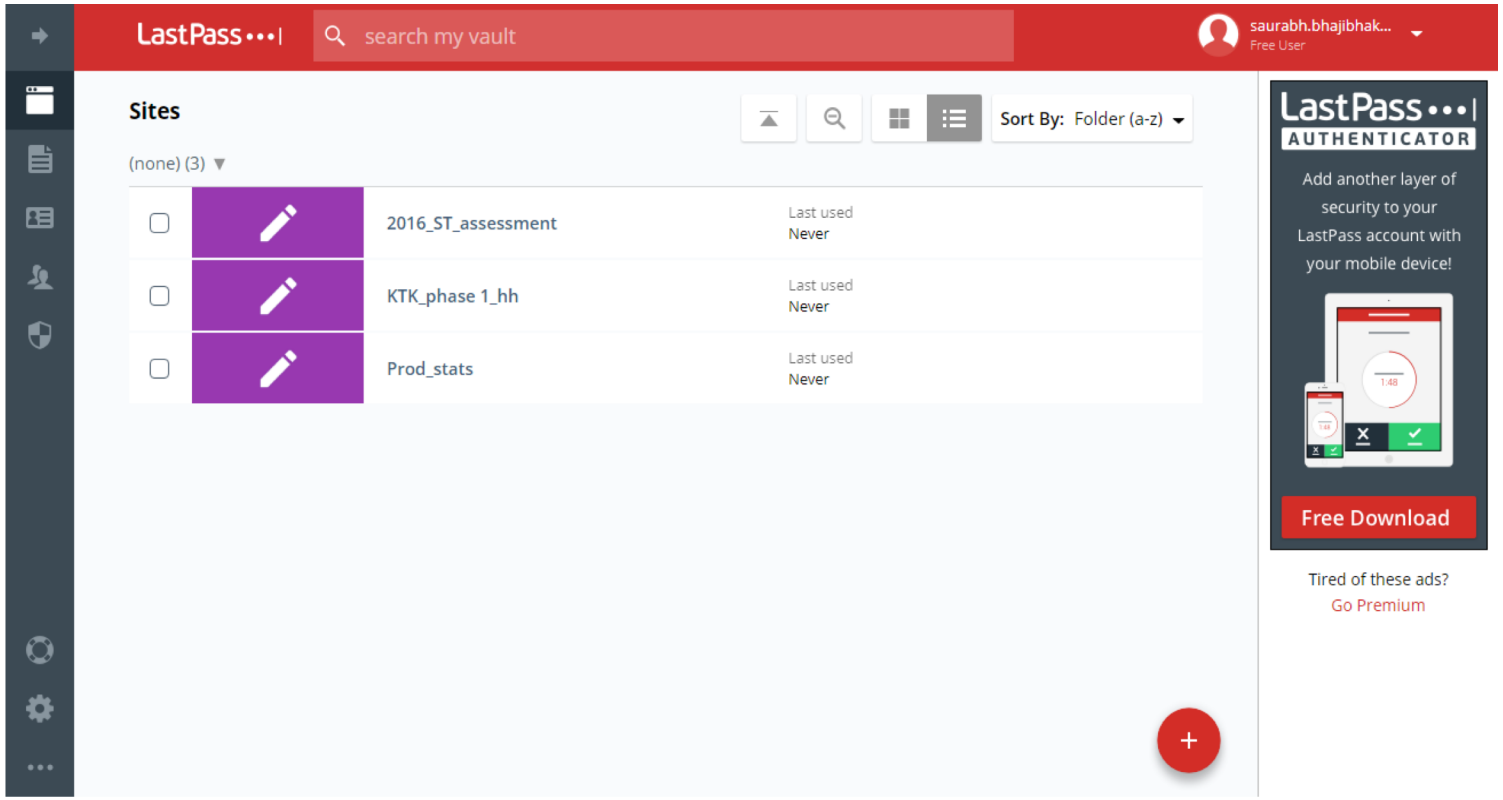
J-PAL
ABDUL LATIF JAMEEL POVERTY ACTION LAB

LastPass

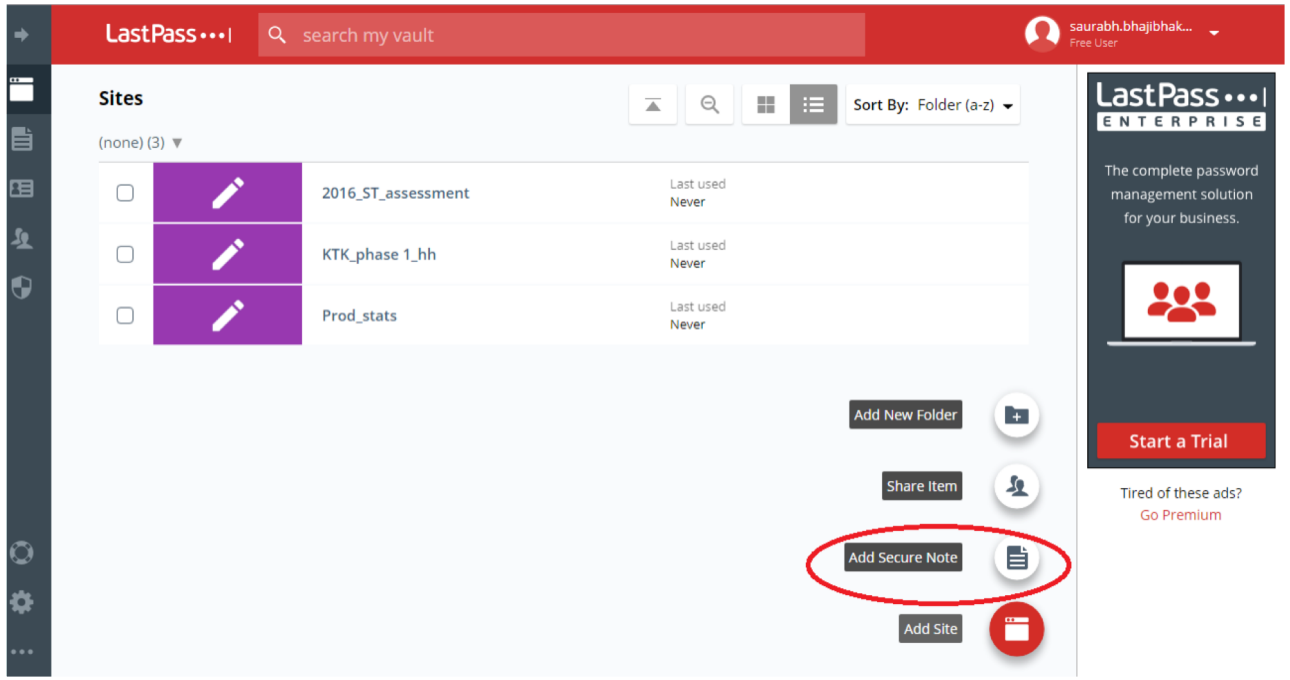
