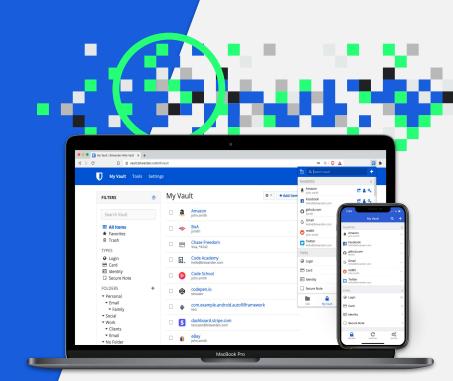


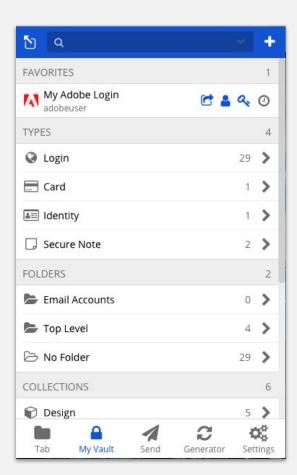
# Managing Your Bitwarden Vault

**Bitwarden Essential Series** 



#### Vault Items

- There are 4 types of items you can store in a Vault:
  - Login
  - Card
  - Identity
  - Secure Note
- Folder for your Personal Vault
- Assigned Collections
- Trash
  - o 30 days

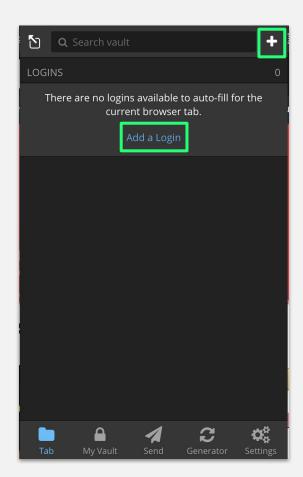




## Adding Items

Manually - using the + sign or Add a
Login from within your vault.

Automatically (via the Browser Extension)
when logging into a website for the first time; or when changing credentials for a website.

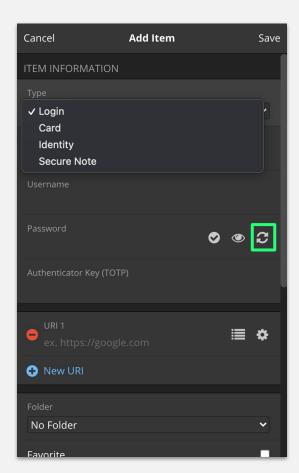




### Adding Items

If you add a new item directly with Bitwarden, you will have the following options:

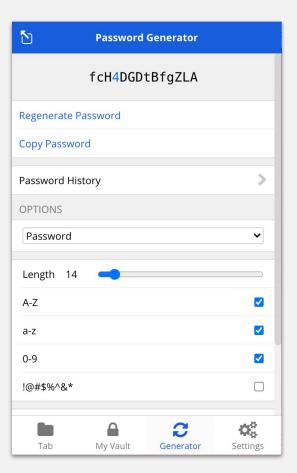
- Select the type
- Name
- Username
- Password
- URL
- Add it to to a specific folder
- Add additional notes
- Ownership





#### **Password Generator**

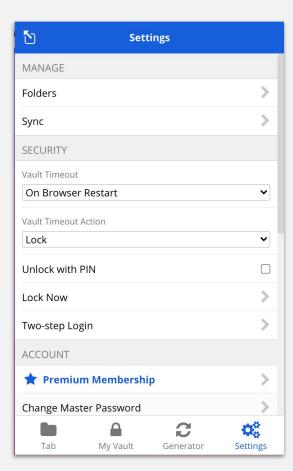
- Bitwarden can generate passwords for you that are:
  - Long
  - Complex
  - o Random
  - Unique per login





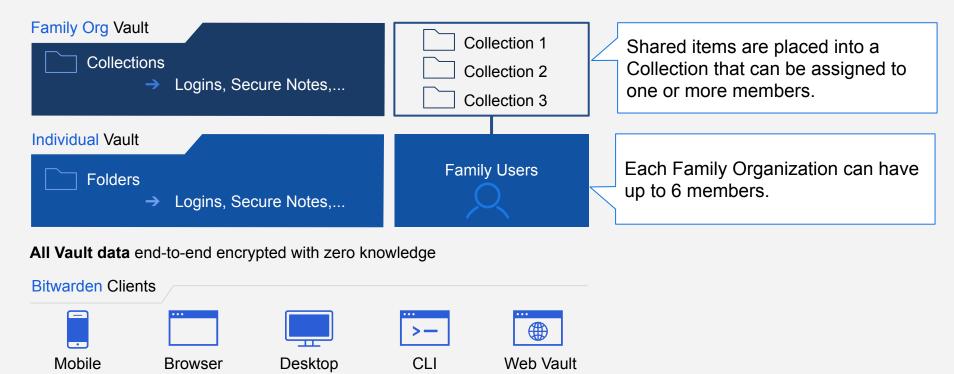
#### Vault Settings

- Manage your Folders and Sync
- Additional Security Features:
  - Vault Timeout
  - Vault Timeout Action
    - Lock
    - Log Out





### Family Organizations, Users, and Collections





Visit Bitwarden.com/help for more information



