



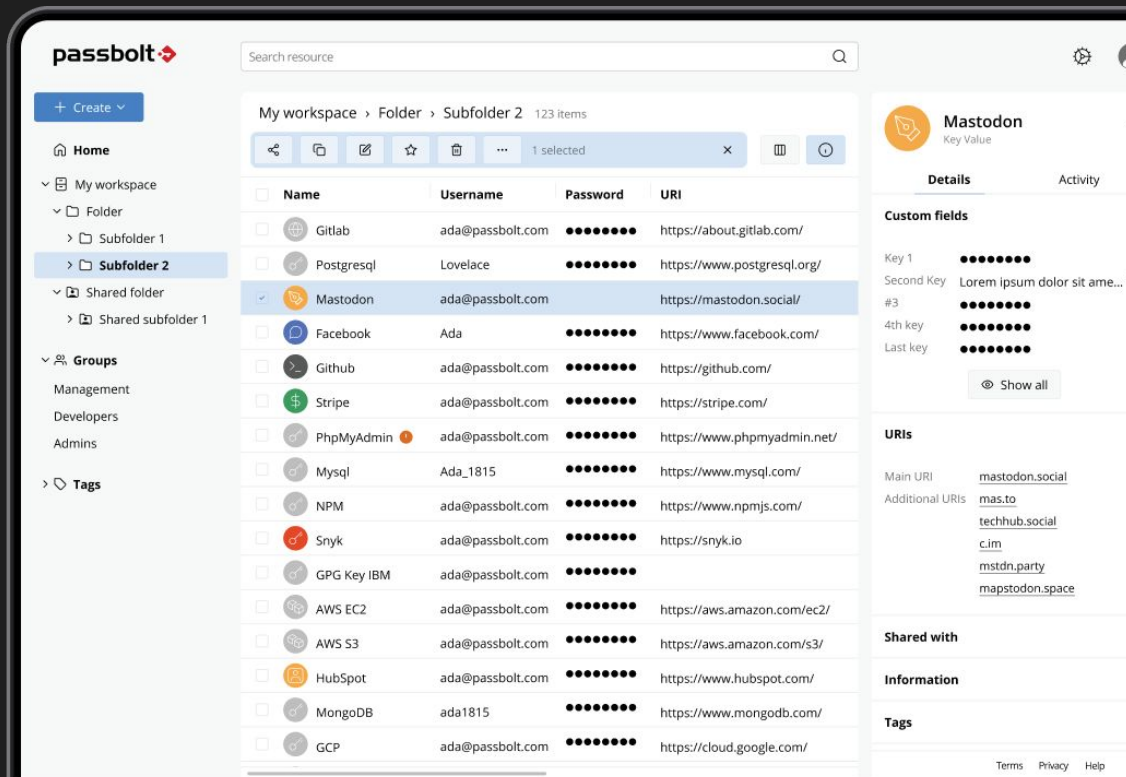
## User Quick Start Guide

What you need to know to get started

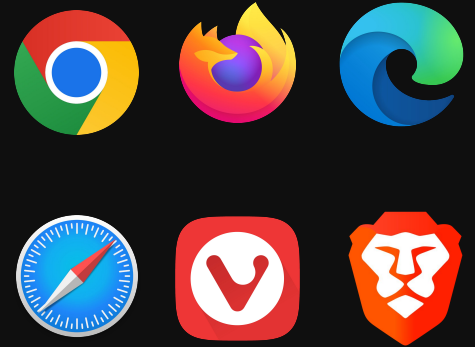
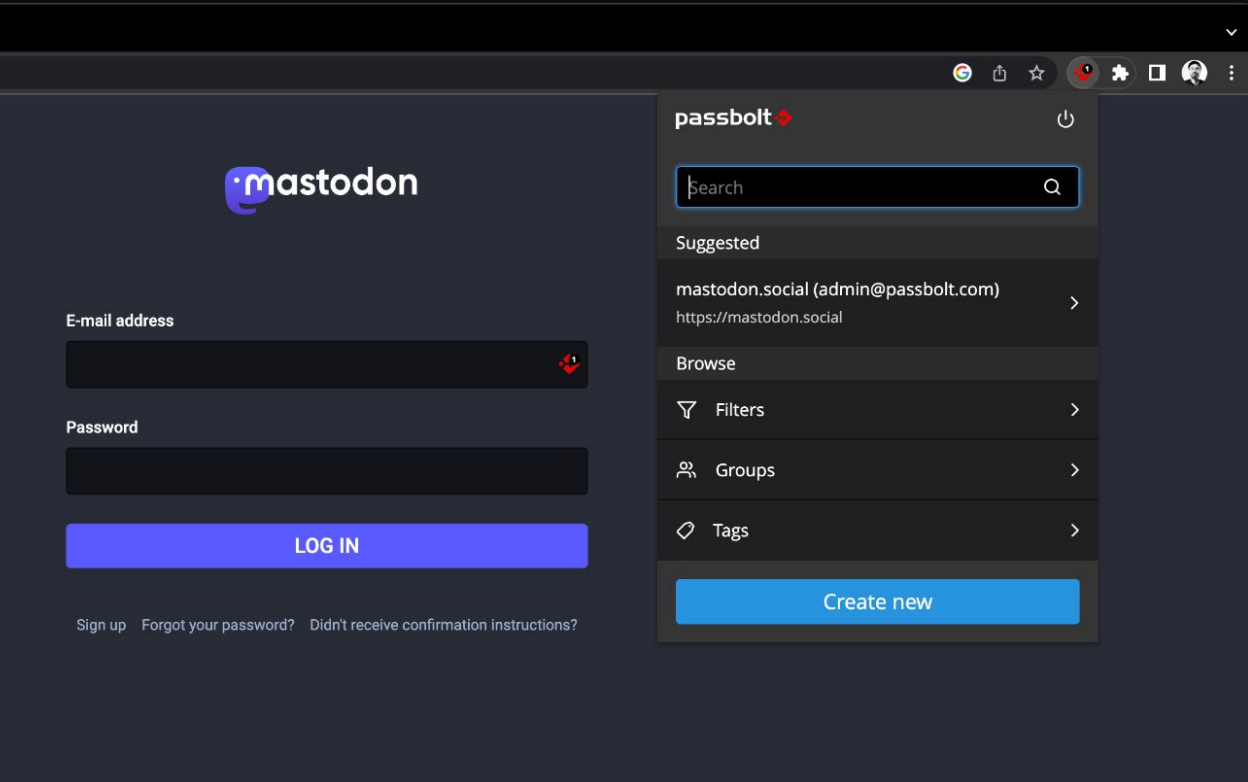
# What is Passbolt?

