



NOW MORE THAN EVER YOUR TRUSTED MANAGED I.T. SERVICES PARTNER

Bitwarden Quick Guide

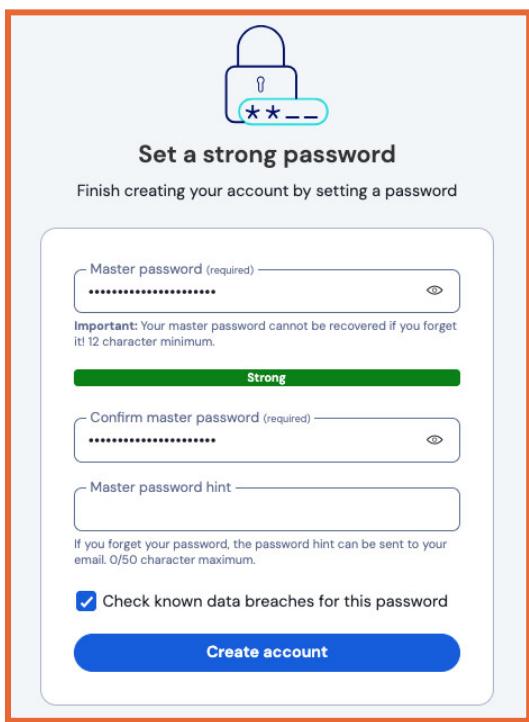
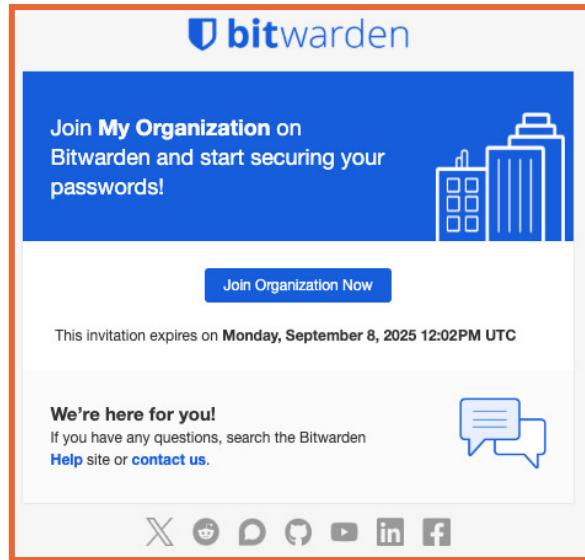
 bitwarden

A quick, easy-to-read guide for using Bitwarden, so you can manage and share passwords safely and confidently.

1. Getting Started

Join Your Organization

- Look for an invitation in your work email. Accept it. If you don't already have a Bitwarden account, you'll be prompted to create one.
- If your company uses Single Sign-On (SSO), logging in via that may automatically join you.

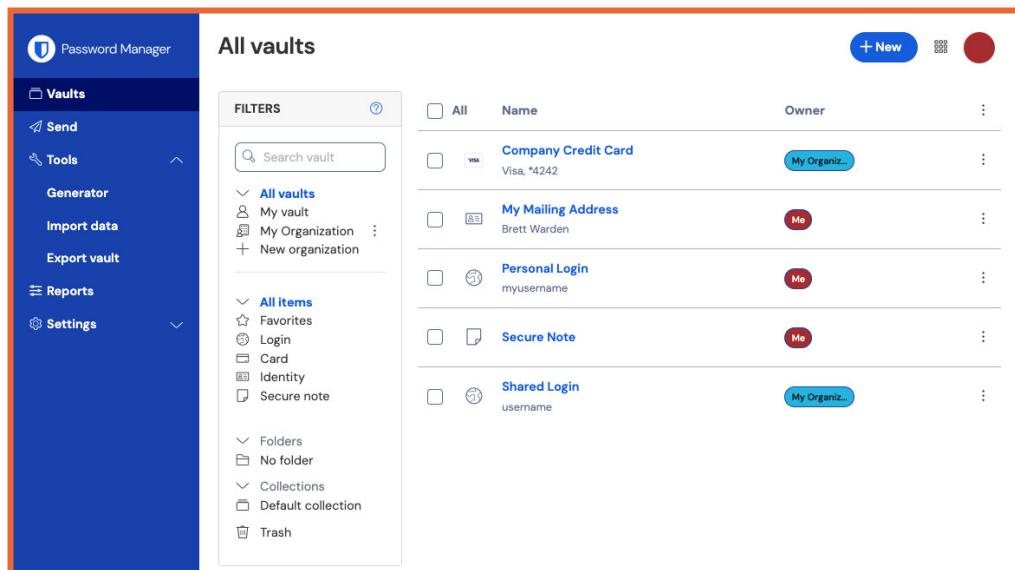
A screenshot of the Bitwarden account creation page. It features a "Set a strong password" header with a lock icon. The form includes fields for "Master password (required)" and "Confirm master password (required)", both with eye icon password inputs. Below these are "Master password hint" and "Check known data breaches for this password" checkboxes. A "Create account" button is at the bottom.