Demo on Sharing a Secure Note/Password

LastPass Demo: How to share a secure note



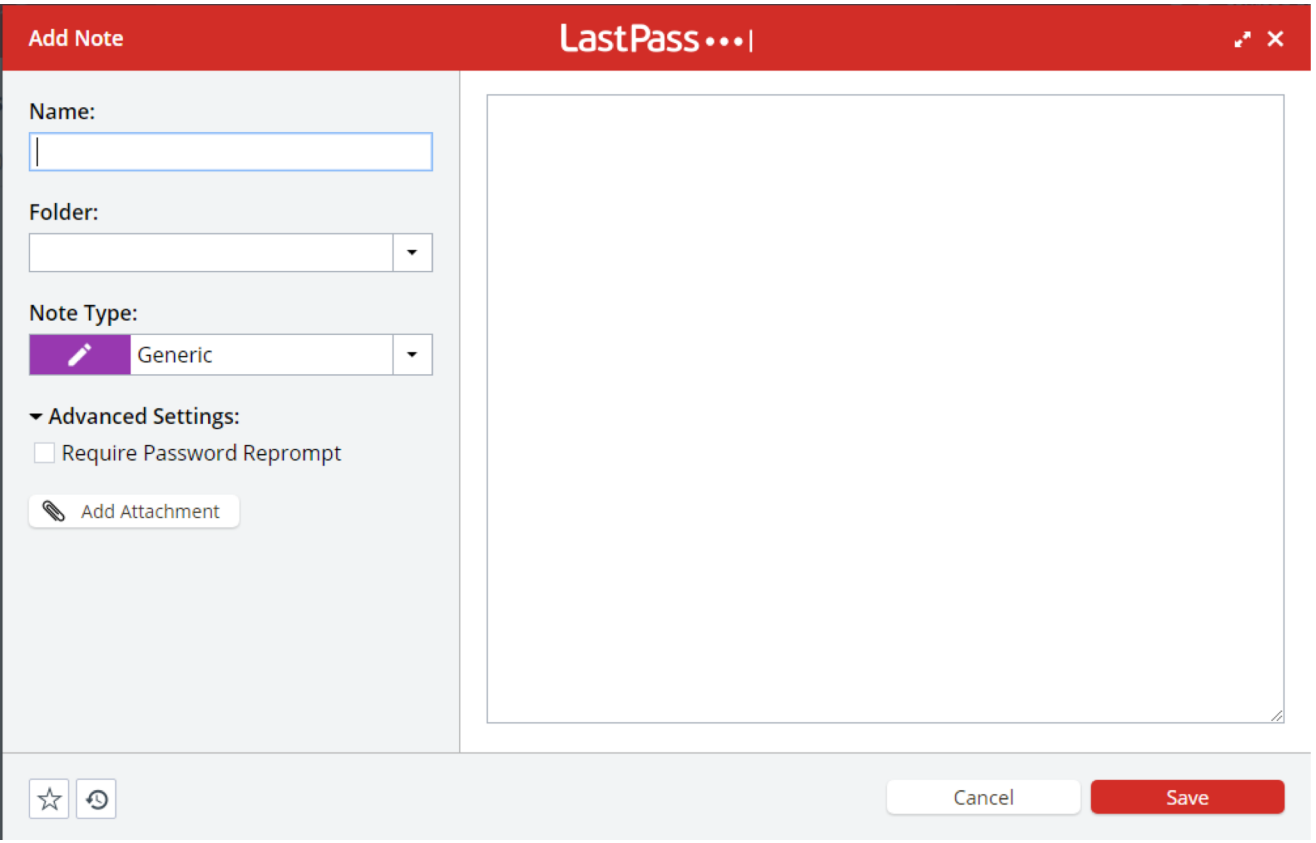
- This is the main page of your last pass account. Click on the "Add" button on the bottom right side of your screen.