Passbolt is a **password manager** designed for secure collaboration. You can think of it as a drive for your secrets.

It helps with **security** by reducing weak or reused passwords usage and also prevents phishing.

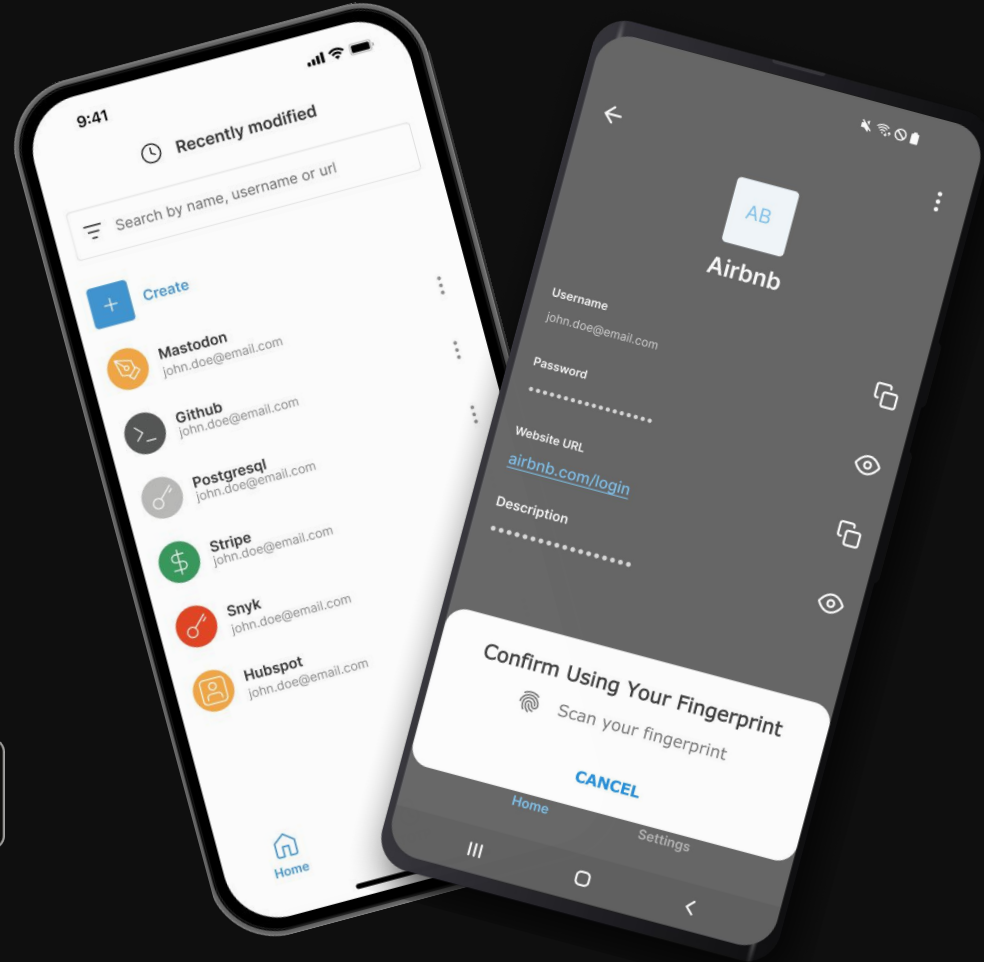


You can use Passbolt **browser extension** to generate and quickly fill out passwords & OTPs into forms



And also access  
Passbolt on mobile,  
using **Android** and  
**iPhones** apps.

You can fill in credentials  
quickly using Face ID or  
fingerprints.

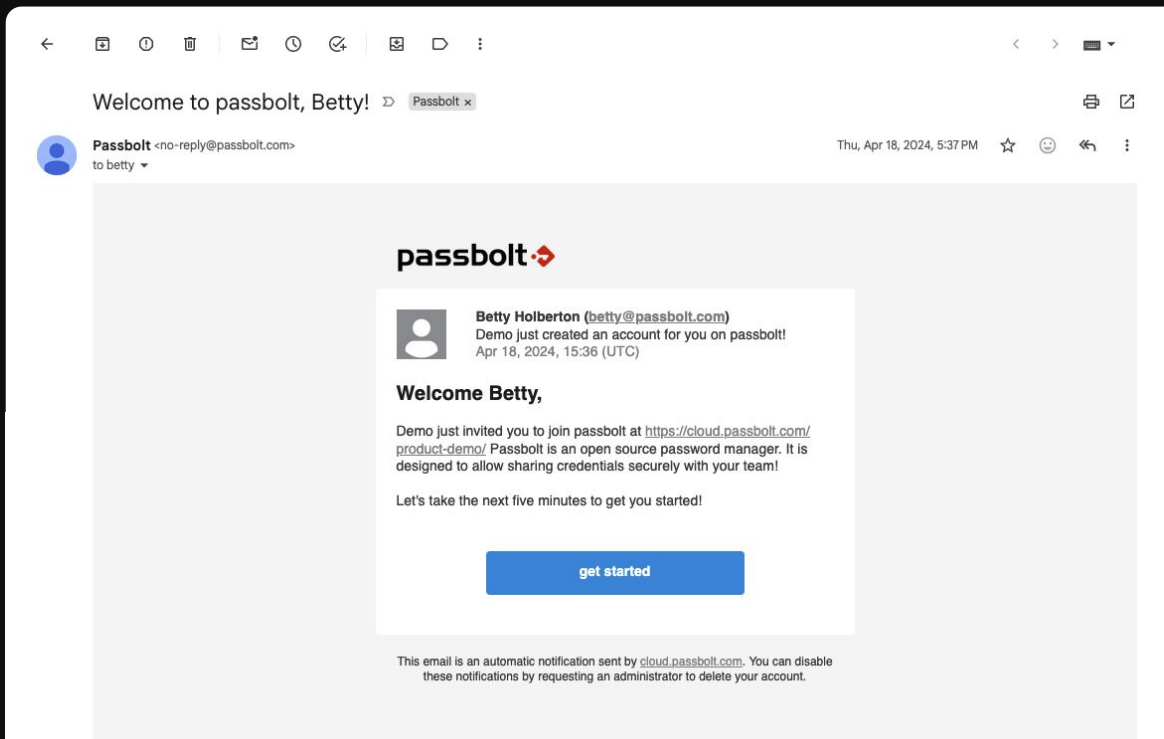


# How do I get Started?

This is how the setup looks like

# Step 1. Accept your **invitation**

Open the email sent by your administrator.



