

Mandatory Computer Setup -All Systems-

Don't plug in your computer to the network yet!

The following instructions are steps you must take NOW to ensure that your computer will be safe from viruses and other malware.

If you have arrived with an infected computer, or if it becomes infected while you're here, you may lose access to the Internet until you clean it up. This may require you to re-format your hard drive and re-install your operating system and all your applications from scratch. It's up to YOU to take the necessary precautions to secure your computer.

You should take these steps BEFORE plugging into the network:

- Step 1: Turn on the built-in firewall (Windows Vista, Windows XP and OS X) p. 1
- Step 2: Turn on automatic software updates (all operating systems) p. 3
- Step 3: Select a secure password for your computer (Windows Vista, XP, and OS X)..... p. 4

You should take these steps IMMEDIATELY AFTER you connect to the network:

- Step 4: Update your operating system (all operating systems) p.5
- Step 5: Install computer security software (all operating systems) p.5
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Step 1: Turn On the Built-in Firewall

Windows Vista, Windows XP and OS X come with a built-in firewall. We strongly recommend you have this active.

Windows Vista:

1. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**.
2. If a screen comes up that says "Pick a category", please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 3.
3. Click on **Windows Firewall**.
4. Turn the firewall on and press **OK**.

Windows XP:

1. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**. If you do not see the **Control Panel** listed, choose **Settings** instead, and then choose **Control Panel** from that submenu.

2. If a screen comes up that says "Pick a category," please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 3.
3. Double click on **Network Connections**. This should bring up a list of your available network connections.
4. Right click on the **Local Area Connection**. This should bring up a small menu. Left click on **Properties**. This will bring up the **Local Area Connection Properties** window. Note: You may instead have a connection called **Local Area Connection 2** (or any other number). Right click on that connection instead, and choose **Properties** from the menu to continue.
5. Click on the **Advanced** tab at the top of the window.
6. Click on the **Settings...** button in the **Windows Firewall** section. (If you do not see that button, you may see a box labeled "Protect my computer and network by limiting or preventing access to this computer from the Internet." Check that box, and then click **OK**. Skip to Step 8.)
7. In the **Windows Firewall** window, choose **On** and then click **OK**. Then, click **OK** in the **Local Area Connection Properties** window as well.
8. Now, it is necessary to repeat this for all other connections labeled as **Local Area Connection** or **Wireless Network Connection**. Right click on the connection and then left click on **Properties** from the menu. Then, repeat steps 5-7 for that connection. Make sure to keep repeating this until all connections labeled as **Local Area Connection** or **Wireless Network Connection** have been modified.

OS X (10.4 or "Tiger"):

1. Open **System Preferences** by selecting it from the **Apple** menu (click the little apple symbol located upper left corner) or clicking it in your **Dock**.
2. Select **Sharing** from the **Internet & Network** preferences section.
3. Click the **Firewall** tab and click **Start**. It will say **Firewall On** above the button once you've activated the firewall.
4. You may allow access to your Mac on a service-by-service basis by selecting the individual services in the **Allow** box. If you don't understand what any of this means, you should make sure that **NONE** of the services are allowed.
5. Quit **System Preferences**.

OS X (10.5 or "Leopard"):

1. Open **System Preferences** by selecting it from the **Apple** menu (click the little apple symbol located upper left corner) or clicking it in your **Dock**.
2. Select **Security** from the **Personal** preferences section.
3. Click on the **Firewall** tab.
4. Choose the bubble for **Allow only essential services**.
5. You may allow access to your Mac on a service-by-service basis by clicking the "+" and "-" boxes in the lower left corner. If you do not understand what any of this means, you should make sure that nothing is listed in the white window.
6. Quit **System Preferences**.

Step 2: Turn On Automatic Software Updates

The following instructions will explain how to turn on automatic software updates. This will make it easier to keep up with critical updates that are released to protect your machine from dangerous viruses and other malicious programs.

Every time your computer finds new updates, you will see a notification message on your screen that new updates are ready to be installed. **Do not ignore this software update message!** Just say yes and allow the installation to proceed. After the installation is complete, you will usually be prompted to close down and restart your computer.

Windows Vista:

1. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**.
2. If a screen comes up that says "Pick a category," please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 3.
3. Click **Windows Updates** and then **Change Settings**. Choose the option **Install Updates Automatically**.

Windows XP:

1. First find the **My Computer** icon. It will be either on the desktop or in the **Start** menu (reached by clicking on the **Start** button, most often found at the bottom left of your screen).
2. Click with the right-hand mouse button on the **My Computer** icon and then click with the left-hand mouse button on **Properties**. This should bring up a window called **System Properties**.
3. In the **System Properties** window click on the tab labeled **Automatic Updates**, located near the top of the window.
4. Choose **Automatic (recommended)** and then choose a time that is convenient for you. We recommend that it be done **Every day at a time when the computer is sure to be on**. (If you do not see the option listed above, try this: Click to place a check mark in the box labeled **Keep my computer up to date**. Then in the **Settings** section, choose **Download the updates automatically and notify me when they are ready to be installed**.)
5. Click **OK** at the bottom of the window to finish.

