KNOWLEDGE BASE ARTICLE

# Password Vault: A Quick Guide for End Users

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# Overview

Password Vault is your personal password manager in **Microsoft 365**. You find it on a **SharePoint** page or in **Microsoft Teams** - as a channel tab or as the personal app **Passwords**. Wherever you open it, you see your own vault: your entries are stored encrypted in your own OneDrive, and colleagues who open the same page see only their own entries.

This guide walks through the everyday tasks. Each section links to a detailed article.

# Step 1. Set up your PIN

The first time you open Password Vault, the **Set up PIN** screen appears.

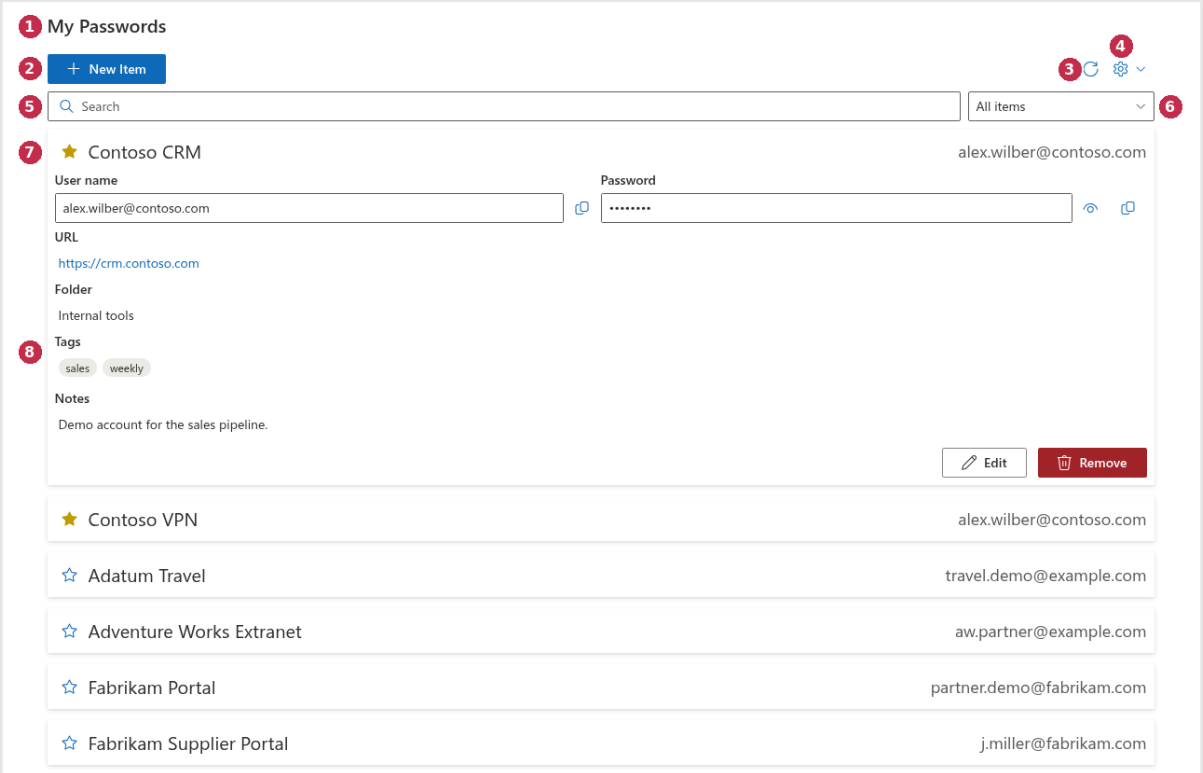
1 Type a 4-digit PIN in the four boxes.
2 Click **Save**.

Your vault is ready, and the **list** shows *There are no items in this list.*

**Warning**

If the vault is still unlocked, you can change the PIN without entering the old one. Complete and save the change before the vault locks; the entries are preserved when the save succeeds. If all sessions are locked and you have forgotten the PIN, Password Vault provides no recovery function for you, your administrator or Vitextra. Resetting a blocked vault deletes all entries. Keep important credentials in another location approved by your organization as well. KB10442. How to Set Up Your PIN in Password Vault

# The main screen




*The Password Vault main screen*

- **New Item** - adds an entry. Shown after you unlock the vault.
- **Refresh** (circular arrow) - reloads your vault from OneDrive. The only button shown while the vault is locked.
- **Configure** (gear) - opens the menu with **Change PIN**. Shown after you unlock the vault.
- **Search** and the filter drop-down - appear as soon as the vault has at least one entry.
- The list - one row per entry with a star, the name and the user name. Click a row to expand it.

# Unlocking the vault

When you open the page, the vault is **locked**: instead of your entries, the **web part** shows the **Enter PIN** prompt with *Enter your PIN to proceed* and four boxes. Type the 4 digits - they are masked, and the PIN is checked as soon as you type the fourth one - and your list appears. A wrong PIN shows *The PIN is incorrect* and **Attempts left**.

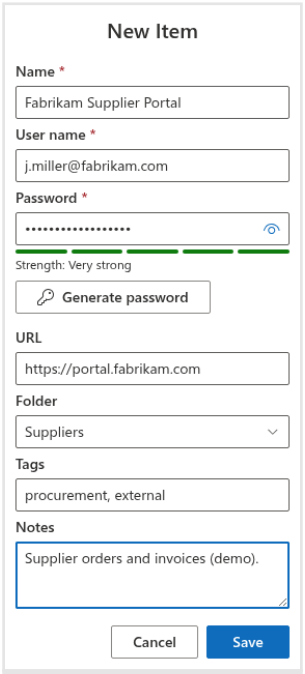
You enter the PIN once, to open the vault. While it is unlocked, you can show and copy passwords, create, edit and delete entries, mark favorites and change the PIN without being asked for the PIN again.

