

Table of contents

1. Introduction

2. Important terms

3. Sign up instructions

4. Basic settings

Initiate sharing

Configure two-factor authentication

5. Password management

Add or import passwords

Share secrets

Chambers and bulk sharing

6. Advanced features

Direct connection to websites and apps

Single sign-on for cloud apps

7. Password assessment report

8. Offline access

9. Mobile access

10. Browser extensions

11. Contact details for technical assistance

Introduction

Thank you for using Zoho Vault to securely share your passwords and other confidential data. This guide will provide you with all the basic information to help you get started with the product.

Important Terms

We strongly recommend that you familiarize yourself with the following terminology before proceeding:

Passphrase	The master key with which your all your confidential data is encrypted and decrypted.
Secrets	Denotes passwords and other confidential data stored in Zoho Vault. There are two types of secrets – Enterprise and Personal . <ul style="list-style-type: none"> • When you add a secret to Zoho Vault, you need to mark it as either Enterprise or Personal • Secrets marked as Enterprise can only be shared with other users in the organization. • Personal secrets will always remain exclusive to you. Even your organization super-administrators cannot access it.
Password Policy	Password rules framed by your organization administrator.
Chamber	A group of secrets.
User	Denotes a person who is part of your Zoho Vault account.
User Groups	A set of users from a particular domain. For example: Marketing, or Finance.
Outsider	Anyone who is not part of your company. This includes contract workers, consultants, and other temporary workers.
Super Admin	The person who created and manages your company's Zoho Vault account. Generally, this is the IT administrator of your company.

Sign up instructions

The first step is to accept the Zoho Vault invitation sent by your organization administrator. During this process, there are two possible scenarios that you might face:

- You are new to Zoho
- You already have an account with Zoho

If you are new to Zoho:

- Check your inbox and see if you have received an email from **noreply@zohoaccounts.com**. If you couldn't find an invitation there, check the spam folder.
- Open the invitation email and click **Join Organization**.
- Enter your first and last name. Create a password for your account and click the **Join Organization** button at the bottom of the page.
- You will be automatically redirected to Zoho Vault's **Create Your Passphrase** page. Read the instructions carefully and create your account passphrase.
- Click **Save and Proceed**.

If you already have an account with Zoho:

Zoho Vault allows password sharing only between members of the same organization. If you have an existing personal Zoho Vault account, you need to delete it and join your company's organization. You can start using your official Zoho Vault to manage your personal secrets with guaranteed data privacy and security. Make use of the export and import options to transfer your secrets. Follow the instructions [in this section of our help documentation](#) to delete your personal account.

Basic settings

Initiate sharing

- Soon after creating your account, you should complete the handshake process to share secrets with other users and vice versa. You can do this by navigating to the Settings page, then to Sharing Secrets. From there, click the **'Initiate Sharing'** button.
- Once the sharing process is initiated, your super admin or any other administrators can approve sharing requests from users.

