

Securing Your PC

Security Practices
Essentials

Viruses

McAfee Virus Software
Critical Windows Updates
Network Settings

Spyware

Adaware
Spybot

Disk Maintenance

Cleanup
Defrag

Security Practices

Essentials:

- All computer passwords should be unique. We recommend using a combination of letters & numbers. Select a password that is not easy to guess. (Using a child's name or pet's name for your password is just not secure).
- Don't give out your password to anyone.
- If you must write down your password, keep in a secure place.
- Use workstation screen savers or use the lock computer option so while you are away from your desk no one can access your programs or file.
- Make sure you have virus protection software installed and on the current version.
- Make sure your virus protection software is configured to automatically receive updates.
- Make sure you install Windows critical operating system updates.
- Save confidential information on the network drive.
- Don't use email to send confidential information.
- Don't use Outlook's auto preview option

Screen Savers:

Screen saver passwords are used to protect your files when you are away from your PC. You set the number of minutes you want your PC to be idle before the screen saver activates. After the PC is left idle for the period of time specified, you will need to enter your password in order to access your programs and files.

To set up a screen saver password:

Windows XP users:

1. Click Start/Control Panel
2. Double click on Display
3. Click on the Screen Saver tab at the top
4. Set the number of minutes you want your computer to be idle before the screen saver activates. Recommended time is 5-15 minutes.
5. Option: Can select My Picture Slideshow and select settings button to default to your folder
6. Check box labeled "On Resume, password protect"
Your password is the same password as your network password.
7. Click OK

To Unlock:

When your screen saver activates, you will be prompted to press control alt + delete to unlock your workstation.
Enter your password

Windows 98 users:

Click Start/Settings/Control Panel
Double click on Display
Click on the Screen Saver tab at the top
Check the box labeled password protect
Click the change button and enter new password and confirm new password
Click OK to accept
Set the number of minutes you want your computer to be idle before the screen saver activates. Recommended time is 5-15 minutes.
Click OK

When your screen saver activates and you press any key, you will be prompted to enter your screen saver password.

Option to Screen Saver: Locking your computer

This option allows you to secure your PC and prevent anyone from accessing your programs and files once you have activated the lock computer option.

Steps to lock your computer:

1. Press Control Alt Delete
2. Select Lock Computer
You will see the Computer Locked dialog box

Steps to unlock your computer:

1. Press Control Alt Delete / Enter your (network) password / Click OK

Viruses

They're coming to get you.....viruses that is.....

Why do you need virus protection?

- A computer virus is a program that makes copies of itself and infects your files. The viruses overwrite other programs with copies of themselves and can destroy your files. Computer viruses can be spread when you share files or download programs. Infected files can be emailed to you without the sender knowing the files are infected.
- The more people who protect their computer, the better the speed of the internet and network will be.

McAfee Virus Software

Protecting your computer from viruses:

A.) Check version of Windows (Operating System)

- 1) Right-mouse click on My Computer on your Desktop,
- 2) Choose Properties with left mouse button.
- 3) In the System section look for Microsoft Windows XP or Windows 98

B.) On Campus computer

- 1) If your system is a college-owned computer, look for the blue shield in the lower right-hand corner of your screen. This icon should have an image of a person in it.
- 2) Place your mouse on the icon and right-click. The left-click on About.
- 3) You should see ePolicy Orchestrator Agent version 3 (or higher). If you DO NOT, please call the HelpDesk for assistance.
- 4) Look for the V-shield in the lower right-hand corner of your screen. Place your mouse on the icon and right-click.
- 5) Left click on About. The screen that appears will show you what version of McAfee VirusScan you have along with the current data definition revision. Windows 98 computers should show version 4.5.1 and Windows XP should show version 7.0 (or higher).

As of the writing of this document, the current virus definitions are at 4451. You should have a number at or higher than this. You can also check the Created On date list on the About VirusScan screen. The virus definitions are updated weekly. Check with the HelpDesk to find out the latest version number.

