

Mandatory Computer Setup

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

There are some steps you must take NOW to ensure that your computer will be as safe as possible from viruses and other malicious programs.

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 can take days, endanger your personal documents, and 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 XP and OS X)..... pp.1-2
- Step 2: Turn on automatic software updates (all operating systems)..... pp.2-3
- Step 3: Select a secure password for your computer (Windows XP, 2000, and OS X)..... pp.3-5

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.6
- Step 6: Scan for viruses with updated virus definitions (all operating systems)..... p.6

Step 1

Turn On the Built-in Firewall

Both Windows XP and OS X come with a built-in firewall. Academic Technologies and AcIS recommend that you use these firewalls to help protect your computer from viruses and worms.

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:

1. Open **System Preferences** by selecting it from the Apple menu 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**.

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 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.

Windows 2000:

1. Click on the **Start** button (most often found at the bottom left of your screen), select **Settings** and then **Control Panel**.
2. Double-click on the **Automatic Updates** icon.
3. Click to place a check mark in the box labeled **Keep my computer up to date**.
4. 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.

Windows Me:

1. Click on the **Start** button (most often found at the bottom left of your screen), select **Settings** and then **Control Panel**.
2. Double-click on the **Automatic Updates** icon.
3. Click to place a check mark in the box labeled **Keep my computer up to date**.
4. In the Options 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 menu on the same line.
3. Close the window to save the settings.

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 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:
 1. Click on the account.
 2. Click **Create a password**.
 3. Type a password in the first two boxes.
 4. If you wish, type in a password hint and click **Create Password**.
 5. When asked if you want to make files private, click **No**.

Windows 2000:

1. Log into your machine as user **Administrator**.
2. If the Administrator account didn't require you to enter a password, press the Ctrl, Alt, and Delete keys and choose **Change Password**.
3. Follow the prompts to choose a new password.
4. Now, go to the **Start** button, choose **Settings**, and then **Control Panel**.
5. Double-click on **Users and Passwords**.
6. Click on the **Advanced** tab.
7. In the **Advanced User Management** section, click **Advanced**.
8. Click on the folder called **Users** on the left hand side.
9. For every account listed on the right hand side:
 1. Highlight the account by clicking once on it.
 2. Click **Action** and choose **Set Password** from the drop-down menu.
 3. Type the desired password once in each box and click **OK**.

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.

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 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.

Windows ME, Windows 2000:

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 **Scan for Updates**. Windows Update will spend a few moments checking your operating system.
3. If any critical updates are listed, click **Review and Install Updates** followed by **Install Now**. Follow additional 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**.
3. Click **Check Now** and follow onscreen directions.

Step 5

Install Computer Security Software

You must install some form of anti-virus software on your computer. Some popular options include Symantec (or Norton) AntiVirus and McAfee VirusScan.

You may also want to consider installing anti-spyware software on your machine. Some popular programs include PestPatrol, Ad-Aware, and Spybot.

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 provided by your anti-virus software's manufacturer.

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/>

For information on online resources, documentation, please visit <http://www.columbia.edu/acis/>

Barnard College visitors may contact Academic Technologies for advice by

- ✓ calling the Barnard HelpDesk at x47172,
- ✓ emailing help@barnard.edu