



User Guide

McAfee SafeKey

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Preface

Contents

- ▶ *About this guide*
- ▶ *Find product documentation*

About this guide

This information describes the guide's target audience, the typographical conventions and icons used in this guide, and how the guide is organized.

Conventions

This guide uses these typographical conventions and icons.

Book title, term, emphasis

Title of a book, chapter, or topic; a new term; emphasis.

Bold

Text that is strongly emphasized.

User input, code, message

Commands and other text that the user types; a code sample; a displayed message.

Interface text

Words from the product interface like options, menus, buttons, and dialog boxes.

Hypertext blue

A link to a topic or to an external website.



Note: Additional information, like an alternate method of accessing an option.



Tip: Suggestions and recommendations.



Important/Warning: Valuable advice to protect your computer system, software installation, network, business, or data.



Warning: Critical advice to prevent bodily harm when using a hardware product.

Find product documentation

McAfee provides the information you need during each phase of product implementation, from installation to daily use and troubleshooting. After a product is released, information about the product is entered into the McAfee online KnowledgeBase.

Task

- 1 Go to the McAfee Technical Support ServicePortal at <http://mysupport.mcafee.com>.
- 2 Under **Self Service**, access the type of information you need:

To access...	Do this...
User documentation	<ol style="list-style-type: none">1 Click Product Documentation.2 Select a product, then select a version.3 Select a product document.
KnowledgeBase	<ul style="list-style-type: none">• Click Search the KnowledgeBase for answers to your product questions.• Click Browse the KnowledgeBase for articles listed by product and version.

1

McAfee SafeKey

McAfee SafeKey makes accessing your favorite websites on your PC, Mac, smartphone, or tablet much easier by entering your login details for you automatically. This means you don't have to worry about remembering complex passwords when you're logged in to your McAfee SafeKey account.

Here's why McAfee SafeKey is useful:

- **Keep track of only one password**—Instead of having to remember passwords for all your websites, you only need to remember your password to McAfee SafeKey.
- **Install SafeKey on all your devices**—All your information stays in sync.
- **Log in to websites automatically**—You don't have to lift a finger. McAfee SafeKey logs in for you.

Contents

- [How McAfee SafeKey keeps you safe](#)
- [Features](#)

How McAfee SafeKey keeps you safe

We've taken every possible step to make sure your personal information stays private.

- We use government-level encryption to keep your sensitive information top secret.
- Your personal information never travels over the Internet and it never touches our servers. Only the encrypted data does, and it's useless without your McAfee SafeKey password.
- You can customize your security settings to make the software work the way you want it to.
- McAfee SafeKey includes a feature to help you generate secure, hard-to-guess passwords for all your favorite sites. And because you don't have to remember them, your passwords can be as long and complex as you want.

Features

McAfee SafeKey stores the usernames and passwords for your favorite websites, and logs you in to them automatically. You can install McAfee SafeKey on all your devices, including PCs, Macs, iPhones,

iPads, and Android devices. So no matter where you are or what device you're using, you have instant, secure access to all your login details and personal information.

Fill in forms automatically	Store things like your address, phone number, credit card numbers, and banking details. Whenever you need to enter your information on a website, just click a few buttons and McAfee SafeKey fills in your details—automatically.
Store secure notes	Store things like bank card PINs, bike locks codes, and passwords for your favorite apps in a secure note. The information can only be accessed when you're logged in to McAfee SafeKey.
Import or export your login details	Import your login details stored in another password manager app or in a file on your computer. Or export anything stored in your McAfee SafeKey vault to several different file types—effortlessly.
Generate secure passwords	Generate secure passwords for your websites—automatically. Customize things like password length and use of special characters.
Use a virtual keyboard	Use your mouse instead of a keyboard to log in to McAfee SafeKey—perfect if you're using a public computer and are worried about key logging.
Use one-time passwords	Log in to McAfee SafeKey with confidence by using a one-time password. After it's used, it's no longer valid. It's ideal if you're concerned about the security of a public computer or network.

2

Getting started with McAfee SafeKey

From downloading and installing McAfee SafeKey to importing your passwords from other programs, it's easy to get up and running.

Contents

- ▶ *System requirements*
- ▶ *Download and install McAfee SafeKey*
- ▶ *Uninstall McAfee SafeKey*
- ▶ *Create a McAfee SafeKey account*
- ▶ *Import your information from other password managers*
- ▶ *Import your information from a CSV file*
- ▶ *Import your information from RoboForm*

System requirements

Use McAfee SafeKey with these operating systems, browsers, and mobile devices.

Operating Systems

- Windows 2000
- Windows XP
- Windows Vista
- Windows 7
- Mac OS X 10.4.11 (Firefox)
- Mac OS X 10.5 or later
- Linux

Web Browsers

- Internet Explorer 6 or later
- Firefox 2 or later
- Safari 3 or later
- Google Chrome

Smartphones

- iPhone
- Android

Tablets

- iPad
- Android
- Kindle Fire

Download and install McAfee SafeKey

Getting up and running with McAfee SafeKey is easy—no matter what device you're on.

Task

- 1 Log in to your McAfee My Account page at home.mcafee.com.
- 2 Click the + symbol at the top of the page.
- 3 Follow the on-screen instructions to download McAfee SafeKey to your PC or Mac, or send the download link to a PC, Mac, smartphone, or tablet.

Uninstall McAfee SafeKey

If you no longer want to use McAfee SafeKey, you can uninstall the software.

