Secure Your Computer

1. **Create a strong password.** Your password allows access to your computer, University data, and networked resources. Passwords should always be kept confidential and changed frequently.
   - Use at least six characters; the more characters the better.
   - Use both lower and uppercase letters.
   - Use at least two numbers in the middle of your password.
   - Avoid using your Universal User ID (UUID), a dictionary word, or numbers associated with your personal information.
   - Avoid using blank spaces.
   - Avoid reusing any past or current passwords.
   - Make your password easy for you to remember but hard for someone else to guess. In this way your password is really a "pass phrase." For example: The phrase "A pass phrase is more secure" becomes "aPassPhras3isM0r3S3cur3"

2. **Update the operating system on your computer.** New security concerns develop frequently. The best way to protect your computer's operating system is to install updates to the operating system. Mac and Microsoft updates are free to download:
   - Windows: http://update.microsoft.com/
   - Mac: http://www.apple.com/support/downloads/

3. **Install and update anti-virus software.** Viruses can corrupt data and slow down entire computer networks. To protect your computer from infection, install antivirus software and update when prompted. Symantec AntiVirus is available to faculty and staff as a free download at http://software.memphis.edu/ .

4. **Turn on your computer's firewall.** A firewall creates a "wall" between your computer and any potential network intrusions.
   - Windows: Click **Start** in the lower-left corner of your desktop > Select **Control Panel** > Double-click **Windows Firewall** icon > Select **On** > Click **Save**.
   - Mac: Click the **apple** icon in the top left corner of your desktop > Select **System Preferences** > Double-click the **Security** icon > Click the **Firewall** tab > Select **Essential services only** > Close the security window.

5. **Locate and remove spyware.** Spyware is software installed on your computer without your knowledge. It may be installed while you are downloading an application or using a file sharing program online. Spybot Search and Destroy will find and remove spyware on your machine. It is available as a free download at http://2008-search-destroy.com/index.asp .