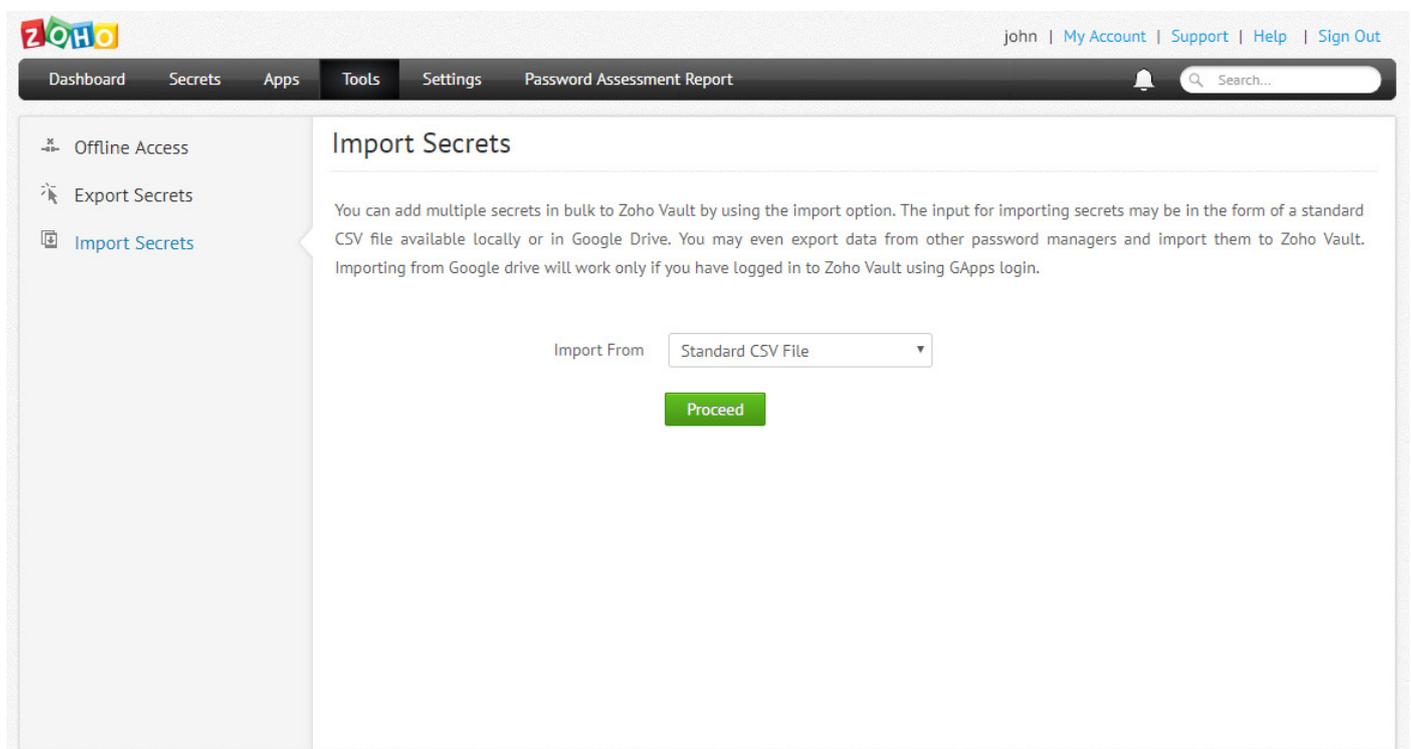
- Both sharing initiation and getting approval from the admin must be completed by users to share secrets with each other.

Password management

Add or import secrets

There are two ways to add secrets from the All Secrets tab:

- Use the **Add** button on the All Secrets page
- Import them from files stored on your desktop using the **Tools**. You can import secrets from a standard CSV file or from files exported from other password managers.

