NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

Password Manager for Teams

If your team shares logins by text, sticky note, or spreadsheet, anyone who's ever seen that message still has access, even after they leave. This guide covers how a team or business password manager plan fixes that: everyone gets their own login, shared access without sharing the actual password, and the ability to revoke someone's access in seconds.

Why shared logins are a problem

None of this is unusual; it's just how shared logins always end up.

Shared logins never really change
Social media, software subscriptions, shared mailboxes; the password gets passed around and rarely updated.

Anyone who ever saw it, still has it
A text message or sticky note doesn't expire just because someone left the company.

A team plan fixes both
Everyone gets access without ever seeing the actual password, and it can be revoked instantly.

Step by step

TEAM PASSWORD MANAGER

! Still sharing passwords by text?

Anyone who ever saw that message still has access, even after they leave.

WHAT TO DO
We're Naples Computers, since 1993.



STEP 1

! Give everyone their own login

Each person gets their own account, not one shared master password for the whole team.

WHAT TO DO

That's what makes it possible to see who accessed what, and to remove just one person later.



One account each, not one for everyone

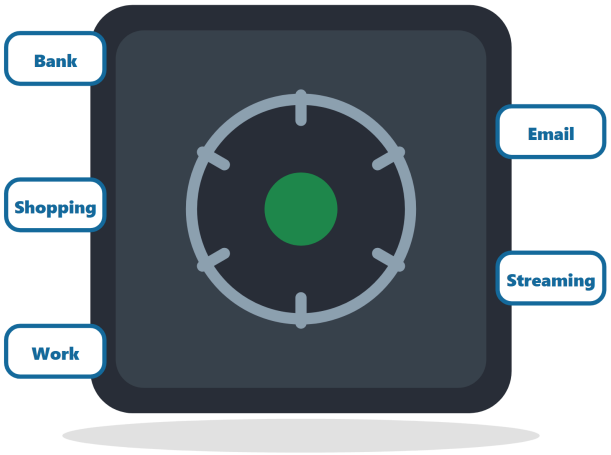
STEP 2

! Share access, not the password

Shared folders or vaults, like Bitwarden's organizations or 1Password's Teams and Business plans, let a team use a login together.

WHAT TO DO

Change the real password once, and everyone's access updates automatically.



Access without the actual password

STEP 3

Remove access the moment someone leaves

An admin turns off their access in seconds, no re-typing passwords on every shared account.

WHAT TO DO

Pair this with your offboarding checklist, so it's never a separate step someone forgets.



Offboarding, in seconds

A few tips

- [ ] Turn on two-factor for the vault itself
  One strong unlock, protected by two-factor, guards everything inside it
- [ ] Use shared folders, not one shared login
  Group access by team or role, so people only see what they actually need
- [ ] Pick a plan built for teams
  A personal plan works for one person; a team or business plan is built for shared access and offboarding

Recap: password managers for teams

- [ ] A team plan shares access without sharing the actual password
- [ ] Everyone gets their own login, not one password for the group
- [ ] An admin can remove access instantly when someone leaves
- [ ] Pair it with your offboarding checklist, every time

Pick a plan built for teams, not a personal one shared among several people; a team or business plan is what actually lets you revoke one person's access without resetting every password.

Ready to get your team off shared sticky notes?

Call 239-513-1960

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