For this browser...	Do this...
Internet Explorer	<ol style="list-style-type: none"> 1 In Windows, click Start. 2 Select Programs. 3 Click the McAfee SafeKey folder, and then click Uninstall.
Chrome	<ol style="list-style-type: none"> 1 In Google Chrome, click Wrench. 2 Select Extensions. 3 Click the uninstall link next to McAfee SafeKey.
FireFox	<ol style="list-style-type: none"> 1 In Firefox, click Tools. 2 Select Add-ons. 3 Select McAfee SafeKey SafeKey, and then click Uninstall.
Safari	<ol style="list-style-type: none"> 1 Download the McAfee SafeKey installer. 2 Run the installer. 3 Choose Uninstall.

Create a McAfee SafeKey account

Every McAfee SafeKey user needs to create an account. You do this on a Mac or PC when you install the software. If you're installing McAfee SafeKey on a smartphone or tablet, you don't have the option

to create an account in the app. You must create your McAfee SafeKey account through a web browser.

You can use the same email and password that you use to manage your McAfee account on the My Account page, but you need to create a separate McAfee SafeKey account. If you decide to use a different email and password, please remember your credentials when you log in to McAfee SafeKey.

Import your information from other password managers

You can import your user names and passwords from other password managers.

Task

- 1 Click the McAfee SafeKey button in your web browser. If you're asked, log in.
- 2 Click **Tools**.
- 3 Select **Import from**.
- 4 Find the password manager you want to import from.
- 5 Click **Import**.

Import your information from a CSV file

If McAfee SafeKey can't import information from your old password manager, you can import your information from a CSV file.

Check if your old password manager allows you to export to a CSV file first. Then, read the instructions on importing from a CSV file.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Click **Tools**, and then select **Import from**.
- 3 Scroll to Generic CSV, and then click **Instructions**.

Import your information from RoboForm

You can import your user names and passwords from RoboForm at any time.

The export process has changed in the latest version of RoboForm, so you need to download an older version to get things working properly.

Task

- 1 Download and install the software from one of these links:
 - http://www.oldversion.com/download_RoboForm_6.9.3.html
 - http://www.oldapps.com/roboform.php?old_roboform=26
- 2 Ignore the message that says you already have RoboForm installed.
- 3 After the software is installed, open a new web browser and check that you've installed the previous version of the software.

- 4 Click **Logins**, and then select **Print List**.
- 5 In the popup, select **Full URL**, and then click **Save**.
- 6 Click the McAfee SafeKey button in your web browser, and then click **Tools**.
- 7 Select **Import from**, scroll to RoboForm, and then click **Import**.

3

Using McAfee SafeKey in Safari

You can install McAfee SafeKey for Safari. If you're used to using McAfee SafeKey in other web browsers, the Safari version looks a bit different but the features are the same.

You can access everything in McAfee SafeKey from the five buttons at the bottom—**Sites**, **Groups**, **FormFills**, **Generate**, and **Advanced**.

Logging in to McAfee SafeKey in Safari

You can find the McAfee SafeKey button at the top of your browser, to the left of the search bar. You can click the McAfee SafeKey button to log in with your McAfee SafeKey email and password. The button turns black to indicate that you're logged in.

4

Understanding the McAfee SafeKey button

The McAfee SafeKey button appears near your search bar in your web browser. When you're logged in to McAfee SafeKey, click the McAfee SafeKey button to access all the major McAfee SafeKey features.

Feature	What it does...
Log Out	Automatically logs you out of McAfee SafeKey. You won't be able to access your usernames, passwords, and personal information until you log in to McAfee SafeKey again.
My McAfee SafeKey Vault	Shows you all your sites, groups, secure notes, and FormFill profiles.
Recently Visited	Lets you see the last 10 websites you visited using McAfee SafeKey. When you click a site, McAfee SafeKey takes you to the site and logs you in. Right-click on the site name if you want to delete the site from your list, copy your username or password, or simply edit your login details.
My Sites	Shows you a list of every site stored in your McAfee SafeKey vault. Sites are grouped according to category names you set.
Secure Notes	Lets you see all notes stored in your McAfee SafeKey vault, or add a new one.
FormFill Profiles	Shows you a list of your saved FormFill profiles, or add a new one.
Settings	Lets you change your security settings, set up hotkeys to access the features you use most, customize your notifications, change your account settings, and access advanced features to help you get the most out of McAfee SafeKey.
Help	Opens the McAfee SafeKey user manual.
Tools	Lets you access useful tools that let you generate a secure password, import your data from another password manager, or export your information.

5

Using your McAfee SafeKey Vault

Store your favorite sites and your login details in the vault. When you visit a site that requires you to log in, the software fills in your log in details or logs you in automatically, depending on your settings.

You can also keep your sites organized by category—**Social Networking**, **Shopping**, and **Email Accounts**, for example. When your sites are grouped, they appear inside a group folder in your vault. You can edit, share, or delete each site in your vault.

You can also create sub-groups. For example, you might want to keep your **Email Accounts** group organized by **Personal** and **Business**.

Contents

- ▶ *Access your vault*
- ▶ *Add a site to your vault automatically*
- ▶ *Add a site to your vault manually*
- ▶ *Edit site information and form fields*
- ▶ *Organize sites in your vault*
- ▶ *Create sub-groups in your vault*

Access your vault

It's easy to access your vault.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Log in using your McAfee SafeKey email address and password.
- 3 Click McAfee SafeKey Vault .

Your vault opens in your web browser and your favorites sites appear at the top for easy access. Your recently visited sites and grouped sites are listed.