NOTE: If you DO NOT have a McAfee V-shield icon, please call the HelpDesk for assistance.

C.) Home computer or personal laptop

*Any personal computer that will be used on campus or dialup (via modem) to the college **MUST** have proper virus protection.* The two most popular programs on the market today are McAfee VirusScan or Norton AntiVirus. Whichever version a user chooses to use, an up-to-date subscription **MUST** be purchased and maintained in order for the computer to properly receive current virus definition files from the vendor. Trial versions downloaded from the Internet will **NOT** suffice!

To download and purchase either of these antivirus programs, use your browser and go to:

<http://www.mcafee.com>
<http://www.symantec.com>

or contact Computopia at 865-1013 or John Bellum 732-5588 ext. 52

McAfee VirusScan

Download this from <http://internal/it/helpdesk/ftpsite/virus.html> along with the EPO Agent. Run FramePkg.exe to install the Agent.

Run Setup. Click “Next” when it comes up. Change “1 Year Subscription” to “Perpetual”. Accept the Usage guidelines, click “OK”. Choose “Typical” installation and click “Next”. Click “Install”. Make sure “Update Now” is checked and Click “Finish”.

If the version of McAfee from Providence College is used, it will automatically run a full system scan if the computer has been idle for 2 hours. It will also automatically download the latest virus definition updates daily. It is not necessary for the user to manually run a virus scan or an update.

NOTE: Please be advised that a computer can only have one AntiVirus program. If a user already has, for example, Norton AntiVirus installed, and they wish to install McAfee, they must first uninstall the Norton program.

D. Checking your Virus Scan Setting:

1. Right click on the V shield icon on the taskbar
2. Click on VirusScan Console
3. Under Tasks, double click on AutoUpdate
4. Click on the Schedule button
5. Click on the Schedule tab
6. Recommendation: Schedule task to run weekly / select time and day
7. Click Ok/Ok

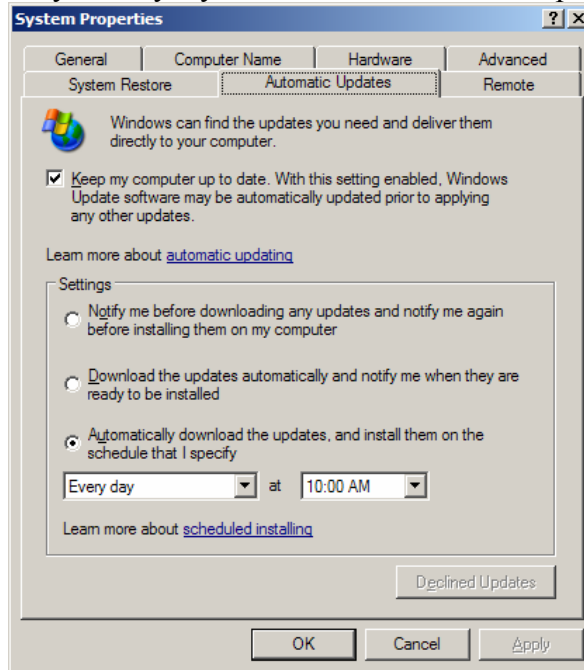
Critical Windows Updates

Microsoft operating system patches are required to ensure your system is not vulnerable to operating system exploits. Please make sure you are fully patched and have your personal computer setup to automatically run the updates if possible. You can open <http://windowsupdate.microsoft.com> in Internet Explorer to do the Microsoft updates. It is important to make sure all these updates are installed as soon as possible after they are released. These updates fix security holes in the operating system that could cause major problems for your data and the network. Depending on your operating system version you may be able to configure your computer to download and install the updates as they are released. This is highly recommended and ensures your computer stays up to date.

Keeping up-to-date with Windows updates is extremely important.

Every computer running any version of Windows should always have the most recent critical updates installed. Your Windows operating system will help protect you from viruses only when it is current with the latest Windows updates.

