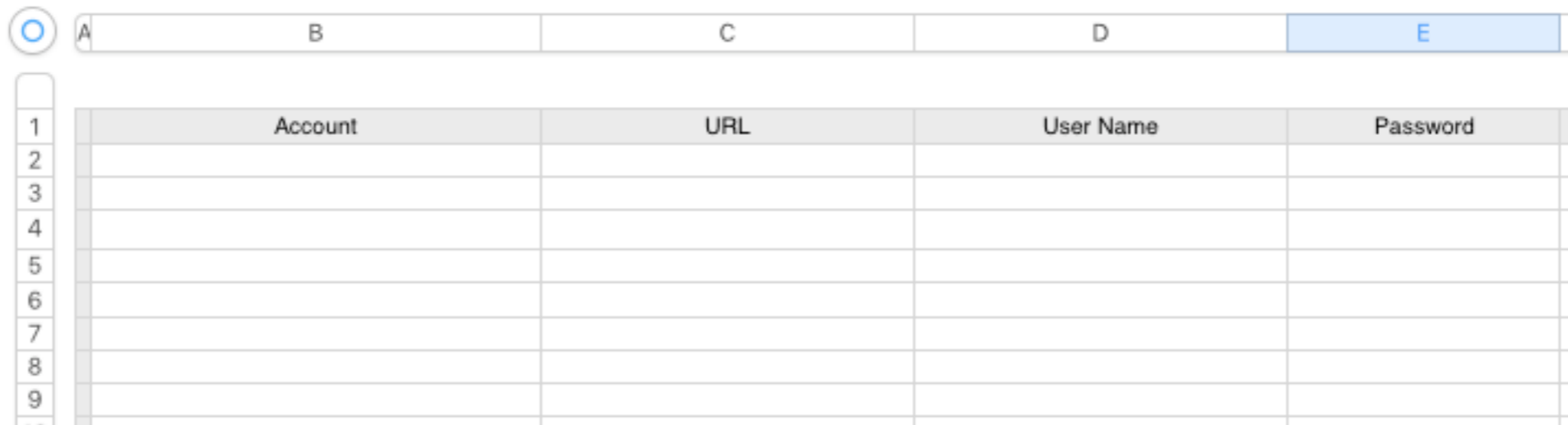


## Choose Passwords



**For each website that uses this password, create a new one.**

# Create a numbers spreadsheet for your passwords



	A	B	C	D	E
1		Account	URL	User Name	Password
2					
3					
4					
5					
6					
7					
8					
9					

## Password protect this spreadsheet

### Password-protect a spreadsheet

You can assign a password to a spreadsheet so only those who know the password can open the spreadsheet. Passwords can consist of almost any combination of numbers, uppercase or lowercase letters, and special keyboard characters.

A spreadsheet can have only one password. If you change an existing password when you share a spreadsheet with others, the new password replaces the original.

**Important:** There's no way to recover your password if you forget it. Be sure to choose a password you won't forget, or write the password down in a safe place.

If your computer or iOS device has Touch ID, the fingerprint recognition feature, you can use it to open your password-protected spreadsheets with your fingerprint alone.

#### ▼ Require a password to open a spreadsheet

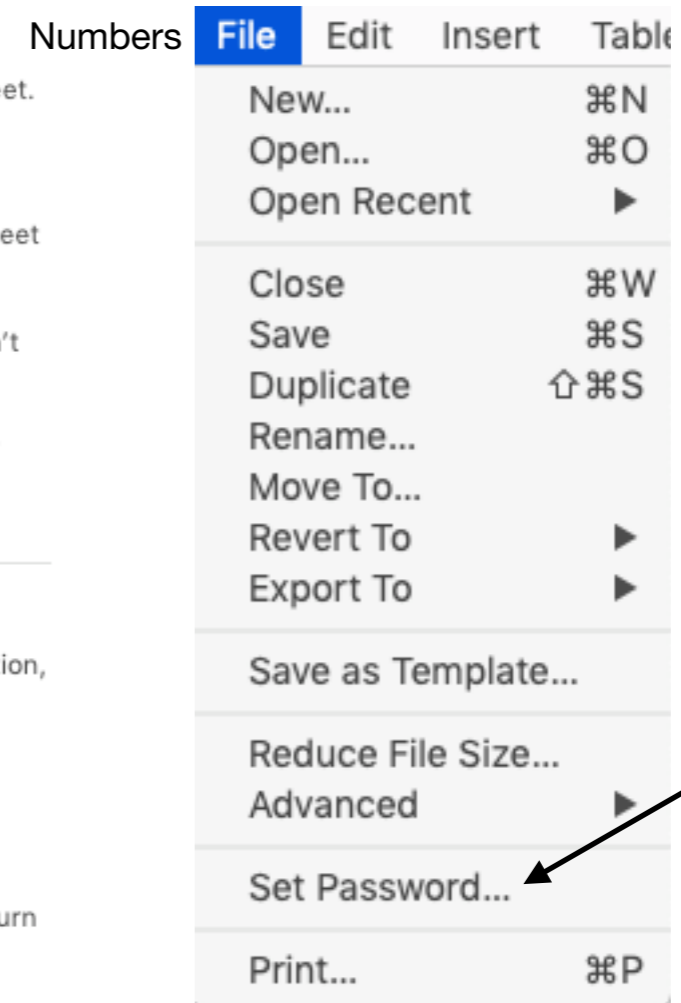
- Choose File > Set Password (from the File menu at the top of your screen), enter the requested information, then click Set Password.

If your computer isn't set up for Touch ID, "Remember this password in my keychain" appears. You can select the checkbox to add the password to your [keychain](#) so you don't have to type the password each time.

If your computer is set up for Touch ID, "Open with Touch ID" appears. You can select the checkbox to turn on Touch ID for the spreadsheet.

If you add a password after you share a spreadsheet, be sure to notify participants.

*Note:* Adding a password to a spreadsheet encrypts the file.



# Changing a website password

Each website that requires a password has some way to change it. It normally requires that you type in your user name, your old password and your new password twice.

- 1) If you want to keep your own list of your passwords. Create a Numbers spreadsheet like the one on the previous slide and set it to protected status.
- 2) Log on to the website. Copy its web address and paste it in the Numbers spreadsheet.
- 3) Safari will recommend the new one or use [winzenread.com/pg.html](http://winzenread.com/pg.html). Either way it should be safe.
- 4) Paste the new password into the Numbers spreadsheet.
- 5) Share your Keychain on all Apple devices on your iCloud Account.