Step 2. Install the browser **extension**

Tip: Make sure you pin the add-on to your toolbar.

Passbolt | Open source passv x +

cloud.passbolt.com/test260625/setup/install/832dbeba-833d-41a5-ba8c-36790c9e4e10/39612a84-3acb-45cb-9b84-b3a373ee02b1?locale=en-UK&first-install=1

passbolt

**Congratulations! Passbolt extension has been installed.**

Next

English

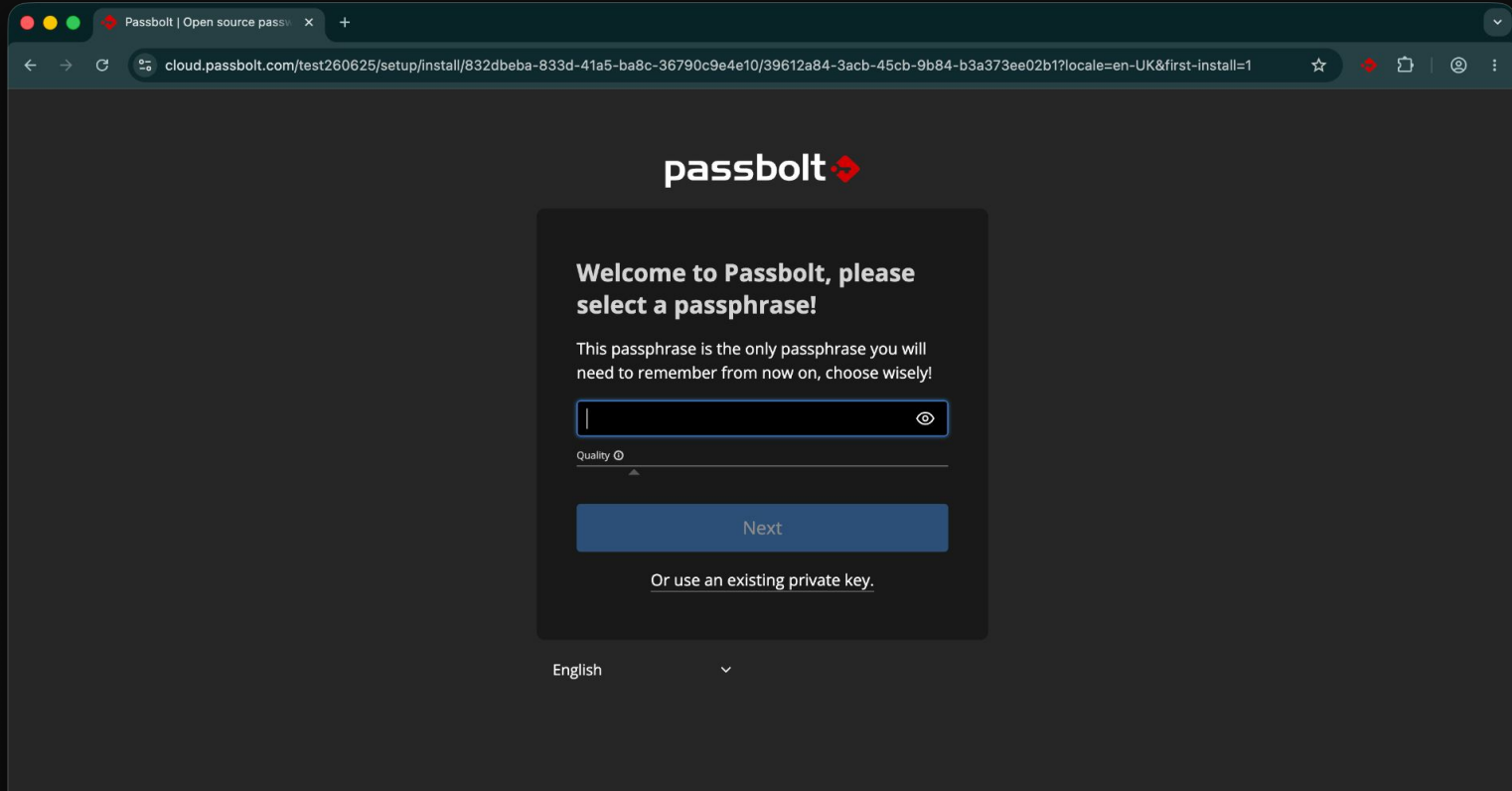
Extensions

Full access  
These extensions can see and change information on this site.