LastPass Demo



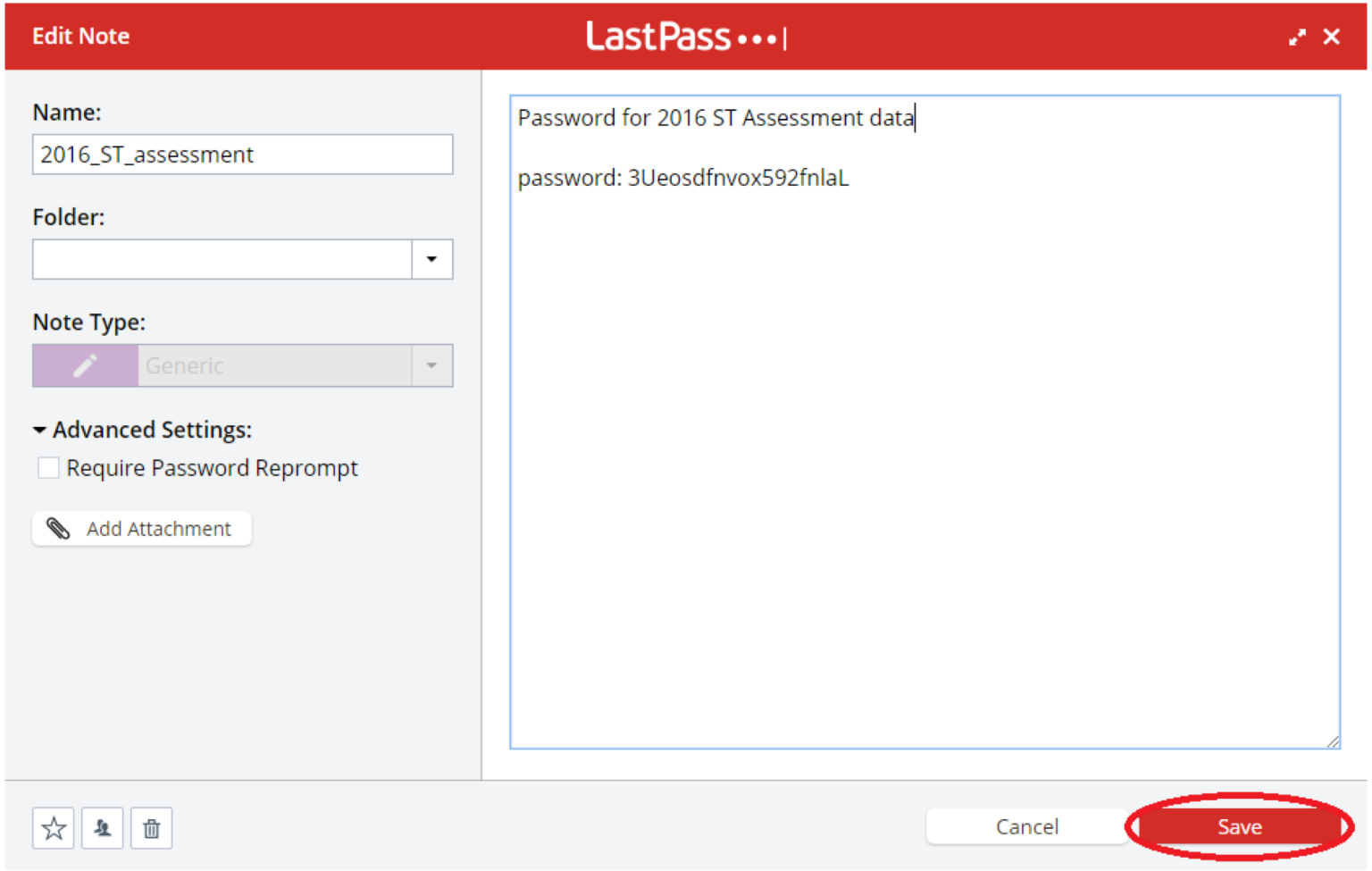
- The Add button will give you options to create different items in LastPass. Select "Secure Note".