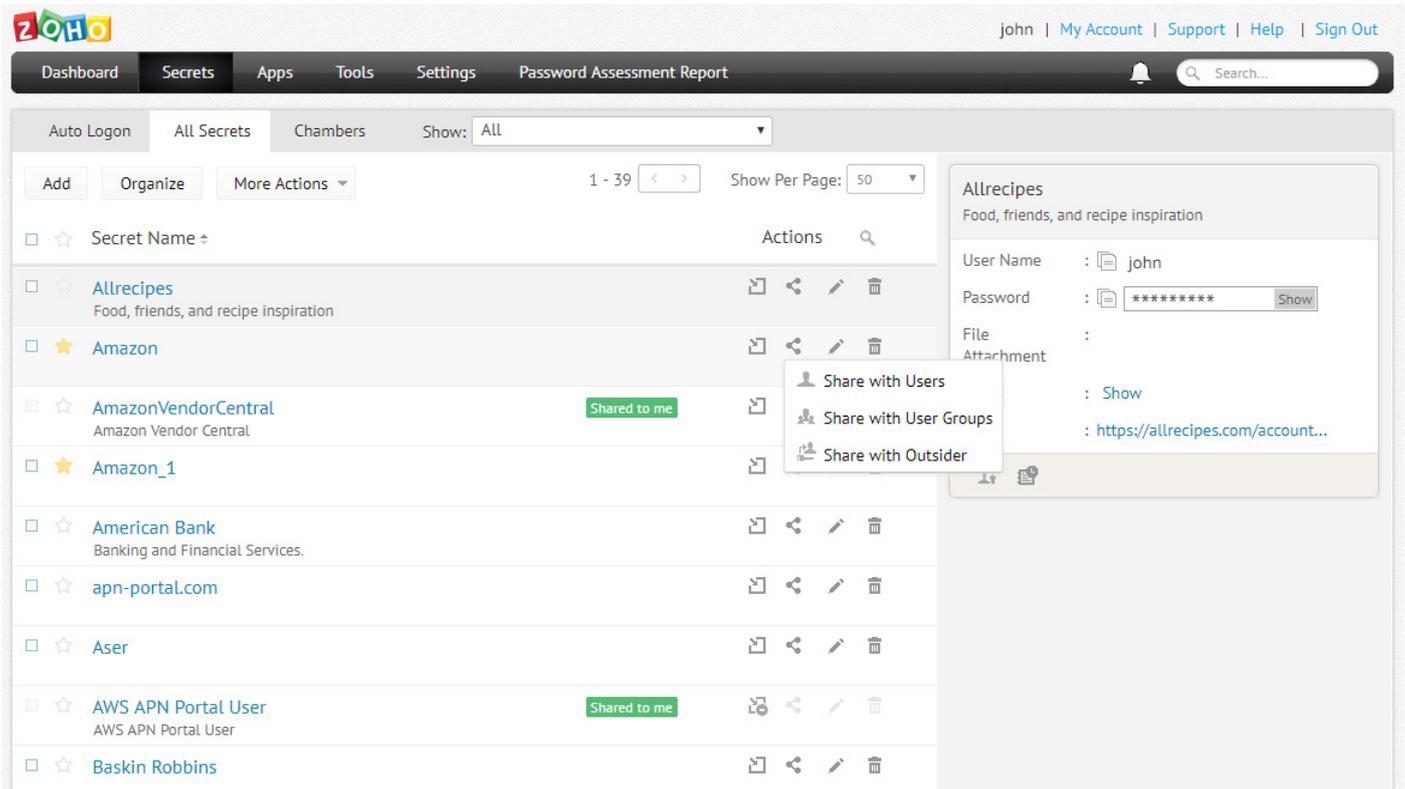


Learn more about [adding secrets](#) manually and [import tools](#).

Share secrets

You can share your enterprise secrets with other members of your organization.

1. Open the Secrets page and select **All Secrets**.
2. Select the secret that you want to share
3. Click the **Share** icon. It will prompt you to choose to 'Share with Users', 'Share with User Groups', or 'Share with an Outsider'.
4. You can selectively grant access privileges to the required users or user groups.



Chambers and bulk sharing

You can group secrets of the same type for bulk sharing purposes into folders called Chambers. To do this, click the **Add Chamber** button in the Chambers tab of the Secrets page. You can then share these secrets with other users, user groups, or with an outsider by using the **Share** option under Actions. You can also set access privileges while sharing secrets:

One-Click Login Only	Share secrets without displaying them in plain text. This way, you can restrict users to performing an auto logon.
View	Share the secrets with permission to view them in plain-text
Modify	Permission to view and modify the secret
Manage	Permission to view and modify the secret, modify other parameters, and share the secrets with other users

You can find more detailed information about [chambers](#) and [access privileges](#) in these help documents.

Export secrets

You can export secrets in plain text format to a text file any time. The entries will be printed in in a text file, separated by commas.

- Click the **Tools** tab and choose **Export Secrets**.
- You can either export all the secrets or export only the ones that belong to a particular secret type.
- Select the export format: **Zoho Vault CSV** or **General CSV** format.
- Click **Export Secrets** to download the CSV file.

Advanced Features

Direct connection to websites and applications

You can launch a direct connection to websites and applications from Zoho Vault's web interface using the auto login feature. This can be done in two ways: by native browser extensions or a one-click login through browsers [bookmarklets](#). More detailed instructions can be found here:

- [Using Browser Extensions](#)
- [Using One-Click Auto Logon](#)

Single sign-on for cloud apps

Admins can simplify password management for users by configuring single sign-on for shared cloud apps. If you are mapped with any cloud applications, you will be able to see the list of assigned applications in the **Apps** page. You just need to click the application's icon to log in without entering a password.

Password assessment report

Zoho Vault provides a powerful assessment mechanism to quickly scan all the passwords owned by you - enterprise and personal types - and show you the number of weak passwords and average password strength of all your accounts in a single click. You can also change the passwords marked as weak and replace them with strong and unique passwords either manually or automatically using the **Change Password** option.

- Click the **Password Assessment Report** tab.
- Click **Generate Report**.

This report analyzes the strength of your passwords and provides you the assessment details. All passwords - enterprise and personal types - owned by you are assessed based on various pre-defined criteria. Passwords found to be scoring low on assessment are labeled as 'weak' and you can replace them with strong, unique passwords thereby improving security. This report is not saved in Zoho Vault. Click 'Generate Report' button whenever you want to assess the strength of passwords.

31 Weak Passwords

20% Average Strength

Report generated on: Mar 26, 2018 03:32 PM

34 All Passwords

32 Less Complex

8 Part of Username

0 Recycled Passwords

7 Reused Passwords

34 Not Changed for Long

7 Dictionary Words

Secret Name	Username	Password	Strength Score	Last Modified	Action
Zoho-Corp_1 N/A	Zoho-Corp	*****	0%	5 months,11 days ago	