Passbolt - Open source... | |

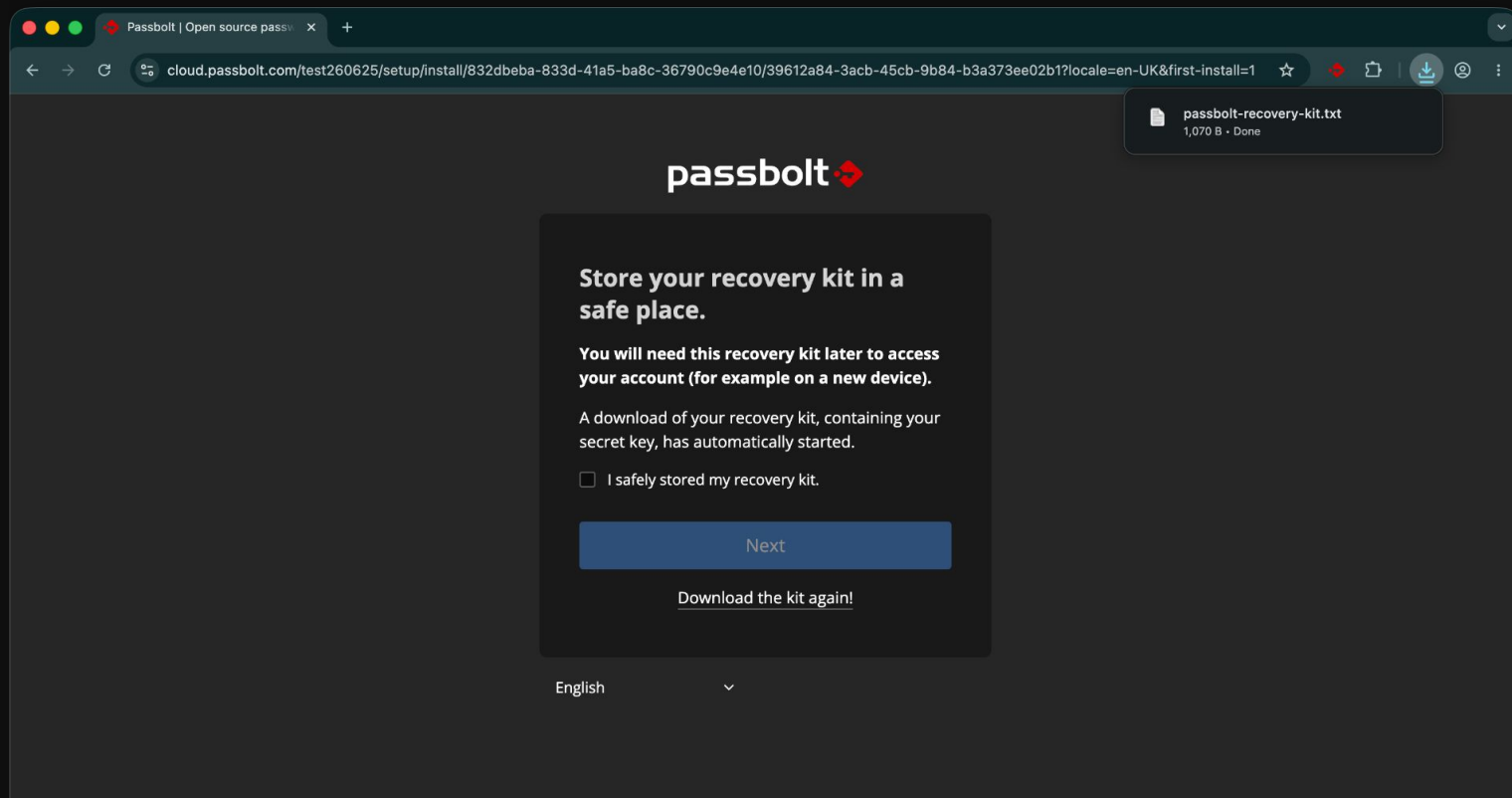
Manage Extensions

Step 3. Select a **passphrase**. It will lock on your encryption key. It is used to encrypt your secrets and prove it's really you.



The screenshot shows a web browser window with the URL `cloud.passbolt.com/test260625/setup/install/832dbeba-833d-41a5-ba8c-36790c9e4e10/39612a84-3acb-45cb-9b84-b3a373ee02b1?locale=en-UK&first-install=1`. The page features the Passbolt logo at the top center. Below the logo, a dark gray card contains the following text: "Welcome to Passbolt, please select a passphrase!" followed by "This passphrase is the only passphrase you will need to remember from now on, choose wisely!". There is a text input field with a blue border and a blue eye icon on the right. Below the input field, a "Quality" indicator shows a blue bar that is nearly full. At the bottom of the card, there is a blue "Next" button and a link that says "Or use an existing private key.". At the very bottom of the page, the word "English" is displayed next to a downward-pointing chevron icon.

Step 4. Backup your **account recovery kit**. Make sure your store it in a safe place. You will need it if you change devices.



The screenshot shows a web browser window with the URL `cloud.passbolt.com/test260625/setup/install/832dbeba-833d-41a5-ba8c-36790c9e4e10/39612a84-3acb-45cb-9b84-b3a373ee02b1?locale=en-UK&first-install=1`. The browser's download bar shows a file named `passbolt-recovery-kit.txt` (1,070 B) has been downloaded. The main content area features the Passbolt logo at the top. Below it, a dark grey box contains the following text: **Store your recovery kit in a safe place.** **You will need this recovery kit later to access your account (for example on a new device).** A download of your recovery kit, containing your secret key, has automatically started. There is an unchecked checkbox labeled "I safely stored my recovery kit." Below this is a blue "Next" button and a link that says "Download the kit again!". At the bottom left, the language is set to "English" with a dropdown arrow.