Add a site to your vault automatically

When you visit a website and log in to it for the first time, McAfee SafeKey asks you if you want it to remember your login details. The next time you visit the site, McAfee SafeKey automatically fills in your username and password, and logs you in if AutoLogin is on.

Task

- 1 Click **Save Site**.
- 2 In the dialog box, change the name of the site that appears in your vault.
- 3 Assign the site to one of your groups or make it one of your favorites.
- 4 Click **Save Site** to store the information in your vault.

Add a site to your vault manually

You can add a site to your vault manually—any time.

Task

- 1 Visit your favorite website and enter your login details, but don't log in.



Don't click the Log In button. You need to open McAfee SafeKey before you can add the site to your vault.

- 2 Click the McAfee SafeKey button at the top of your web browser.
- 3 Click **Save All Entered Data**.

Edit site information and form fields

You can edit the information for any site stored in your McAfee SafeKey vault.

Task

- 1 In your list of sites, find the site you want to edit.
- 2 Click the **edit** icon.
- 3 In the **Edit Site** dialog box, make your changes.
- 4 Click **OK** to save your changes.



If you want to delete the saved information, click the **delete** icon the Action column.

Organize sites in your vault

McAfee SafeKey makes it easy to organize your sites into easy-to-remember groups.

Task

- 1 Open your vault.
- 2 Do one of these:

To...	Do this...
Add a site to a group when you're saving it for the first time automatically.	Click Group , and then from the list, select an existing group.
Create a new group when you're saving a site for the first time automatically.	In the empty group field, enter the name of your group.
Move a site in your vault to a new group.	From your vault, right-click on the site you want to move, select Move to Group , and find and select the group you want to add the site to.

Create sub-groups in your vault

If you want to be even more organized, you can create sub-groups.

Task

- 1 From your vault, click a group name.
- 2 Click **Create Sub-Group**.
- 3 Enter a name for your sub-group, and then click **OK**.

6

Generating passwords

You can use McAfee SafeKey to generate secure, hard-to-guess passwords for your favorite websites. This is important for keeping hackers out of your accounts. When you need to create a new password for a website, McAfee SafeKey automatically asks you to generate one. The password is saved to your vault and added to the empty password field on the website you're viewing.

Your passwords are stored in your McAfee SafeKey vault, so as long as you know your McAfee SafeKey password, you can log in to your websites—effortlessly.

Contents

- ▶ *Generate a password*
- ▶ *Generate a password manually*
- ▶ *Change an existing password to a generated one*
- ▶ *View your password history*

Generate a password

You can generate a password any time.

Task

- 1 Click **Generate**, and then view your new password.
- 2 To generate a different password, repeat step 1.
- 3 Select **Show Advanced Options** to customize your password:

Select	To do this...
Password length	Decide how many characters you want your password to be.
Make it easy to pronounce	Use a natural combination and sequence of vowels and consonants.
A-Z	Use capital letters.
a-z	Use lowercase letters.
0-9	Use numbers.
Special characters	Use characters like #, @, %, and ^.
Minimum digit count	Use a minimum number of digits (0-9).
Avoid similar characters, like O and 0	Simplify your password by avoiding characters that look the same.
Use every character type	Make sure your password includes every character type selected in the Generate Password dialog box.

- 4 Click **Accept**.

Generate a password manually

If McAfee SafeKey doesn't ask you to generate a new password, you can generate one manually.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Go to **Tools**, and then select **Generate Secure Password**.

Change an existing password to a generated one

When you need to change a password for a website, McAfee SafeKey asks you to generate one.

Task

- 1 Click **Fill Current** to add your password to the current password field.
- 2 Click **Generate**, and then click **Accept** to save your password to your vault and add it to the new password field on the website you're visiting.
- 3 In your web browser, follow the on-screen instructions to save your new password.
- 4 Look for the McAfee SafeKey password change notification and click **Confirm** to save it.

View your password history

Whenever you change a password for one of your websites, McAfee SafeKey stores the new password in your vault. You can view a history of your password changes any time.

Task

- 1 Go to your McAfee SafeKey vault.
- 2 Click the **edit** icon next to the site name.
- 3 Next to the password field, click **History**.

7

Using secure notes

McAfee SafeKey lets you store your private information safely in a secure note. You can think of secure notes as a digital notepad. Write down things like bank account numbers, government ID numbers for your family, passport numbers, safe combinations, bike lock codes, and anything else you want to store securely.

Just like the usernames and passwords for your favorite sites, you can access your secure notes from any device that has McAfee SafeKey installed.

Add a secure note

It's easy to add a secure note to your McAfee SafeKey vault.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Click **Tools**, and then click **Add Secure Note**.
- 3 Give your note a name, select a note type, and then select a group.
- 4 In the **Notes** section, enter the information you want to store securely.
- 5 Click the **paperclip** to attach pictures, PDFs, and other files.
- 6 Select the checkbox to have McAfee SafeKey ask for your password before it displays your secure note.
- 7 Click **OK**.

8

Managing multiple logins for the same site

If you have more than one username and password combination for a website, McAfee SafeKey remembers them all.

This might be useful, for example, if you have a personal bank account and a business bank account that you log in to using separate login credentials.

When multiple login details are stored in your vault, McAfee SafeKey fills in the fields using the login credentials you used last. If more than one set of login details are stored in your vault, you see the total number of accounts listed in the **AutoFill** button

Contents

- ▶ *Add a second account*
- ▶ *Select your login details*

Add a second account

You can store more than one set of credentials for the same site in McAfee SafeKey.