Choose Your Master Password

- You'll either set a master password or log in using a trusted device, depending on your company's setup.
- Master password must be **memorable** (the company cannot retrieve it for you) and **strong** (min 14 characters long, uncommon).

2. Your Vault and What It Does

- Your vault is your secure space to store logins, cards, identities, and secure notes.
- Everything you save syncs across your devices, so you can access passwords anywhere.
- You can import passwords from your browser or another manager to save time.

A screenshot of the Bitwarden vault interface. The left sidebar shows navigation options like Vaults, Send, Tools, Generator, Import data, Export vault, Reports, and Settings. The main area is titled "All vaults" and shows a list of items. The list includes:

	Name	Owner	More
<input type="checkbox"/>	Company Credit Card	My Organiz...	...
<input type="checkbox"/>	My Mailing Address	Me	...
<input type="checkbox"/>	Personal Login	Me	...
<input type="checkbox"/>	Secure Note	Me	...
<input type="checkbox"/>	Shared Login	My Organiz...	...

Each item has a checkbox, a small icon, and a "More" button.

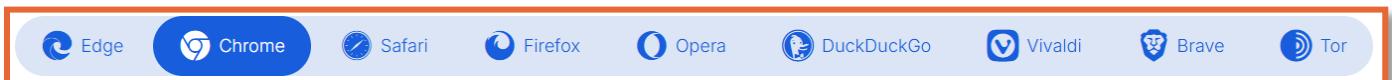
3. Shared Access (Team Use)

- **Shared vault:** As an organization member, securely access and share team logins and company cards via the shared vault.
- Shared items are organized into **Collections** which are grouped by category, such as:
 - Business unit: e.g., "Sales Team"
 - Business function: e.g., "Social Media Logins"
 - System: e.g., "AWS Credentials"

Owner
Company Credit Card Visa, #4242 My Organiz...
My Mailing Address Brett Warden Me
Personal Login myusername Me
Secure Note Me
Shared Login username My Organiz...

4. Use Bitwarden While Browsing

- [Download](#) and install the Bitwarden browser extension into your favorite web browser



- Set up Autofill: Within the browser extension, go to **Settings** → **Autofill** to turn on autofill.
- Fill logins: On a website login page, click the Bitwarden icon and select the matching credential to autofill username and password.

Settings

- Account security
- Autofill
- Notifications
- Vault options
- Appearance
- About
- Download Bitwarden on all devices
- More from Bitwarden

Vault

Autofill suggestions

All items

5. Enable Multi-Factor Authentication

- MFA adds a critical second layer of security on top of your master password.
- Even if someone steals your password, they cannot access your vault without the second factor.
- Strongly recommended for all users to maximize protection of personal and team passwords.

Good Habits:

- Master password: Keep it unique and never reuse.
- Stay organized: Save new passwords immediately.
- Autofill: Reduces errors and weak passwords.
- Shared items: Add to collections only if needed by the team.
- Need help: Contact IT for login or access issues.

If you have any questions about NetExtender, please feel free to contact your IT professionals at:
support@cleverdogit.com.

Or, if there's anything else you need us to work on, you can email help@cleverdogit.com to create a new ticket.