LastPass Demo

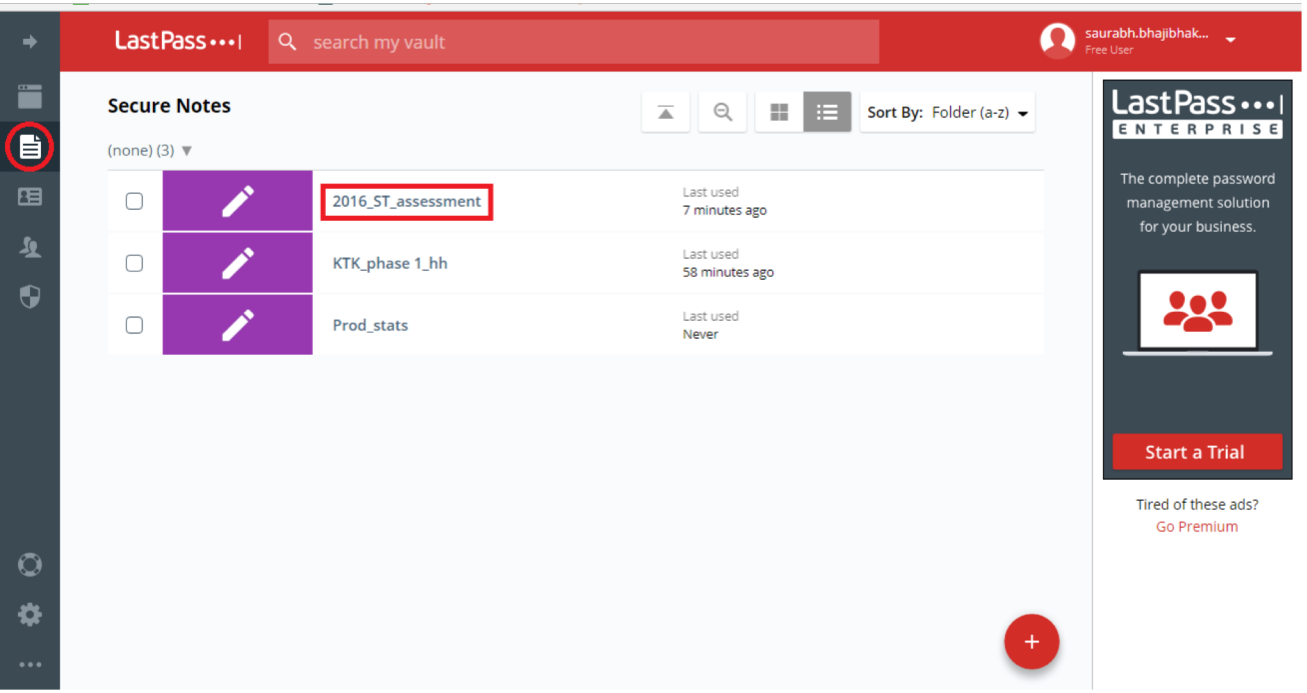


- Enter a name for the note/password on the left and enter the information you would like to share on the right.