- Log in to your website using the login details that you want to store your vault. McAfee SafeKey asks you if you want to remember your details—just like it did the first time you signed in using your other login details.

Select your login details

It's easy to log in using a different stored username and password.

Task

- 1 Click **AutoFill** in the notification bar.
- 2 Select the account you want to use.

9

Managing your favorites

You can save time logging in to a website by adding it to your favorites list. After you add a site to your list, you can go to any of your favorite websites quickly and easily. You can even open all of your favorite websites at once.

Contents

- ▶ *Add a site to your favorites list manually*
- ▶ *Open your favorite websites*

Add a site to your favorites list manually

You can add a site to your favorites list any time.

Task

- 1 Go to your McAfee SafeKey vault.
- 2 Find the site you want to make a favorite, and click the **edit** icon next to its name.
- 3 Select **Favorite**, and then click **OK**.

Open your favorite websites

You can open the sites you frequently log in to using McAfee SafeKey—quickly and easily.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Click **Sites**, and then select **Favorites**.
- 3 Click the site.
- 4 (Optional) To open all your favorite websites at the same time, click the McAfee SafeKey button in your web browser, and then click **Open Favorites**

10 Changing your toolbar mode

The McAfee SafeKey toolbar lets you access all of the McAfee SafeKey features—quickly and easily. You can decide between three toolbar modes to use with McAfee SafeKey:

- Compact—Access the features from one button that takes up very little real estate in your browser
- Non-compact—See McAfee SafeKey as a full row below your search bar.
- Command bar button—Access the McAfee SafeKey button from your command bar.

Change your toolbar mode

The default toolbar mode is *compact* but you can change it any time.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Click **Settings**, and then in the left menu pane, click **General**.
- 3 Change your toolbar mode under the **Appearance** section.

11 Enabling and disabling the McAfee SafeKey toolbar

You need to enable add-ons and toolbars in your web browser to access McAfee SafeKey. Depending on how your web browser is set up and what features you're using, you might need to also enable McAfee SafeKey. You can enable and disable the McAfee SafeKey toolbar add-on in your web browser any time.

Internet Explorer's InPrivate browsing mode disables all add-ons and toolbars by default to protect your privacy. Read the help in Internet Explorer to learn how to enable toolbars and extensions while in InPrivate browsing mode. You can also read the help to learn how to manually enable McAfee SafeKey in Internet Explorer.

12 Accessing McAfee SafeKey with right-click

You can access the most common features by right-clicking on any webpage. Do this to quickly see the features you will probably use most often:

- Generate a secure password
- Recheck a page
- Copy your username and password
- Fill in a form automatically

Access McAfee SafeKey features with a right-click

It's easy to access the most common McAfee SafeKey features by right-clicking your mouse.

Task

- 1 Right-click on any webpage.
- 2 From the menu, click McAfee SafeKey.
- 3 Select the feature you want to use.

13 Changing your email

If you no longer want to use the email address that you used to create your McAfee SafeKey account, you can change it easily.

Change your email

You can change the email associated with your account any time.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Click **Settings** and then in the dialog box, click **Account**.
- 3 Click **Go to my account settings**.
- 4 Under the **General** tab, in the **Email** field, enter your new email address.
- 5 Click **Update**.
- 6 Enter your password and click **Confirm** to save the changes.

14 Understanding FormFills

You can use McAfee SafeKey to store your credit card numbers, bank account information, billing and shipping addresses, Social Security Number, and any other information you need to enter frequently. This is especially helpful when you shop online, because McAfee SafeKey automatically adds your information with just a few clicks. There's no need to enter your information manually every time you need to fill in a form, so you save time.

You can create a profile for each name, address, credit card, and bank account you use. And you can create more than one profile for the same type of information. For example, you might have a personal address, a shipping address, a work address, and even a vacation address. You might also have multiple credit cards stored in your FormFill profiles. You can store them all in McAfee SafeKey.

If you have more than one FormFill profile set up, but you know you're going to use one FormFill profile more than the others, you can make it your default profile.

Contents

- ▶ *Add a FormFill profile*
- ▶ *Copy a FormFill profile*
- ▶ *Use a FormFill profile*
- ▶ *Mix and match FormFill profiles*
- ▶ *Set a default FormFill profile*
- ▶ *Create custom fields for your FormFill profile*
- ▶ *Use selective FormFills*

Add a FormFill profile

You can add a new FormFill profile any time.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Select FormFills, and then click **Add Profile**.
- 3 In the FormFill dialog box, click the tab for the profile you want to create.
- 4 Enter your information, and then click **OK**.

Copy a FormFill profile

After you create your first FormFill profile, you can create another similar profile—easily. Do this when you want to create a second profile that shares some common information.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Select **FormFills**.
- 3 Select the profile name you want to copy, and then in the menu, click **Copy**.
- 4 In the FormFill dialog box, edit your information if necessary.
- 5 Click **OK**.

Use a FormFill profile

When you visit a website that has a fillable form, McAfee SafeKey asks you to use your profile to fill the fields. If you have more than one profile, you can tell McAfee SafeKey which profile to use.

Mix and match FormFill profiles

You might have multiple addresses set up in your FormFill profiles. McAfee SafeKey lets you quickly mix and match profiles.

Task

- 1 In the dialog box that appears, click **Fill Form**.
- 2 Click **Choose Profile and Credit Card**.
- 3 In the dialog box, choose which profile and credit card information you want to use.
- 4 Click **OK**.