1. **Set up your computer to have windows updates automatically installed:**
 - a. for XP machines: Click on Start/Control Panel/System
 - b. Click on Automatic Updates tab
 - c. Click off: Keep my computer up to date.
 - d. Select Automatically download the updates and install them on the schedule I specify: Everyday and select time when computer is on. Click OK.



2. **To manually download the latest updates:** (may be required of *laptop* users)
 - a. Go to Microsoft's Windows Update Website:
<http://windowsupdate.microsoft.com>
 - b. Click on scan for updates
 - c. If you get a message that there are no critical updates available at this time, just cancel. If there are critical updates, check off critical updates box (listed under "Pick updates to install")
 - d. Click on review and install updates

NOTE: Check for updates *weekly* if you don't have your system set up to automatically install updates.

Network Settings

All computers should be setup to use DHCP (Dynamic Host Control Protocol). This is also known as automatically obtaining an IP address.

Windows XP:

In the Control Panel, choose "Network Connections"

(This can also be accessed by right-clicking on “My Network Places” and choosing “Properties.”)

You should be able to see all the possible connections the computer has to the network. On the one being used (generally called “Local Area Connection”)

Right click it and choose “Properties.”

The checkboxes should be checked next to:

“Client for Microsoft Networks”

“File and Print Sharing for Microsoft Networks”

“Internet Protocol (TCP/IP)”

Click on “Internet Protocol (TCP/IP)” and then click the “Properties” button below.

This will open another window.

Both “Obtain an IP address automatically” and “Obtain DNS server address automatically” should be selected.

Click “OK” in both windows and the network settings are all set.

Also, in Windows XP, you will notice an “**Advanced**” tab in the *network connection properties window*. If you click on this tab, you can *enable the Internet Connection Firewall*. This will aid in protecting your computer against viruses and other malware that spreads through the internet.

Make one exception to the firewall:

(This allows the E Policy Orchestrator server to be able to do push updates to the computer.)

1. Click on Start and then Control Panel, click on Windows Firewall.
2. Click on the *Exceptions* tab and then click on Add Port.
3. Name the port EPO. In the Port Number field type 8081.
4. Click OK twice.

Spyware

Why bother? Do you really need it?

According to spyware expert Roger Thompson of Computer Associates, spyware is any technology that discloses information about a computer or its user to a third party without the user being reasonably able to understand the disclosure activity, and/or without the user being reasonably able to uninstall or disable that technology if they so choose. Spyware is also any technology that modifies the behavior of the computer or programs, so that the resulting behavior is not something that the user might reasonably expect.

When spyware is installed on your computer, you may be sent pop-up ads, redirected to specific web sites or checked for the web sites you have visited.

Symptoms of spyware:

- Pop-ups with Internet Explorer
- Slow startup speeds
- Slow browsing
- Unexplained icons on desktop

- Unexplained software on your computer
- Toolbars in Internet Explorer that weren't there before

Where does the spyware come from:

- Downloading and installing free software
- Installing file-sharing programs i.e.: Kazaa, BearShare
- Visiting certain websites
- Clicking on pop-up windows

How to you remove spyware:

- Spybot
- Adaware

How to install and run Spybot & Adaware:

Ad-Aware

- Used for removal of pop-ups and unwanted programs that the user did not personally install (i.e.: Golden Palace Casino).
- Ad-Aware will scan your memory, registry and drives for Datamining, advertising, malware and tracking components.