LastPass Demo

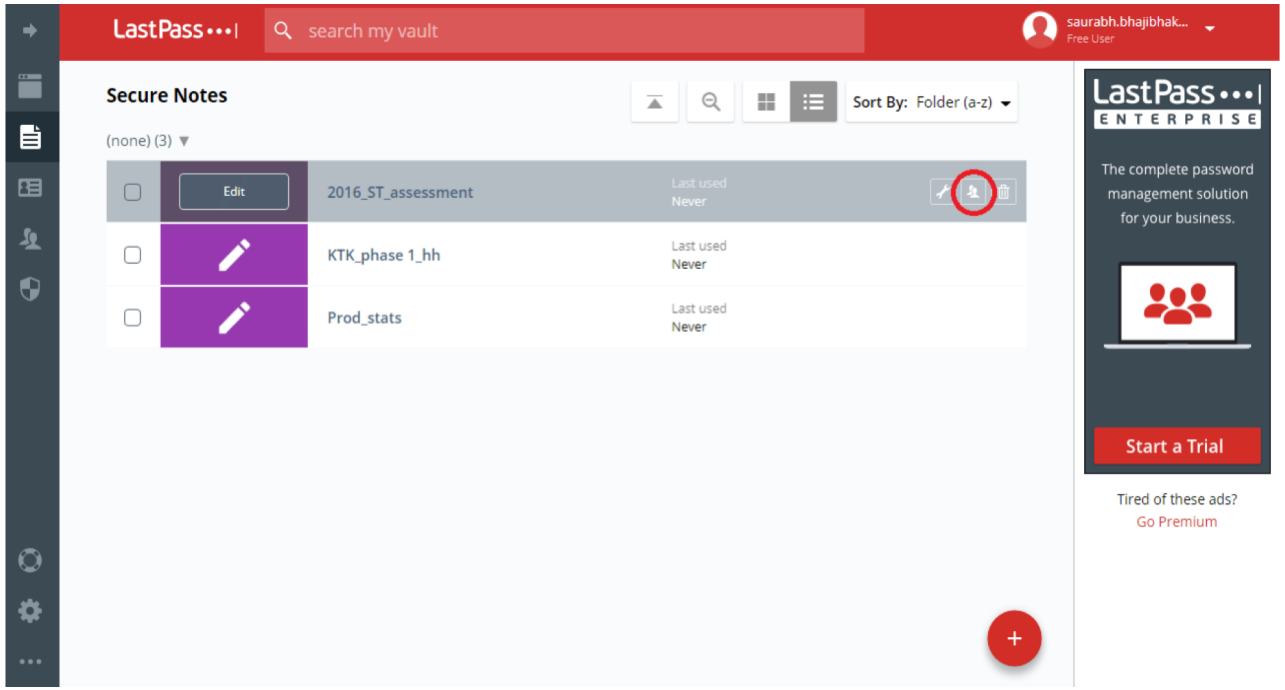


LastPass Demo



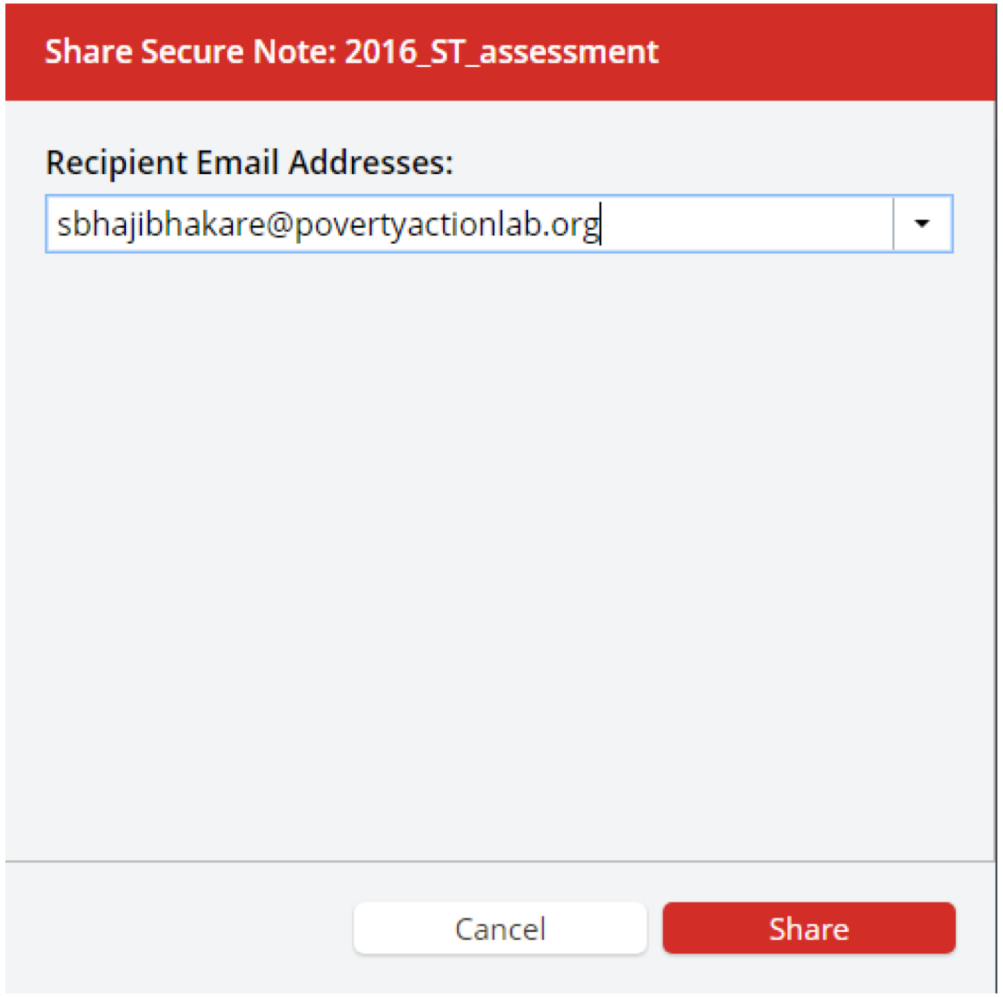
- Your note now appears in your vault.