Set a default FormFill profile

If you use one profile more often than others, set it as your default profile. McAfee enters the information stored in your default profile automatically.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Click **Settings**.
- 3 In the pane on the left side of the settings screen, look for **My default FormFill profile is**, and then select the profile you want to use.

Create custom fields for your FormFill profile

Even though McAfee SafeKey has several built-in fields for your FormFill profile, you can also create your own custom fields.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Select FormFills.
- 3 Click **Add Profile**, or click **Edit Profile** if you already have one set up.
- 4 In the FormFill dialog box, click **Custom Fields**.
- 5 Fill in the information for each field:

For this field...	Enter this...
Text	The field name that appears next to the field you want McAfee SafeKey to automatically fill in. For example, <i>Website</i> .
Value	The text that you want McAfee SafeKey to automatically fill in. For example, <i>www.website.com</i> .
Alternate Text	Any alternate words that you want McAfee SafeKey to look for before filling in your information. For example, in addition to <i>Website</i> , you can ask McAfee SafeKey to look for <i>Web Site</i> or <i>URL</i> .

Use selective FormFills

You might want to fill in only a few fields on a website using one of your FormFill profiles. Just highlight the fields you want McAfee SafeKey to fill for you. Then, use FormFill to add your info to the highlighted fields.

15 Managing attachments

McAfee SafeKey lets you store more than just usernames, passwords, and notes. You can store PDFs, images, and documents. It's perfect for storing things like a copy of your passport, for example. You can add multiple attachments to a single secure note, and a single secure note can hold up to 10MB of attachments.

You can access your attachments from wherever you have McAfee SafeKey installed, including Macs, PCs, iPhones, iPads, and Android devices.

All attachments are encrypted and decrypted with a key that is never sent to McAfee SafeKey. This means that without your password, the attachments in your vault can't be opened.

Attach a file

You can attach almost any file type to a secure note.

Task

- 1 In the **Secure Note** dialog box, click the **paperclip** icon.
- 2 Find the file you want to add to your secure note on your desktop.
- 3 Click **Open**.

16 Accessing McAfee SafeKey tools

McAfee SafeKey comes with tools to help you manage your log in details easily. You can do things like generate a secure password for your websites, add secure notes, and even check your password strength.

Contents



- ▶ *Access McAfee SafeKey tools*
- ▶ *Print the information in your vault*
- ▶ *Export the information in your vault*

Access McAfee SafeKey tools

You can manage your log in details easily with McAfee SafeKey tools.

Task

- 1 Click the McAfee SafeKey button in your web browser.
- 2 Select from these tools:

Select...	To do this...
Generate Secure Password	Get help creating a secure password for your favorite websites.
Site Search	Find a specific site or secure note in your vault.
Recheck Page	Check the page to see if it's stored in your vault. Some sites use Javascript or Ajax to dynamically show the login form, and McAfee SafeKey might not be able to properly fill in your saved login details when you visit a website stored in your vault. Rechecking a page can fix that.
Refresh Sites	Refresh the website if McAfee SafeKey is slow to add in your login details, or if you experience any other issue that seems out of the ordinary.
Import from	Import your data from other password management programs. If you used a password management program before McAfee SafeKey, you don't have to enter everything manually.
Export to	Export the information stored in your vault. McAfee SafeKey offers several ways to back up and store your McAfee SafeKey. You can export as a CSV File or as an encrypted file, or transfer your information to your browser's password manager.  Your export options are different depending on your browser.
Print	Print your stored sites and secure notes.
Check for Updates	Find out if there's a new version of McAfee SafeKey.
Clear Local History	Remove any files that were stored while you used McAfee SafeKey. This tool is useful if you're on a computer that doesn't belong to you.
Check Password Strength	Review the passwords in your vault, see how your security level ranks on a scale of zero to 100, and learn how you can improve your security.
Other Sessions	See if you left McAfee SafeKey open on another device, and view the IP addresses that have recently accessed McAfee SafeKey.
About	Find basic information about McAfee SafeKey, including the plugin version number, the build type, and more.
Add Site	Add a site to your vault, manually.  After you log in to your favorite website, McAfee SafeKey asks you to add your username and password to your vault.
Add Secure Note	McAfee SafeKey lets you store your private information safely in a secure note. You can think of secure notes as a digital notepad. Write down things like bank account numbers, government ID numbers for your family, passport numbers, safe combinations, bike lock codes, and anything else you want to store safely.

Print the information in your vault

You can use McAfee SafeKey to print your stored sites and secure notes.

Task

- 1 Click the McAfee SafeKey button.
- 2 Select **Tools**, and click **Print**.
- 3 Depending on what you want to print, click **Sites** or click **Secure Notes**.
- 4 Click the arrow next to a column header to sort your information in ascending or descending order.
- 5 Click **Print**.

Export the information in your vault

You can export your stored sites and secure notes. The types of files you can export to are different for each browser.

Task

- 1 Click the McAfee SafeKey button.
- 2 Select **Tools**, and then click **Export To**.
- 3 Choose where you want your data to be exported.
- 4 Click **Save**.

17 Changing your McAfee SafeKey extension settings

McAfee SafeKey is easy to use from the get-go, but you can always change your general settings and your browser extension settings to make your experience more personal.

Remember, while your general settings remain the same no matter where you use McAfee SafeKey, your browser extension settings don't apply to different browsers, so you need to adjust your settings on every device you use McAfee SafeKey on.

