COMPUTER SECURITY

- **Anti-Virus / Firewall**
  - Anti-virus software protects you from email viruses.
  - Firewalls (& routers) protect you from the Internet.
    Personalize your Router's password >
    - To log into your router > http://192.168.1.1
    - To find your router's IP address > http://19216811.wiki/find-router-ip-address
    - To find a default password > http://19216811.wiki/default-router-passwords/
  - Neither firewalls nor anti-virus software can protect against phishing scams *or* clicking on an inappropriate link, *especially in pop-ups*.

  - **Windows Defender** is Microsoft's malware protection that is included with and built into Windows. This software helps identify and remove viruses, spyware, and other malicious software.

  - **Mac's** XProtect is built into Mac and detects malware and will block the malicious software and remove it.
    - Gatekeeper is a feature of MacOS that is designed to stop users from installing malware in the first place.

  - FTC Complaint Assistant > https://www.ftccomplaintassistant.gov/#crnt&panel1-1

- **Password Essentials**
  - Passwords must be a minimum of eight characters.
  - Passwords need to contain special characters such as @#$%^& and do not use the forward or back slash as that is an instruction to the computer "/" or "\"
  - Passwords must not have any common words such as "123", "password", "your birth date", "your login name" and any words that can be found in the dictionary.
  - Include a variation of upper- and lower-case letters.
  - Security Questions – *the truth may be your enemy!*
  - Use Two-Factor Authentication when possible (2FA).
  - Do not reuse your passwords, especially for financial accounts.
  - eWallet by iliumsoft.com for local based or "1password" for cloud based.

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COMPUTER SECURITY

- **Update Windows Operating System (OS)**

  If you have Windows Home, you will not have options to manually update your system, as it will occur automatically.
  1. **Determine your version of Windows**: Start Button > type "Settings" > in the Search Field type "About" > Click "About Your PC", scroll down to Windows Specifications.
  2. Open **Windows Update**: Start button, and type "Update" in the search box, then click "Windows Update."
  3. "**Download & Install**" if an update is shown.

- **Update Mac Operating System (OS)**
  1. **Determine your version of MacOS**: Apple Logo in top left corner > About This Mac
  2. To **update your MacOS**, in the same window, bottom right > Software Update

Back Up Your Files - Windows

1. The entire hard drive doesn't need to be backed up. The only files that need to be backed up are your **Documents**, e.g., documents, pictures, music, videos, etc.
2. Flash drives are perfect for many; external hard drives for those that need more storage.
3. The rest of your hard drive can be re-constructed from CDs and downloads, if necessary.
4. Save and print out your **product information keys** that come with all your software
   I. Save your Windows Product ID: SETTINGS > SYSTEM > ABOUT
   II. Save your MS Office Product ID: OPEN ANY OFFICE PRODUCT, E.G. WORD > FILE > ACCOUNT > ABOUT "WORD" OR "EXCEL" OR "POWERPOINT"
5. OneDrive Backup: Go to Settings > Accounts > Windows Backup > OneDrive Syncing

Back Up Your Files - Mac

I. **Time Machine**: Apple menu > System Settings > General (from sidebar) > Time Machine (on right). Then in Time Machine, select your external storage device as your backup destination.
II. **iCloud**: System Preferences > Apple ID > iCloud Drive > Options > Documents
   i. Enable your preferences for backup.
   ii. Check that you have enough available space in iCloud for the backup.

COMPUTER SECURITY

6. Scan a USB and an Email on Windows

I. **Scan a USB**: Insert USB into PC, Open File Explorer navigate to USB Drive, Right-Click and click Scan with Windows Defender – Windows Defender opens and scans the flash drive

II. **Scan an email attachment**:
   i. Open File Explorer > Documents folder, Add "New Folder" and name it "Attachments".
   ii. Go back to your email and save the attachment to this folder, naming this file "attachment".
   iii. Right-click on the file "attachment" and Windows Defender opens > Click Custom, Click Scan Now.

To contact the teacher directly:
sandie.seniornet@Gmail.com

The Computer Help Desk supports students' classroom Learning, provides guidance with Windows and Computer Operations, and advice on selecting the computer for your needs.
www.seniornethelp@gmail.com 1 (631) 629-5426

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