OS X:

By default, **Software Update** is enabled and configured for weekly updates. To confirm that it is set up to do so please follow these instructions.

1. From the **Apple Menu**, choose **System Preferences**.
2. Select **Software Update**. Ensure that **Check for updates** is checked. Choose **Weekly** from the dropdown menu.
3. Close the window to save the settings.

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Step 3: Select a Secure Password

In order to keep your machine safe from attack, you need to protect all of its local accounts with secure passwords. A secure password is a combination of letters and numbers. It's something that would be very hard for you to forget, but virtually impossible for anyone else to figure out. **If this password is forgotten, it cannot be reset.** You may want to write it somewhere safe, but remember, if you write the password and keep it near your machine, anyone who finds it will be able to access all of your data and programs.

Windows Vista:

1. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**.
2. If a screen comes up that says "Pick a category," please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 3.
3. Click **User Accounts** and then **Create a Password** or **Change your Password**

Windows XP:

1. Restart your computer.
2. When the computer begins to start up, press the F8 key about once per second until the **Windows Startup** menu appears. If you do not see this menu and Windows starts normally, restart the machine and repeat this step.
3. Choose **Safe Mode** using the arrow and enter keys.
4. If prompted to choose an operating system, highlight the appropriate choice (there will probably only be one) and press enter.
5. When asked to log in, choose the **Administrator** account.
6. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**. If you do not see the **Control Panel** listed, choose **Settings** instead, and then choose **Control Panel** from that submenu.
7. If a screen comes up that says "Pick a category," please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 8.
8. Double click on **User Accounts**. This should bring up a list of the accounts on your computer.
9. Confirm that the **Guest Account** is off.
10. Confirm that every other account is **Password protected**. For each account that is not protected:
 - a. Click on the account.
 - b. Click **Create a password**.
 - c. Type a password in the first two boxes.
 - d. If you wish, type in a password hint and click **Create Password**.
 - e. When asked if you want to make files private, click **No**.

OS X:

1. Open **System Preferences** from your dock or from the **Apple** menu.
2. Click **Accounts** in the **System** pane.
3. Select the account whose password you want to change from the account list on the left.
4. Click the **Change Password...** button if you see it. Type a new password in the **Password** field and re-type it in the **Verify** field. You may also enter a hint to remind you of the password should you forget it.
5. Quit **System Preferences**, saving your changes.

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Step 4: Update your Operating System

It is critical that you update your operating system regularly. Without doing so, your machine may not be stable and will be much more vulnerable to attack. In Step 2 of these instructions, you configured automatic updating of the operating system, but after connecting to the Barnard or Columbia networks for the first time, you must update manually.

Windows Vista:

1. Click on the **Start** button (most often in the bottom left corner of your screen), and then choose **Control Panel**.
2. If a screen comes up that says "Pick a category," please click **Switch to Classic View** on the left side of the screen. Otherwise, please go to step 3.
3. Click **Windows Updates** and then **Check for Updates**. After the computer is done checking for updates, **Install all updates**.

Windows XP:

1. Launch **Internet Explorer** and navigate to <http://windowsupdate.microsoft.com>. You will not be able to use the **Windows Update** site with other browsers.
2. Click **Express Install. Windows Update** will spend a few moments checking your operating system.
3. You will be presented with a list of critical updates if any are available. Click **Install...** to begin the installation process and follow onscreen directions.
4. After installation is finished, reboot your computer and repeat this process until there are no more critical updates listed on **Windows Update**.

OS X:

1. From the **Apple Menu**, choose **System Preferences**.
2. Choose **Software Update** under the **System** pane.
3. Click **Check Now** and follow onscreen directions.

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Step 5: Install Computer Security Software

Symantec (or Norton) AntiVirus is provided to all students in Columbia University and Barnard College for FREE. It will help in protecting you against viruses and other malicious programs.

For instructions and to download the software, please visit <http://www.columbia.edu/acis/software/nav/>

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Step 6: Scan for Viruses with Updated Virus Definitions

To keep your computer clean, it must start clean. Please run a full system scan using up to date virus definitions by following the instructions found at the following web page:

<http://www.columbia.edu/acis/software/nav/pc-config.html>

Once you have finished the scan, you may use the network. Be sure to review the document concerning copyright-related policies included in this packet. Also, please review the safety guidelines found at the following web page to ensure that your machine remains safe. <http://security.columbia.edu/>

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For information on online resources, documentation, please visit

<http://www.columbia.edu/cuit/>

Barnard College students should report problems to Barnard Resnet in the following ways:

- ✓ **Report a problem at www.barnard.edu/resnet**
- ✓ **Email resnet@barnard.edu**
- ✓ **Call Barnard Resnet's Skype Number at 347-694-4694**
- ✓ **Visit the Lehman Computing Center**