passbolt

**Store your recovery kit in a safe place.**

**You will need this recovery kit later to access your account (for example on a new device).**

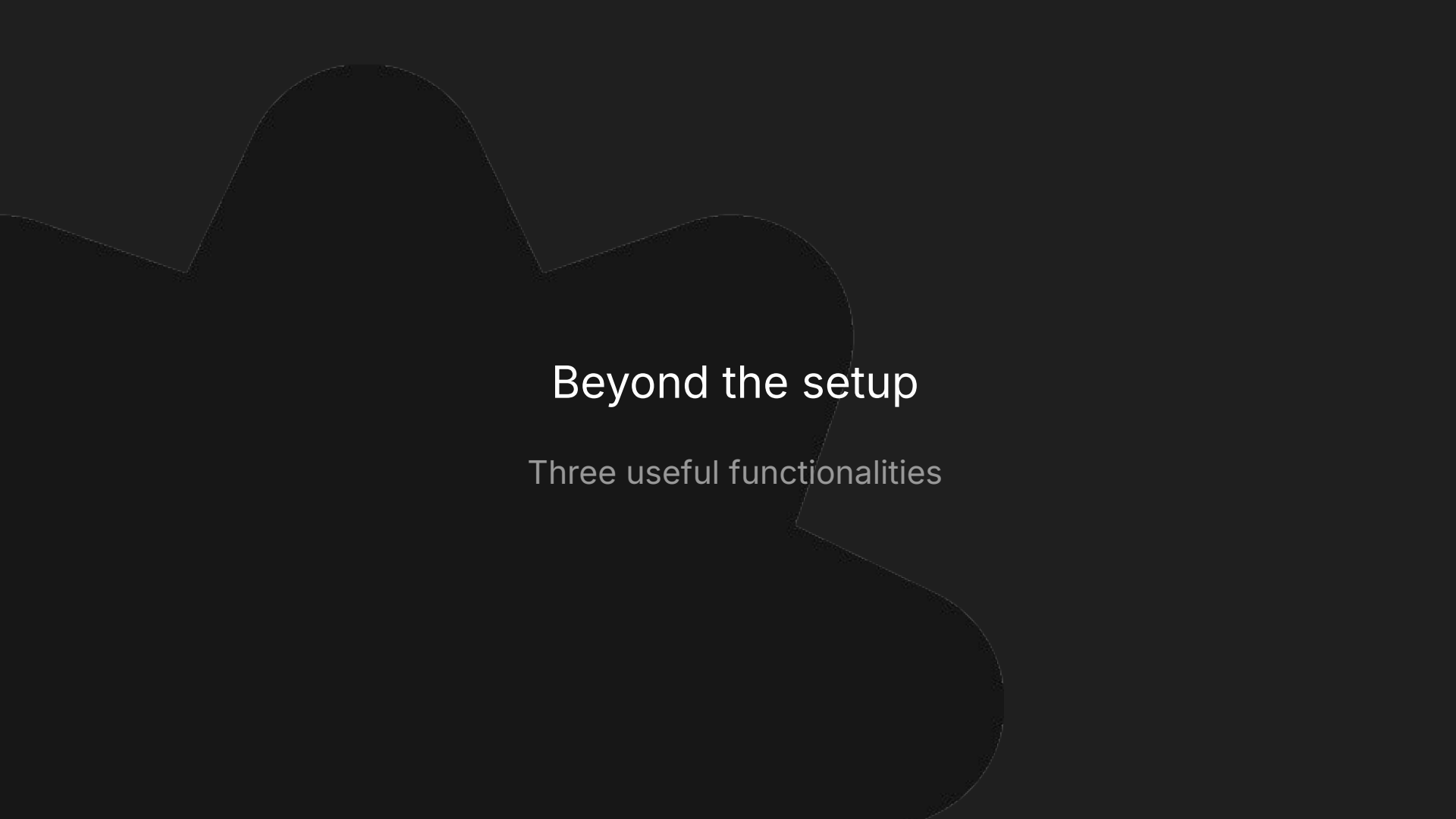
A download of your recovery kit, containing your secret key, has automatically started.

I safely stored my recovery kit.

Next

[Download the kit again!](#)

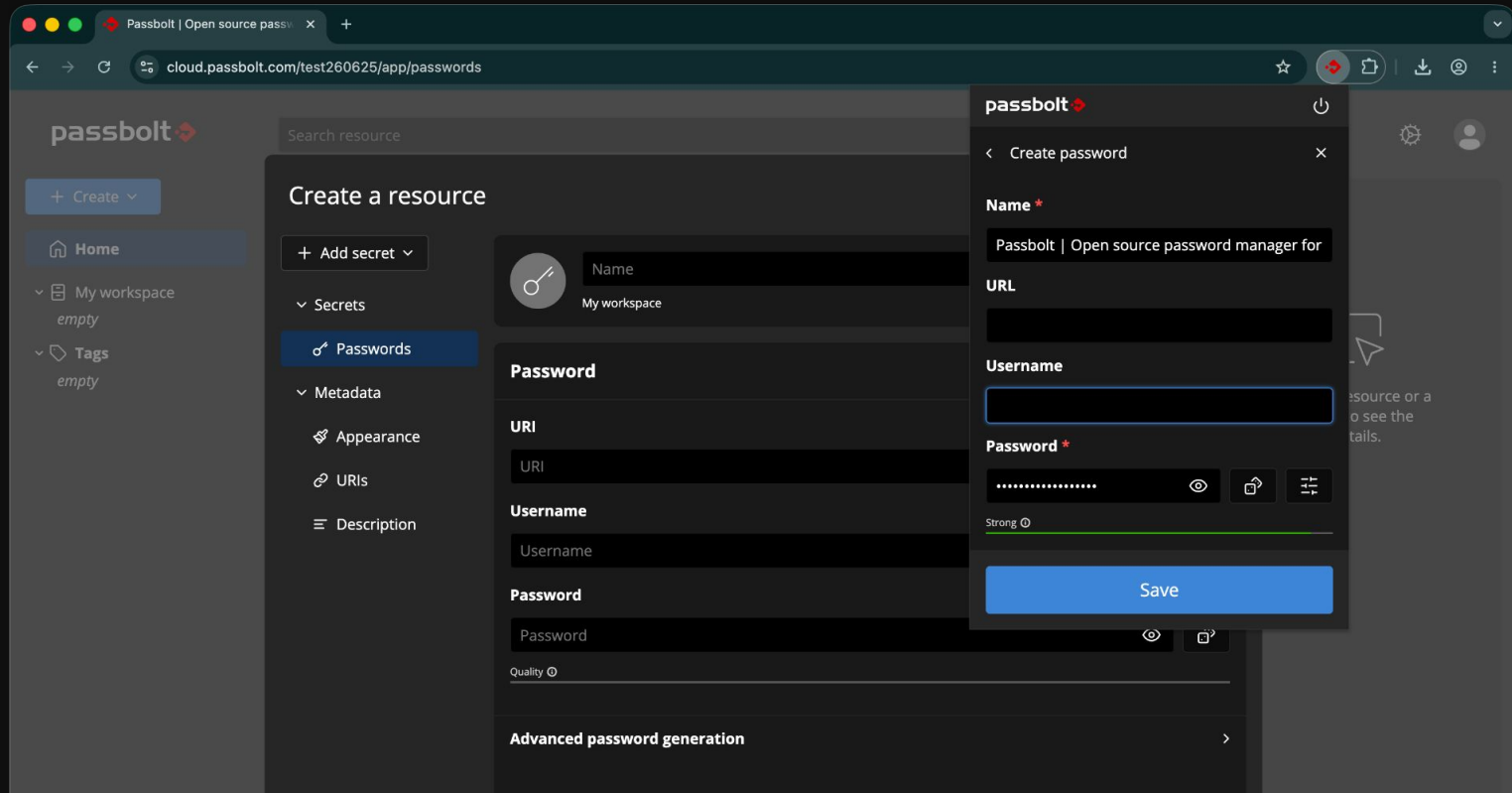
English



# Beyond the setup

Three useful functionalities

You can create password using the quick access or on the password workspace.