Contents

- ▶ *Change your browser extension settings*
- ▶ *Change your general settings*
- ▶ *Set up Hotkeys*
- ▶ *Change your advanced settings*

Change your browser extension settings

You can change your browser extension settings any time.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Click **Settings**.
- 3 In the dialog box, click the group of settings you want to view or change, and then choose from:
 - General
 - Notifications
 - Hotkeys
 - Advanced
- 4 Make your changes, and then click **OK**.

Change your general settings

Your general settings are already optimized to give you the best experience. However, you can change your general settings to suit your needs.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Select **Settings**, and then in the left menu pane, click **General**.
- 3 Turn **settings on or off**, or make more adjustments to your settings.
- 4 Click **OK**.

Set up Hotkeys

Set up useful keyboard shortcuts to quickly open a McAfee SafeKey feature.

You can create as many hotkeys as you need. Before you set up your hotkeys, remember to verify that each hotkey doesn't interfere with another hotkey already set up in your browser or OS.

Task

- 1 Click the McAfee SafeKey button.
- 2 Select **Settings**, and then click **Hotkeys** on the left menu pane of the **Settings** screen.

- Click the field for any hotkey, and then enter a 2-key or 3-key combination. You can choose from these hotkeys:

Feature	What the hotkey does	Default hotkey
Generate a secure password	Opens the screen where you can generate secure, hard-to-guess passwords for your favorite websites.	Alt + G
Recheck a webpage	Tries to fill in your log in details if McAfee SafeKey did not do so automatically.	Alt + I
Search a site	Helps you find a specific site or secure note in your vault.	Alt + W
Fill next log in	Selects the next username and password combination when you have more than one set of credentials for a website. You can use this hotkey after you've been asked which login details you want to use.	Alt + Page up
Fill previous log in	Selects the previous username and password combination when you have more than one for a website. You can use this hotkey after you've been asked which login details you want to use.	Alt + Page down
Submit a form	Submits a login form or a web form.	Alt + J
Open my McAfee SafeKey vault	Opens your vault in a new tab or window, according to your settings.	Ctrl + Alt + H
Save all entered information	Saves your login details for a page.	None
Log out	Ends your current McAfee SafeKey session.	None
Fill in a form using my default profile	Automatically fills in any web form.	None

- Click **Ok**.



Not all hotkeys are available in every browser.

Change your advanced settings

Your advanced settings are already optimized to give you the best experience. However, you can change the advanced settings to suit your needs

Remember:

- Some settings are turned on by default. Others are turned off.
- The settings available to you change depending on your browser, so you might not see every option.

Task

- Click the McAfee SafeKey button in your browser.
- Select **Settings**, and then in the left menu pane, click **Advanced**.
- Turn settings on or off, or to make even more adjustments, select from these settings:
 - Automatically log me in to a website if it's been more than [] seconds since I last logged in**
 - Warn me before I fill in a form that's not secure**

- Allow websites to disable AutoFill
- Check for account changes every [] minutes
- Clear clipboard [] seconds after I use it
- Show only [] sites in my recently used list
- Search in secure notes
- Ask me if I want to log in when I start my browser
- Ask me if I want to create new FormFill profiles automatically
- Save a one-time password on my PC or Mac in case I need to recover my account
- Share my login state with other web browsers
- Language

18 Viewing your account history

You can view the history to see each time you logged in to McAfee SafeKey. This is helpful if you want to make sure nobody has gained unauthorized access to your account.

View your account history

It's easy to access your history.

Task

- 1 Log in to your McAfee SafeKey account here: <https://safekey.mcafee.com>.
- 2 On the left side of the screen, click **History**.
- 3 Your account history appears.
- 4 Do one of the following:
 - Scroll through your McAfee SafeKey login history.
 - View your history by date range.

19 Using the McAfee SafeKey virtual keyboard

If you're on a public computer and are concerned about key logging, you can use your mouse instead of a keyboard to log in to McAfee SafeKey. This means you don't have to worry about having your passwords compromised by criminals trying to steal your passwords.

Use a virtual keyboard

Use the virtual keyboard to log in to McAfee SafeKey if you're concerned a computer has key logging software installed.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Click **Show virtual keyboard**.
- 3 Use your mouse to type your email address and password, and then click **log in**.

20 Fixing login problems

McAfee SafeKey logs you in to your favorite websites using the login details stored in your vault. If you have trouble logging in to a website, there might be a problem with the information stored in your vault.

Contents

- ▶ [Check your login details](#)
- ▶ [Delete your login details](#)

Check your login details

If you're having trouble logging in to a website, check the login details in your vault.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Click McAfee SafeKey Vault.
- 3 Find the site you're trying to log in to, and then click the edit icon.
- 4 Verify your username and password details.



You can copy your login details and paste them in the fields on the site you're trying to log in to.

Delete your login details

You can delete your login details whenever you want.

Task

- 1 Click the McAfee SafeKey button in your browser.
- 2 Click McAfee SafeKey Vault.
- 3 Find the site you want to remove, and then click the delete icon next to it.
- 4 Click **Yes**.

21 Recovering your McAfee SafeKey account

If you're having trouble logging in to your McAfee SafeKey account through the McAfee SafeKey button, first try logging in through the McAfee SafeKey website at <https://safekey.mcafee.com>. If that still doesn't work, you can recover your account.

Recover your McAfee SafeKey account

You can gain access to your McAfee SafeKey account—even if you can't remember your McAfee SafeKey password.

Task

- 1 On the login screen, click **I forgot my password**.
- 2 Enter your email address, and click **Send Email**.
- 3 Click the link in your email to recover your McAfee SafeKey account.
- 4 Follow the on-screen instructions to create a new password and regain access to your McAfee SafeKey account.