The vault stays unlocked while you work with it and locks again after **5 minutes** without a click or key press inside the web part, or when you reload the page. When it locks, the list is hidden, and an open dialog is closed without saving. See KB10451.

Automatic Lock: When Password Vault Asks for the PIN Again.

## Adding an entry

1 Click **New Item**.
2 Fill in **Name**, **User name** and **Password** - these three are required.
3 Optionally fill in **URL**, choose or type a **Folder**, add **Tags** separated by commas and write **Notes**.
4 Click **Save**. The message *New item has been created.* confirms it.




*The New Item dialog*

Details: KB10443. How to Add, Edit and Delete Entries in Password Vault.

## Creating a strong password

In the **New Item** or **Edit Properties** dialog, click **Generate password**. A random password is put into the **Password** field at once, and a panel opens where you can set the **Length** (8 to 64 characters, 16 by default), choose **Uppercase letters (A-Z)**, **Lowercase letters (a-z)**, **Digits (0-9)** and **Symbols (!@#$)**, and turn on **Exclude similar characters (I, l, 1, O, 0, o)**. Every change creates a new password; **Generate again** creates another one with the same options. See KB10445. How to Generate a Strong Password with the Password Vault Generator.

Under the password, the **Strength** meter shows an estimate from *Very weak* to *Very strong*. It is a guide only and does not prevent saving a weak password. See KB10446. Password Strength Meter in Password Vault: What the Levels Mean.

**Note**

Generating a password in Password Vault does not change the password in the system it belongs to. Change it there first (or at the same time), then save the same password in the entry.

## Signing in with an entry

1 Click the entry to expand it.
2 Click the **URL** to open the website in a new tab.
3 Use **Copy to Clipboard** next to **User name** and paste it into the sign-in form.
4 Use **Copy to Clipboard** next to **Password** and paste it. *Copied* appears briefly to confirm.

To see the password on the screen instead, click the eye button next to it. See KB10444. How to View and Copy a Password or User Name in Password Vault.

**Tip**

Copying is safer than showing the password: nobody nearby can read it from your screen.

## Editing and deleting an entry

- **Edit** opens the **Edit Properties** dialog; change the fields and click **Save**. The message is *Save successful*.
- **Remove** asks *Are you sure you want to delete this item?*; click **Remove** to confirm. Deletion is permanent - there is no recycle bin in the web part.

## Organizing entries

- **Folders** - give an entry a **Folder** by picking an existing one or typing a new name. Each entry is in one folder at most. Folder names are not case-sensitive: *Finance* and *finance* are the same folder. See KB10447. Organizing Entries with Folders and Tags in Password Vault.
- **Tags** - add tags within the 200-character field limit, separated by commas; they appear as chips on the entry.
- **Favorites** - click the star on an entry to keep it at the top of the list. See KB10448. Favorites in Password Vault: Keeping Frequently Used Entries at the Top.

## Finding an entry

Type in the **Search** box to find entries by name, user name, URL, folder, notes or tags (passwords are not searched). Use the filter drop-down to show **All items**, **Favorites**, a folder (or **No folder**) or a tag. Search and filter work together; if nothing matches, the list shows *Nothing found*. See KB10449. Searching and Filtering Entries in Password Vault.

## Changing your PIN

Click the **Configure** gear, select **Change PIN**, type the new 4-digit PIN and click **Change PIN**. The message *The PIN has been changed*. confirms it. See KB10450. How to Change Your PIN in Password Vault.

## Using the vault in several places

Yes. The vault is in your OneDrive, so you see the same entries on every page, site and Teams tab with the web part, on any computer where you sign in with your work account. A change saved on one device appears on another after you click **Refresh**, save a change or unlock the vault there. Before saving, the web part checks whether the file has changed and, if so, applies your change to the latest version, preserving changes to other entries. If two sessions edit the same entry, the later successfully saved draft replaces its editable fields; fields are not merged individually. If you change your PIN on one device, another open page locks itself when it next loads the latest vault file, for example after Refresh, a PIN check or a save conflict. There is no immediate push notification to other pages.

## If you enter a wrong PIN

A wrong PIN shows *The PIN is incorrect* and the number of attempts left. When the save succeeds, the counter is stored in the vault file, so attempts count across devices and sessions. A correct PIN or a PIN change resets the counter; saving that reset to the file also requires a successful write. If the file cannot be read or the counter cannot be saved, the page may use cached data and a failed attempt may be counted only locally; restore the connection and refresh before continuing. After **5** incorrect PINs in a row, the vault is blocked with *You've entered an incorrect PIN too many times.*, and the only option is **Reset**. After you confirm *Are you sure you want to reset your vault? This action will delete all your passwords stored in the vault.*, all entries are erased and you start again with a new PIN. See KB10461. Why Password Vault Is Blocked: "You've Entered an Incorrect PIN Too Many Times" and KB10460. I Forgot My PIN in Password Vault: What Are My Options?.

## Good practices

- Choose a PIN that is hard to guess (not *1234* or a year), because a PIN has only 4 digits; protecting your work account and OneDrive matters just as much.
- Lock your computer when you leave it, even for a short time.
- Keep important credentials also in another place approved by your organization, in case you forget your PIN.
- Use Password Vault for your personal credentials; for shared or highly privileged accounts, follow your organization's policy.

**Tip**

More answers are in KB10439. Password Vault: Frequently Asked Questions. To learn how your data is protected, see KB10452. How Password Vault Protects Your Data: Encryption, PIN and Storage.

Learn more about the product: *https://vitextra.com/en/products/password-vault*

# Terms

**List**
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

**Microsoft 365**
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

**Microsoft Teams**
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

**SharePoint**
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

**Web Part**
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.