Ad-Aware can be found at <http://www.lavasoftusa.com> or

Ad-Aware can be downloaded from: www.download.com

Ad-Aware Download Instructions:

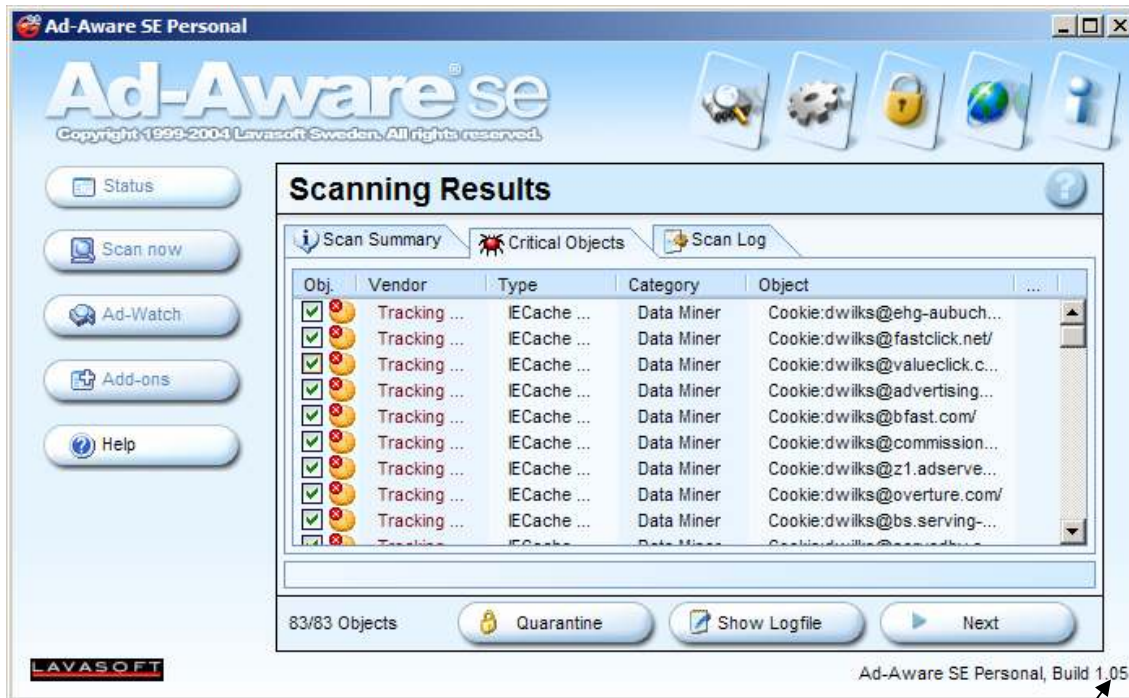
1. Go to <http://www.lavasoftusa.com>
2. Select Download under Resources
3. Select Download.com
4. Scroll down and click Download Now
5. Save to Desktop (filename = aawesepersonal.exe) and click save
6. Click close

Ad-Aware Installation Instructions:

1. From the Desktop, double click on the file you just downloaded file (filename = aawesepersonal.exe)
2. Click Next/Check off I Accept
3. Select yes, uninstall previous version and click next
4. Click next on Destination Location screen

5. Click next on Install to all users menu
6. Click next on Start Installation
7. Click Finish – Ad-aware will automatically start scanning

Scanning Results:



To select all objects to be removed, right click on the Obj. column and click on Select All. Click on Next to have the objects quarantined and removed.

Note: Be sure to have Build 1.05 since it finds more than previous builds

Ad-Aware Run Instructions:

1. Click Start/All Programs/Lavasoft Ad Ad-Aware
2. Click “Check for updates now”
3. Click Connect. Install the updates, if available.
4. Click Finish.
5. Click start.
6. Perform smart system scan (top option), click next.
7. When scan is complete, check all problems found (you can right-click and choose “select all” to make this easier)
8. Click next.
9. It will quarantine them and finish. If it says it needs to remove problems on startup, allow it to.

SpyBot

Also used for removal of pop-ups. Spybot contains additional fixes that Ad-Aware does not search for. Use in addition to Ad-Aware.

SpyBot's official website is <http://www.safer-networking.org> or it can be downloaded at www.download.com.