If you still can't access your McAfee SafeKey account, delete your account and create a new one.

22 McAfee SafeKey for mobile devices

Use McAfee SafeKey for mobile devices to log in safely to websites with just a few taps. You can also use it to protect your personal information, like your driver's license, passport number, and mailing address—so you don't have to remember it all. McAfee SafeKey also saves you time by filling out forms online using your personal information.

Features

McAfee SafeKey lets you log in safely to websites with just a few taps—by letting the McAfee SafeKey app enter your login information for you. Also, you can create notes that contain your personal information, like your driver's license or banking information, for quick and easy retrieval at a later time.

Feature	What it does
Fill in forms automatically	Store things like your address, phone number, credit card numbers, and banking details. Whenever you need to enter your information on a website, just click a few buttons and McAfee SafeKey fills in your details—automatically.
Log in to websites automatically	Log in to websites and online accounts automatically using your stored username and passwords.
Store secure notes	Store things like bank card PINs, bike lock codes, and passwords for your favorite apps in a secure note. The information can only be accessed when you're logged in to McAfee SafeKey.
Generate secure passwords	Generate secure passwords for your websites—automatically. Customize things like password length and use of special characters.

23 Getting started with McAfee SafeKey

McAfee SafeKey runs on the Apple iPhone 3 and later, and also on the iPad and iPad 2.

Download and install your app

You can download and install your app on your mobile device in just a few steps.

Task

- 1 From your mobile device, tap the App Store.
- 2 Browse for the McAfee SafeKey app.
- 3 Follow the on-screen instructions to download and install your app.

24 Using McAfee SafeKey on your mobile device

Before you start using McAfee SafeKey on your mobile device, you need to download it from the App Store and then install it on your device. You must also have a McAfee SafeKey account, which you can create online.

Log in to your app

You can log in to your app easily and quickly with your McAfee SafeKey account information.

Task

- 1 On your mobile device, tap the McAfee SafeKey app.
- 2 Enter your email and password, and then tap **Log in**.

25 Understanding sites

A site is a type of note that you can create to store your login information—like your username and password—for any website. That way, you can quickly and easily log in to any website so you don't have to remember any of your login information. You assign a website to a group to help keep your favorites sites organized by function or purpose. For example, you can categorize your website as "Banks", "Shopping", "Email", and so on.

Contents

- ▶ *Create a site*
- ▶ *Edit a site*
- ▶ *Delete a site*
- ▶ *View a site password*
- ▶ *View your sites*
- ▶ *Copy information from your sites*
- ▶ *Use a site*

Create a site

You can create a site in McAfee SafeKey to store your login information for any website for quick and easy access.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **New**, and then type **Site**.
- 3 Enter the website information:
 - Website name
 - Website group
 - Website address
 - Username
 - Password
- 4 In the Comments field, enter any additional information about your website.
- 5 Choose the settings for your website:
 - **Make this a Favorite**—Lists your website in the Favorite page so you can quickly access it.
 - **Always ask for my McAfee SafeKey password**—Asks you for your McAfee SafeKey password every time you log in to your website.

- **Let me fill out my info manually**—Lets you enter your information every time you log in to your website.
- **Log me in automatically**—Logs you in to the website automatically, without asking you for your password, or for your McAfee SafeKey password.

6 Tap **Save**.

Edit a site

You can edit a site if you want to change any information about the website, like your username, or password.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Sites**, and then choose the website.
- 3 Tap **Edit**.
- 4 Change the settings for your website, and then tap **Close**.

Delete a site

You can delete a site whenever you want. Remember, if you need to change your login information for a website, you can always edit the website anytime.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Sites**, and then choose the website.
- 3 Tap **Delete**.

View a site password

You can view a website password if you forget it.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Sites**, and then choose the website.
- 3 Tap **Show my password**.

View your sites

You can view information about your websites when you need to verify your login information.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Sites**, and then choose the website.

Copy information from your sites

You can create a new account using the same credentials you use to log in to another website by copying and pasting your username and password. Remember, if you want to use your username and password, you need to copy and paste them separately.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Sites**, and then choose one of these:
 - **Copy my username**—Copies your username to the clipboard.
 - **Copy my password**—Copies your password to the clipboard.
- 3 In your browser window, navigate to the website you want to access.
- 4 Paste the username or password into the required field.

Use a site

When you want to log in to a website, you can use one of your site names to automatically enter your login information.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Go to a website that requires you to log in.
- 3 Tap the SiteFills icon.
- 4 Choose the site name that you want to use, and then tap **Done**.

26 Understanding notes

Notes contain personal information about you—like your credit card information, driver's license number, and passport number—that you want to store safely and use later. You can create as many notes as you want; for example, you can create a note for each one of your credit cards. You assign a website to a group to help keep your favorites sites organized by function or purpose. For example, you can categorize your website as "Banks", "Shopping", "Email", and so on.

Contents

- ▶ *Create a note*
- ▶ *Attach an image to a note*
- ▶ *Attach a recording to a note*
- ▶ *Edit a note*
- ▶ *Delete a note*

Create a note

You can create a note for almost any type of information that you want to store about yourself.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **New**, and then choose one of these options:
 - General
 - Bank account
 - Credit card
 - Database
 - Driver's license
 - Email
 - Instant messaging
 - Insurance
 - Membership
 - Passport
 - Server
 - Social Security
 - Software license
 - Wi-Fi password
- 3 Enter your note information.
- 4 In the Comments field, enter any additional information about your note.
- 5 Tap **Save**.