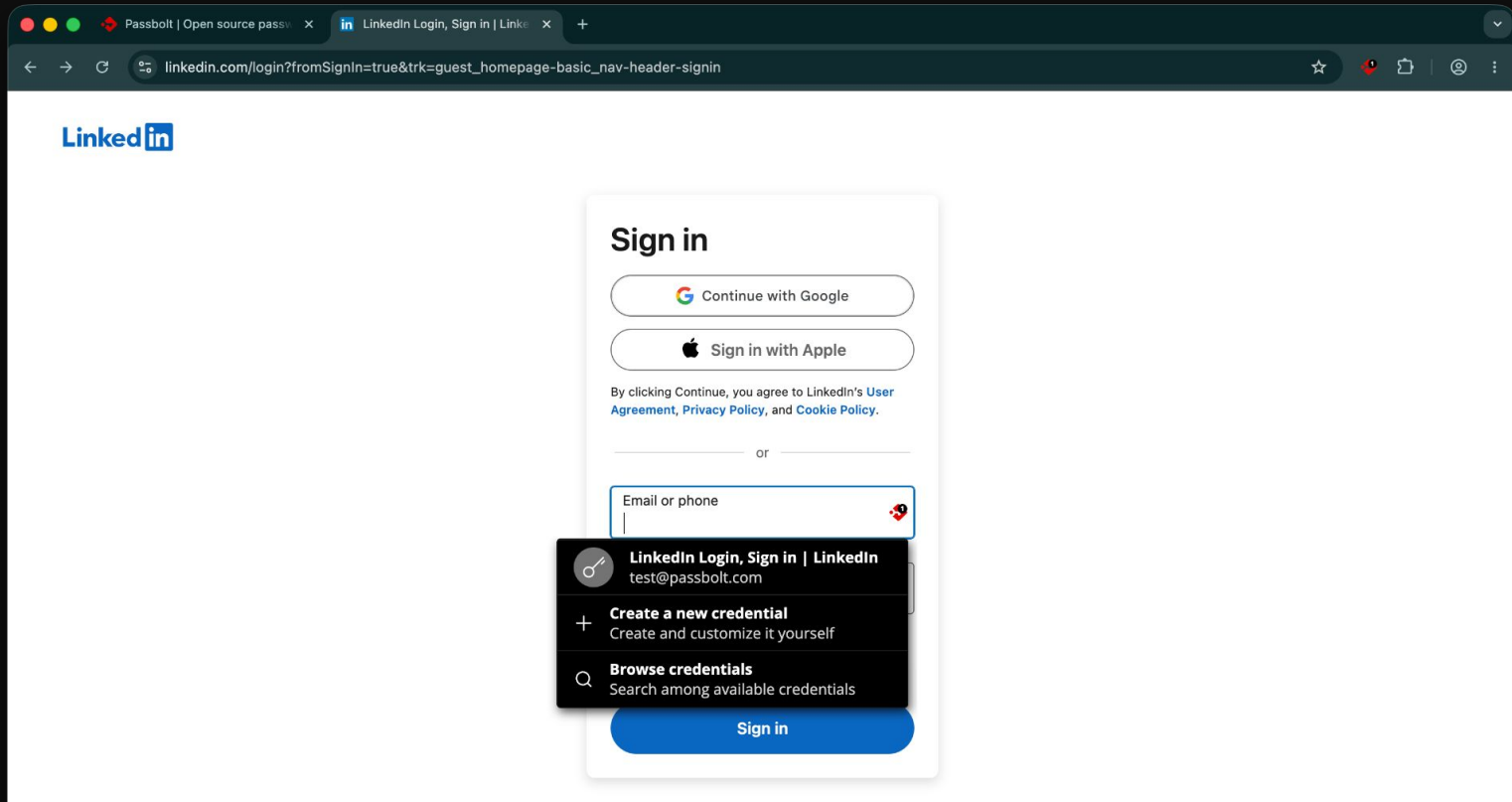


You can share credentials with users directly, or by using groups.

The screenshot shows the Passbolt web interface with a 'Share resource' dialog box open. The dialog has a title 'Share resource' and a subtitle 'no name'. It lists two groups: 'Admin' (Group) with the permission 'is owner' and 'HR' (Group) with the permission 'can read'. Below this, there is a section 'Share with people or groups' with a text input field containing the placeholder 'Start typing a user or group name'. At the bottom of the dialog, there is a 'Click save to apply your pending changes.' message and two buttons: 'Cancel' and 'Save'.

The background interface shows the Passbolt logo, a search bar, and a sidebar with navigation options: '+ Create', 'Home', 'My workspace', 'Groups', and 'Tags'. The main content area shows a 'Home' section with '1 item' and a 'Share' button. The right sidebar shows details for a resource named 'no name', including fields for 'Username', 'Password', 'URI', and 'Note', along with a 'Show' button and 'Shared with' and 'Information' sections.

Passbolt icon appears directly **in forms** to help you generate strong passwords and securely autofill credentials.