LastPass Demo



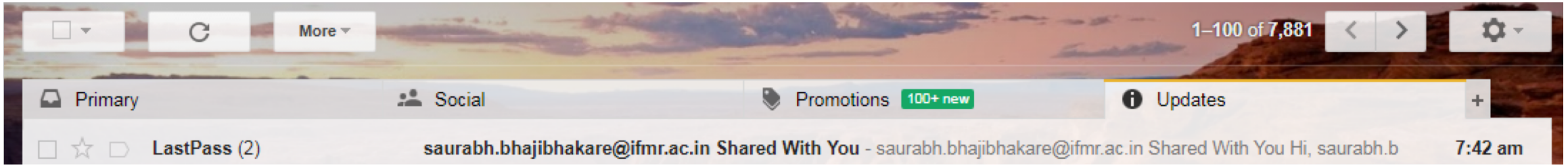
- As you move your cursor over your newly created note, icons will appear on the right side. Select the icon of two people, which opens window to share your password.

LastPass Demo



- LastPass will then ask you for the email address of the person with whom you would like to share the password.

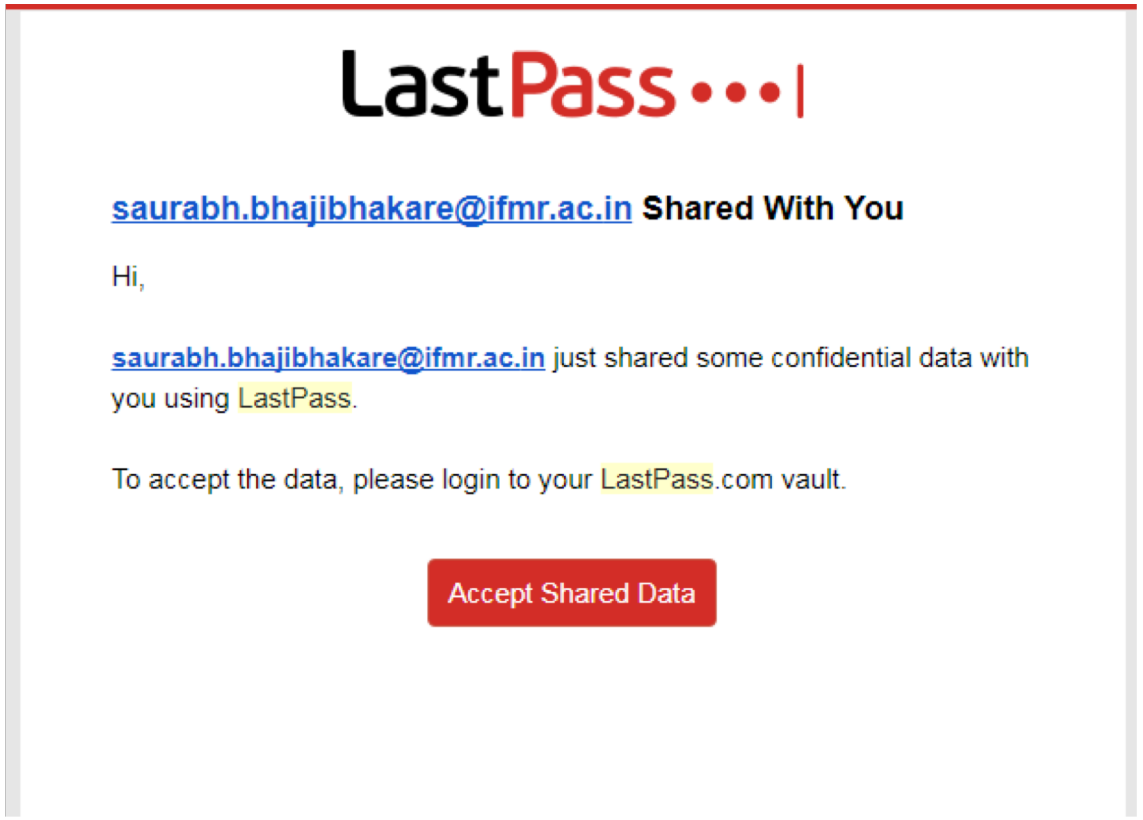
LastPass Demo



- The recipient should have received an email notification from LastPass that someone has shared a note/password with them. The password/note **will not** be shared until the recipient logs into LastPass to accept the note.