Spybot Download Instructions:

1. Go to <http://www.safer-networking.org>
2. Click download
3. Locate "Spybot Search & Destroy" and click Download here button
4. Locate Download.com and click Download here button
5. Click download now (You may see the message "Unknown Publisher" - you are safe to continue)
6. Save to desktop (filename = spybotsd13.exe) / click Save
7. Click close once the download is complete

Spybot Installation Instructions:

1. From the desktop, double click on file you just downloaded (spybotsd13.exe)
2. Click Run
3. Click Ok on Language screen (default is English)
4. Click next / check I agree / click next
5. Click next on Select Destination Location screen
6. Click next – default is Full installation
7. Click next on Select Start Menu Folder screen
8. Click next on Additional Tasks screen
9. Click Install
10. Click Finish

Spybot Run Instructions:

1. Run SpyBot
2. Click "Search for Updates"
3. Check off any updates that are found and click "download updates"
When they are finished (there might not be any updates)
4. Click the "Search and Destroy" button on the left side and then click "check for problems"
5. When it's finished searching, make sure everything is checked off (you have to do this manually) and click "fix selected problems".
6. If it says certain problems can't be removed but it will check on startup, allow it to. When it is done checking after the restart, click "Search and Destroy" and fix any problems listed in there.

The Immunize feature allows you to block certain web pages from leaving spyware on your computer. However, please note that some of the files this feature blocks are cookies. For example, it blocks cookies from Excite.com, which won't allow you to use Excite webmail.

The following links contain more information on spyware:

<http://en.wikipedia.org/wiki/Spyware>

<http://www.us-cert.gov/cas/tips/ST04-016.html>

<http://www.ftc.gov/bcp/online/pubs/alerts/spywarealrt.htm>

<http://www.sandiego.edu/studentcomputing/tutorials/spyware.php>

A good presentation on spyware, what it does, how it works, and how to avoid it can be found at the following link. You will mostly be interested in slides 10 through 42:

http://www.cscic.state.ny.us/msisac/webcasts/02_05/info/2_9_05_presentation.htm

Disk Cleanup

You can run Disk Cleanup to help you free up space on your hard drive. Disk Cleanup searches your drive, and then lists temporary files, Internet cache files, and unnecessary program files that you can safely delete.

To start Disk Cleanup
Double click on my computer
Right click on drive C and left click on Properties
Click on the Disk Cleanup tab
You will see a list of the types of files that can be deleted
Click OK to begin

Disk Defragmenter

You can use Disk Defragmenter to rearrange files and unused space on your hard disk so that programs run faster.

To run: Click on Start/Programs/Accessories/System Tools/Disk Defragmenter

Notes

- While your disk is being defragmented, you can use your computer for other tasks. However, your computer operates more slowly, and Disk Defragmenter takes longer to finish. To temporarily stop Disk Defragmenter so you can run other programs faster, click **Pause**.

- During defragmentation, Disk Defragmenter must restart each time other programs write to the disk. If Disk Defragmenter restarts too often, you may want to close other programs while defragmenting your disk.

Securing Your PC Workshop Evaluation Form

Date of workshop: _____

Thanks for attending the workshop. Please take a few moments to complete the evaluation form to let us know about your experience.

Rate the item from 1 – 5, the lowest being Not Useful At All and the highest being Very Useful.

Not Useful.....Somewhat Useful.....Very Useful

Overall Session: 1___ 2___ 3___ 4___ 5___

Usefulness of Content: 1___ 2___ 3___ 4___ 5___

Instructor's Knowledge: 1___ 2___ 3___ 4___ 5___

Instructor's Clarity: 1___ 2___ 3___ 4___ 5___

Facility: 1___ 2___ 3___ 4___ 5___

Pace of the Session: Too slow _____ Too fast _____ Just right _____

Duration of the Session: Too short _____ Too long _____ Just right _____

Do you have a day/time preference for workshops? If so, list best day/time...

Are there future training sessions or topics you'd like to attend or see offered?

Comments:

Name: (optional)