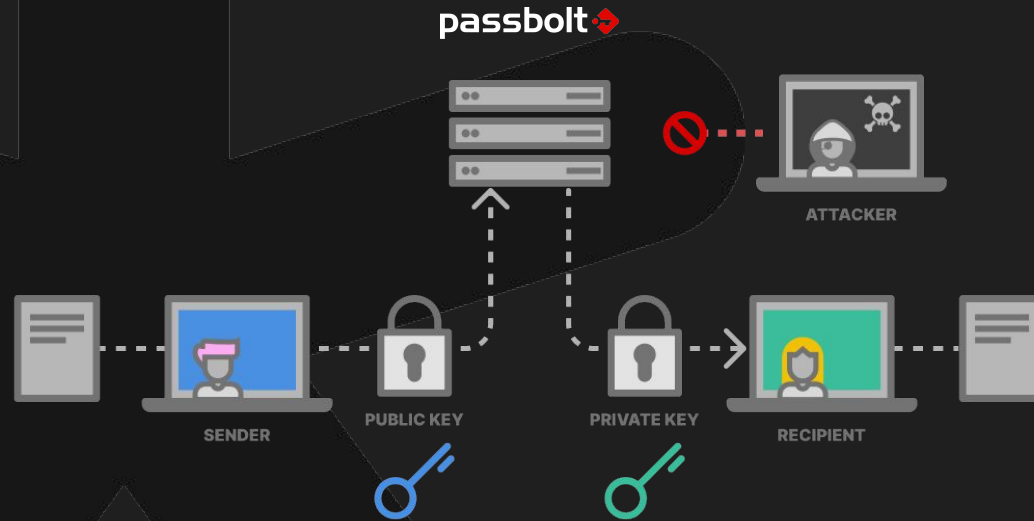




How does it work?

The important bits...

Data in passbolt is **end to end encrypted**. It means it is transformed into a secret on your devices and then sent remotely. Data is encrypted using **keys**.



Both the **passphrase** and **key** are important. They never leave your devices, so you need to keep backups in order to set up new devices.

\$#@  
%0&

Your passphrase  
"Something you know"

+



Your private key file  
"Something you have"

=



**Your Decryption Key**

"Proves it's you & allows you to decrypt secrets"

Note: the private key file is also called "recovery kit".

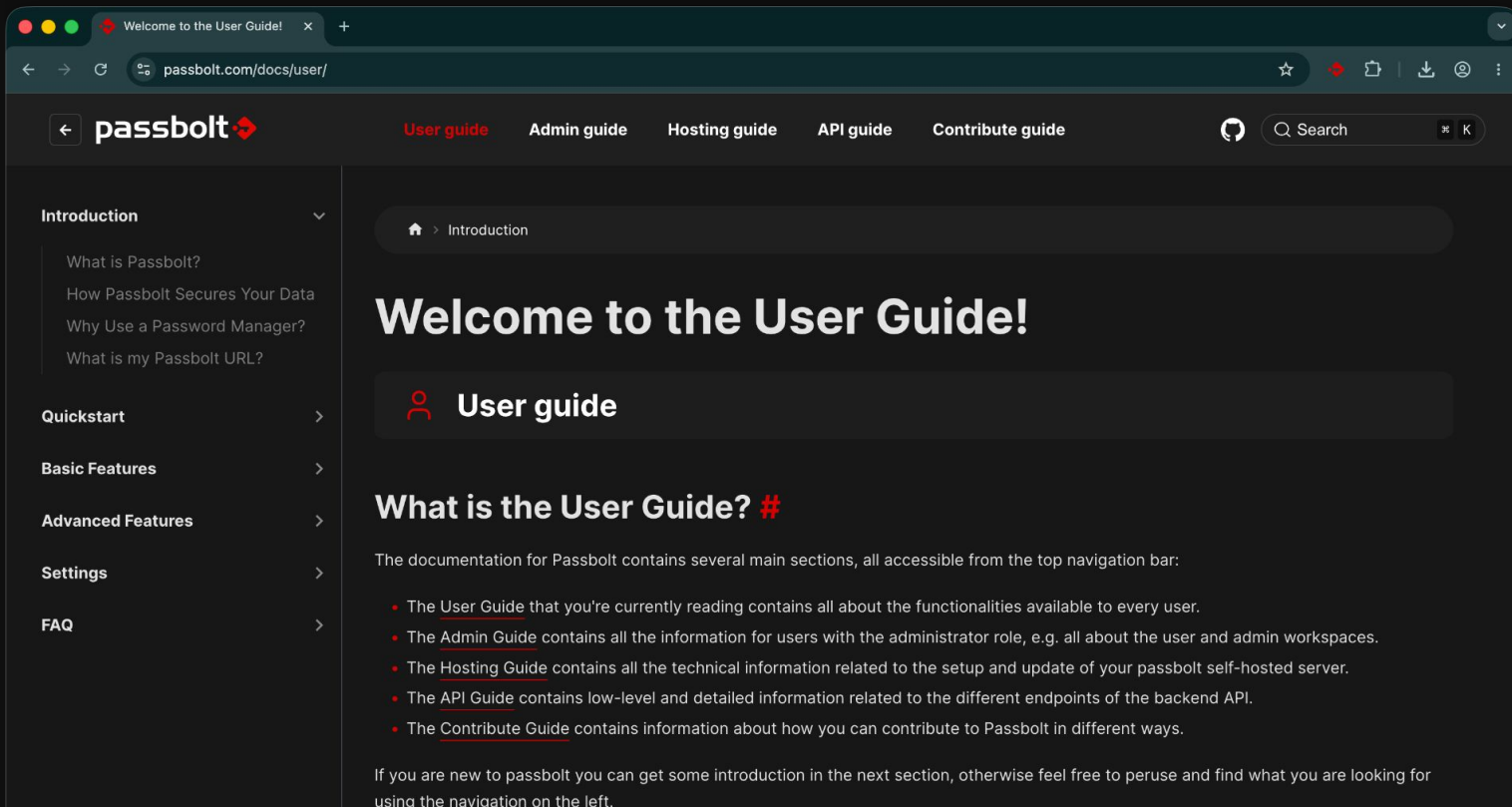


# Useful resources

Where to learn more and get help



Browse the [user guide](#). Learn more about the other functionalities on the official documentation.



The screenshot shows a web browser displaying the Passbolt User Guide. The browser's address bar shows the URL `passbolt.com/docs/user/`. The page features a dark theme with a navigation bar at the top containing links for **User guide**, **Admin guide**, **Hosting guide**, **API guide**, and **Contribute guide**. A search bar is also present in the top right. On the left side, there is a sidebar menu with sections: **Introduction** (expanded), **Quickstart**, **Basic Features**, **Advanced Features**, **Settings**, and **FAQ**. The main content area displays a breadcrumb trail `Home > Introduction`, followed by a large heading **Welcome to the User Guide!** and a sub-heading **User guide** with a person icon. Below this is the section **What is the User Guide? #**, which contains a paragraph and a bulleted list of sections: **The User Guide**, **The Admin Guide**, **The Hosting Guide**, **The API Guide**, and **The Contribute Guide**. The page concludes with a paragraph encouraging new users to explore the documentation.

