



## Tips for Keeping Your Computer Happy

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- 1. When in doubt, save your work and restart your computer.**
- 2. If your computer is frozen and won't restart, push the power button until the computer shuts off.** Then wait five seconds and turn your computer back on.
- 3. Install security (anti-virus/anti-malware) software, keep it updated, and run scans weekly.** Saint Mary's College provides Bitdefender security software to all students at no cost for Macs and Windows computers, and the software is configured to update automatically and protect your computer from the latest threats. Instructions for installing the software are available at <http://www.saintmarys.edu/virus>.
- 4. Don't delay installing software updates.** When prompted to install updates on your Windows or Mac computer, please do so immediately to protect it (and you) from possible security issues.
- 5. Back up your data.** Store your assignments on your computer and at a second location (Google Drive, network drive, flash drive) and keep copies of your pictures on a secure photo storage website. External hard drives are relatively inexpensive, and you can back up your computer's files to one easily. Backing up is a simple step to minimize your heartbreak if your computer died tomorrow. Instructions for backing up your computer can be found on the ResNet FAQ.
- 6. Set a password on your device (laptop, phone, tablet).** Protect your personal information from prying eyes and prevent unauthorized access. You are the only person who should know your password.
- 7. If you spill something on your device (laptop, phone, tablet), immediately turn it off!** Unplug the device, remove the battery, or shut it down using the power button. Tilt the device to allow excess liquid to drain out. Spills usually void your warranty, so you may have to pay for repairs or clean the inside of the device yourself - contact your computer's manufacturer for guidance. Do not turn your device back on until it has been cleaned and dry for at least 48 hours. Your family's homeowner's insurance may cover the costs of device repair or replacement due to accidental spills.
- 8. Be careful what you click on.**
  - 🗣️ Saint Mary's College will NEVER ask you to provide your password via e-mail or a Google Form. If you are asked for your password over e-mail for any reason (including verifying your account or increasing your quota), delete the message and do not respond. You are the only person who should know your password.
  - 🗣️ If you receive an unexpected or suspicious e-mail directing you to a website, don't trust the links in the message! Hover your cursor over the link (on a phone, you can usually tap and hold down on the link) to see where the link is actually trying to take you. If it doesn't look right, don't go to the website!
  - 🗣️ Your bank, credit card company, college loan company, eBay, PayPal, Amazon, or other legitimate corporation will not contact you via e-mail and ask for personal information or direct you to a website to provide personal financial information. If you are uncertain about a request, contact them using the phone number or website listed on a recent statement or receipt in your possession - not the one appearing in the message you received.
  - 🗣️ Don't click on links if you're not 100% certain where they are going. Links to free games, screen savers, music, lyrics, and movies are common sources of malware - simply visiting those websites can download and install viruses, trojans, rootkits, ransomware, and other malicious software onto your computer and cause problems.
  - 🗣️ Don't download or share copyrighted material if you don't have permission to do so. P2P applications such as Ares, BitTorrent, eDonkey/eMule, FrostWire/WireShare, and Gnutella are not permitted at Saint Mary's College. Students who distribute copyrighted materials online will be referred to Student Affairs for disciplinary action.