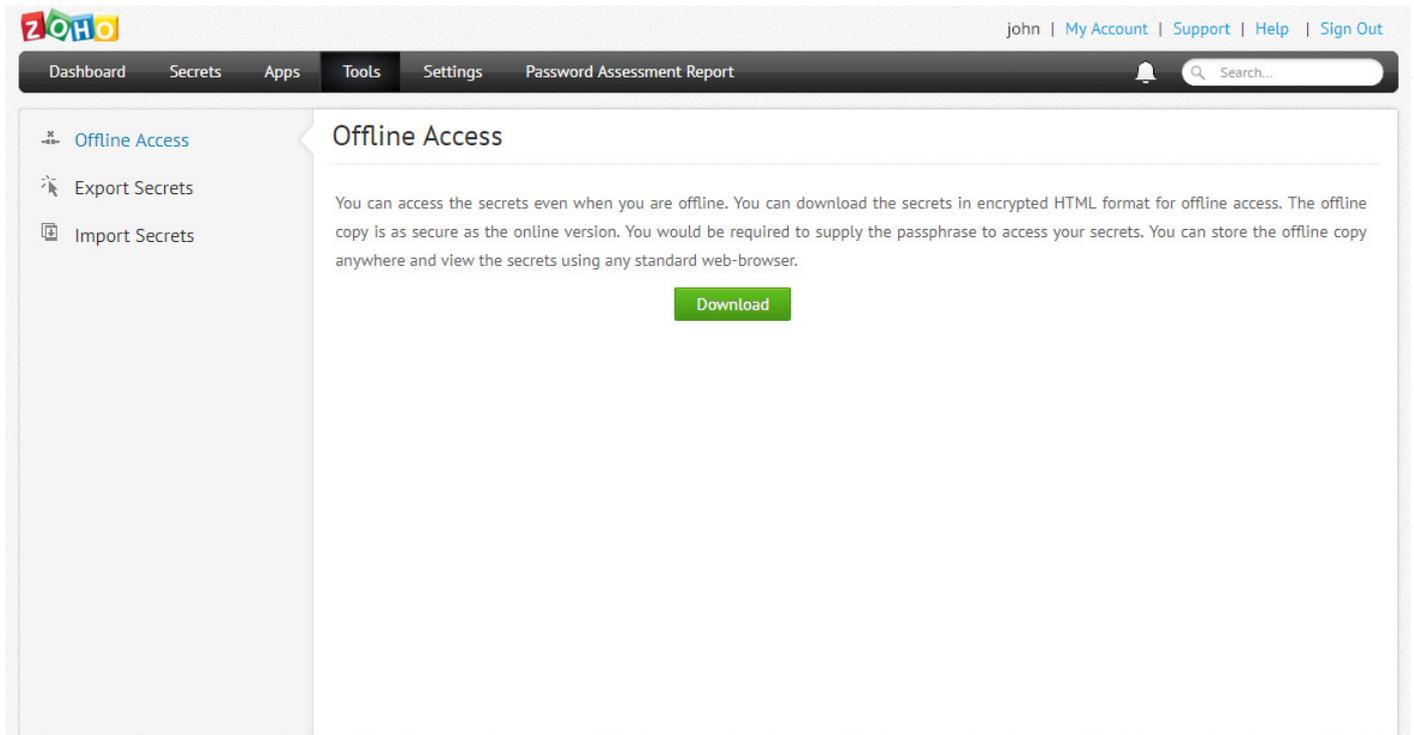
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Generate Report

You can find more information about how Password Assessment Report works [in this section of our help documentation](#).

Offline access

Zoho Vault offers a secure provision to access your passwords, even without a standard internet connection. You can download your passwords in the form of a secure, encrypted HTML file and carry it on any removable media. Open the Tools page, then select Offline Access and click the Download button to get an offline copy on your machine.



More detailed information on offline access can be found [here](#).

Mobile access

Our native mobile apps are helpful for viewing and managing passwords from any device. The list of supported mobile operating systems and detailed instructions for each is given below.

- [Android](#)
- [iOS](#)
- Windows

Browser extensions

To simplify day-to-day password management operations and make users more productive, Zoho Vault provides the option to securely synchronize passwords through native browser extensions. The extension helps you auto-fill passwords and log in to websites or applications in a single click. In addition, you can add new secrets, share them with colleagues, approve access requests, and more.

After deploying an extension, you can perform most of the password management operations directly from the browser without logging into the interface every single time. Currently, extensions are available for Chrome, Firefox, and Safari.

Contact details for technical assistance

If you are facing any issues with our product or if you are stuck somewhere, feel free to contact us for immediate assistance.

Email: support@zohovault.com

Toll-free number: +1 (888) 900 9646



Zoho Corporation

4141 Hacienda Drive Pleasanton,
CA 94588, USA

US +1 888 204 3539 UK : +44 (20) 35647890 Australia : +61 2 80662898

www.zoho.com/vault