Welcome to the User Guide!

User guide

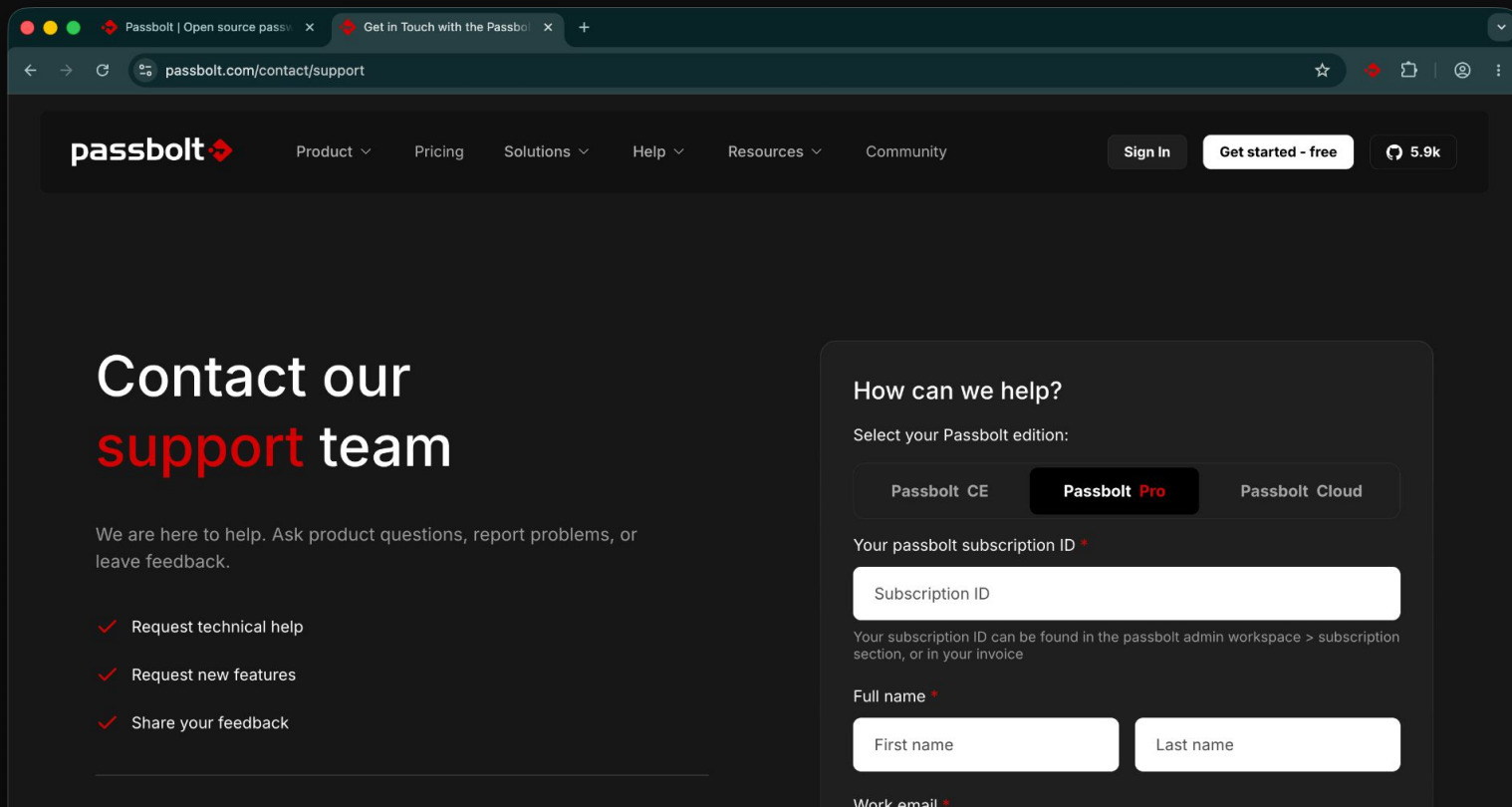
### What is the User Guide? #

The documentation for Passbolt contains several main sections, all accessible from the top navigation bar:

- The **User Guide** that you're currently reading contains all about the functionalities available to every user.
- The **Admin Guide** contains all the information for users with the administrator role, e.g. all about the user and admin workspaces.
- The **Hosting Guide** contains all the technical information related to the setup and update of your passbolt self-hosted server.
- The **API Guide** contains low-level and detailed information related to the different endpoints of the backend API.
- The **Contribute Guide** contains information about how you can contribute to Passbolt in different ways.

If you are new to passbolt you can get some introduction in the next section, otherwise feel free to peruse and find what you are looking for using the navigation on the left.

If you are stuck you can always ask passbolt [community forum](#) or [tech support](#).

A screenshot of a web browser showing the Passbolt support page. The browser's address bar displays 'passbolt.com/contact/support'. The page features a dark theme with a navigation menu at the top including 'Product', 'Pricing', 'Solutions', 'Help', 'Resources', and 'Community'. On the right side of the navigation bar are buttons for 'Sign In', 'Get started - free', and a notification icon with '5.9k'. The main content area is titled 'Contact our support team' in large white and red text. Below the title, a paragraph states: 'We are here to help. Ask product questions, report problems, or leave feedback.' To the left of this text is a list of three items, each with a red checkmark: 'Request technical help', 'Request new features', and 'Share your feedback'. On the right side of the page is a dark grey form titled 'How can we help?'. The form asks the user to 'Select your Passbolt edition:' and provides three buttons: 'Passbolt CE', 'Passbolt Pro' (which is highlighted), and 'Passbolt Cloud'. Below this, the form asks for the 'Your passbolt subscription ID \*' with a text input field containing 'Subscription ID'. A note below the input field reads: 'Your subscription ID can be found in the passbolt admin workspace > subscription section, or in your invoice'. The form also asks for 'Full name \*' with two input fields for 'First name' and 'Last name'. At the bottom, there is a label for 'Work email \*' with an input field.

## Connect with us on github & social media



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<https://mastodon.social/@passbolt>



<https://www.linkedin.com/company/passbolt/>