


Computer Use Best Practices

1. Always lock your computer when leaving it for any extended period of time. You can lock your computer by going to the start menu and clicking the profile  icon.
2. Save important files to your network drive. Your computer's desktop is not backed up and if your computer fails you will lose any files stored locally.
3. Beware of suspicious emails. If you aren't sure about one please notify IT and do not click on any links, reply to it or forward it.
4. Do not plug in USB sticks or external storage devices without checking with IT first. Devices like this that are brought in from home or other organizations could pose a potential risk to our network.
5. Use complex passwords with at least one number and one capital letter. Password complexity greatly enhances our security!

Thank you,

Your friends in the I.T. Department

