SECURITY CHECKLIST FOR YOUR COMPUTER

Keep Windows up to date by installing all critical updates. Set them to update automatically.

Here's How:

- Right Click My Computer on your desktop and click Properties.
- Click the Automatic Updates tab. Tick mark the first option "Keep my computer up to date." (If not already marked).
- Then select the second option "Download the updates automatically and notify me when they are ready to be installed".
- You can also select the third option if you want to download and install the updates at a scheduled time.

Keep your Anti Virus program up to date. Schedule anti-virus scans every week.

Here's How:

- Run your Symantec Anti-Virus Client software (provided by USC).
- Make sure you are connected to the internet. Run LiveUpdate and click Next to install the latest anti-virus definitions.
- To schedule an antivirus-scan, I suggest that you schedule a weekly scan AFTER running the LiveUpdate. Click on Edit -- New Scheduled Scan and after giving the scan any name, click Next.
- Select the Frequency as Weekly and select a time when your computer is most likely to be on.
- Click Next and check your local hard drive which needs to be scanned every week. Click Save and close the program.
- If you find a virus on your computer and are unable to clean it, contact me immediately.

Back up regularly. Back up important information on a monthly basis.

Here's How: Schedule a time every month to back up important data on external media such as a zip disk or a CD using your CD-RW.

Surf Safely.

Here's How: Set Internet Explorer's Security and Privacy levels to at least medium, disable third party cookies and never click on a button or pop up dialog without reading it carefully. Never allow a download you didn't specifically request.

- Open Internet Explorer, select Tools from the menu bar and then click on Internet Options. Click the Privacy Tab and lower the meter till it says Medium (if not already set to medium).
- Click on Advanced and make sure that "Override Automatic Cookie Handling" is unchecked.

Be wary of attachments. Viruses arrive in email messages with spoofed return addresses, so open only expected attachments from sources you trust.

Delete your Temporary Internet Files and Temp Folder on a monthly basis.

Here's How:

Cleaning your Temp Folder:
- Click on My Computer. Click on your local hard drive and locate the Windows folder.
- Inside the Windows folder, there will be a folder called Temp. Open the folder.
- Delete all files from this folder.

Cleaning your Temporary Internet Files:
- Open Internet Explorer and click on Tools – Internet Options.
- Under the General tab, you will see a button called Delete Files.
- Check "Delete All Offline Content" and then click OK to delete all files. Click OK again and exit the browser.

Run Disk Defragmenter on your computer on a monthly basis.

Here's How:
To run Disk Defragmenter, exit all programs and click Start - All Programs - Accessories - System Tools - Disk Defragmenter. Click Defragment. It will take a long time to finish.