Attach an image to a note

You can also attach an image to your note—like a graphic image or a photo—that you think is important for your note. For example, you can save a photo of a passport in a Passport note. Then, if your passport gets lost or stolen, and you need to reproduce a page for identification purposes, you can log in to McAfee SafeKey online and print the saved image of your passport page.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **New**, and then tap the note type you want to create.
- 3 Enter your note information.
- 4 Tap the camera icon.
- 5 Do one of these:
 - Tap the photo icon, and then browse to a photo on your device.
 - Tap the lens icon, and then use your device camera to take out a photo.
- 6 Tap **Save** twice.

Attach a recording to a note

You can include a recording you think is important with your note.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **New**, and then tap the note type you want to create.
- 3 Enter your note information.
- 4 Tap the microphone icon.
- 5 Create your recording using the microphone on your device.
- 6 Tap **Save** twice.

Edit a note

You can change information about your note any time.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Notes**, and then choose the note you want to edit.
- 3 Tap **Edit**.
- 4 Make the necessary changes, and then tap **Save**.

Delete a note

You can delete a site whenever you want. Remember, if you need to change your login information for a website, you can always edit the website anytime.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Notes**, and then choose the note you want to delete.
- 3 Tap **Delete**.

27 Understanding FormFill profiles

McAfee SafeKey includes a special type of note—called a FormFill profile—where you can store more personal details, like your full name, birthday, and address. With a FormFill profile, McAfee SafeKey can automatically fill out forms online for you.

Contents

- ▶ *Create a FormFill profile*
- ▶ *Use a FormFill profile*

Create a FormFill profile

You can create a FormFill profile to store personal information so McAfee SafeKey can automatically fill out forms online for you.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **New**, and then tap **FormFill profile**.
- 3 In the Profile name field, enter a name for your FormFill profile.
- 4 Enter the rest of your personal, contact, credit card, and bank information.
- 5 In the Comments field, enter any additional information about your form.
- 6 Tap **Save**.

Use a FormFill profile

You can let McAfee SafeKey fill out forms for you automatically, so you don't have to lift a finger.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Go to the website that has the form you need to fill out.
- 3 Tap the FormFill icon.
- 4 Choose the FormFill profile you want to use, and then tap **Done**.

28 Understanding favorites

Favorites are frequently-used items—like sites, notes, and FormFill profiles—that you can quickly access from the Favorites screen in McAfee SafeKey. This saves you time from manually typing in website addresses, and automatically logging you in to your accounts.

Contents

- ▶ *Make an item a favorite*
- ▶ *View your favorite items*

Make an item a favorite

You can mark a frequently-used site, note, or FormFill profile as a favorite so that it displays in one screen for quick and easy access.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Edit**.
- 3 Tap the site, note, or FormFill profile that you want to make a favorite.
- 4 Do one of these:
 - Tap the star icon beside the note name.
 - Turn on the **Make this a Favorite** setting.
- 5 Tap **Save**.

View your favorite items

You can view all your favorite items in one screen, so you can access them quickly and easily.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Favorites**.
- 3 View your favorite sites, notes, and FormFill profiles.

29 Generating a password

McAfee SafeKey makes it easy for you to generate passwords when you create an account or change a password online. The software ensures the password it generates meets the complexities required, like a special character or upper case letter. Instead of creating the password yourself, you can let McAfee SafeKey generate the password-quickly and easily.

Generate a password

You can let McAfee SafeKey generate a password when you need to create an account online, or when you need to change the password of a site or note.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Settings**.
- 3 Tap **Generate password**.
- 4 Move the slider to select the number of characters required for your password.
- 5 Choose the options for generating your password:

Select...	To do this...
Make it easy to pronounce	Make your password easy to pronounce.
Use A-Z	Use uppercase letters only.
Use a-z	Use lowercase letters only.
Use 0-9	Use numbers only.
Use special characters	Use characters like ! @ # \$ % ^ and so on.
Avoid similar characters	Avoid commonly-mistaken characters, like the number 0 and the letter O.
Use every character type	Use letters, numbers, and special characters.

- 6 Tap **Save**.

30 General settings

McAfee SafeKey includes a number of settings that you can customize to suit the way you want to use the app.

Change your general settings

You can change your settings to customize the way you want to use the app.

Task

- 1 Log in to McAfee SafeKey with your email and password.
- 2 Tap **Settings**.
- 3 In the Actions section, choose an option:
 - **Log out**—Logs you out of McAfee SafeKey so that another user can log in.
 - **Refresh sites**—Updates all your sites and notes with the latest information. Normally, your sites and notes are updated when you log in to your McAfee SafeKey app.
 - **Generate password**—Generates a password that you can use when you create a new account online.
 - **Clear data**—Clears the data that's stored in your app cache.
 - **Open browser**—Opens your web browser.
 - **About**—Lets you view your app's version number and release date.
- 4 In the Preferences section, choose how you want to use your app:
 - **Remember my email**—Automatically logs you in to the app using your saved email.
 - **Remember my password**—Automatically logs you in to the app using your saved password. When this setting is on, anyone who uses your device can access your personal information.
 - **Use the username in my site list**—Uses the username that's in your site list to log in to the app.
 - **Stay logged in when my device is idle**—Lets you stay logged in to the app, even when you're not using it.
 - **Always ask for my PIN when I open the app**—Asks for your PIN whenever you open the app, or return to it from the Home screen.
 - **Require PIN after returning from background**—Lets you choose how often you want to be asked for your PIN when you're not using the app.
- 5 Tap **Done**.

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