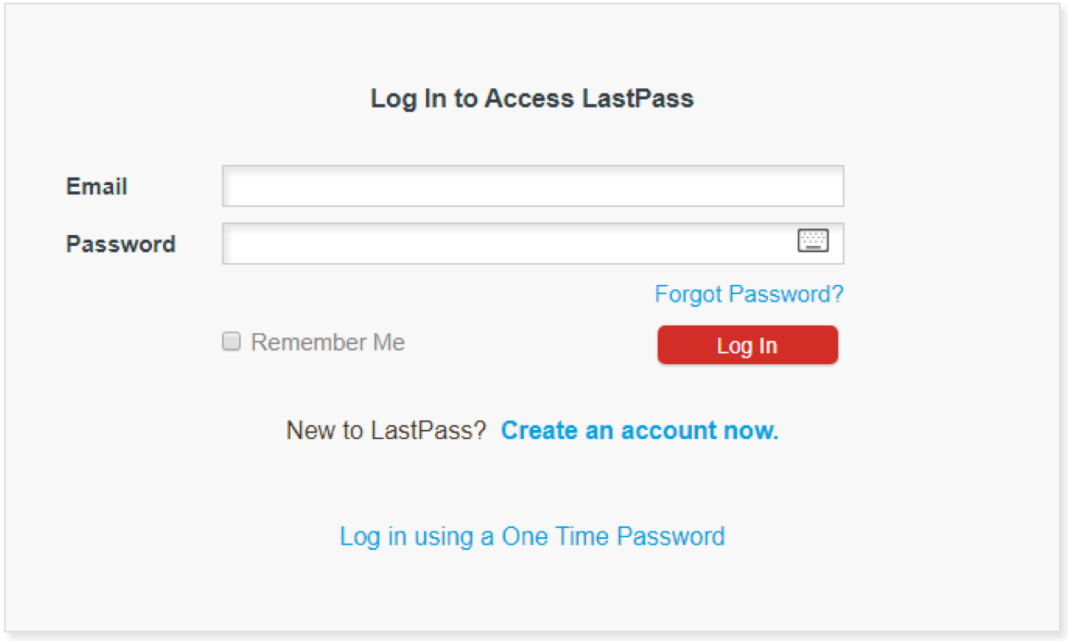
  IMPORTANT: If that person is not already on LastPass, then they will be told someone wants to share a password/note with them and they will need to create an account. The shared password/note request will show up in their vault.

LastPass Demo



- Click on the link to log back into LastPass and accept the note.

LastPass Demo



- Log back in to accept the note and see the shared message. The shared message will now appear in the recipient's vault.