

## Proper Care for Your PC

### Online Security Issues

- Never give information through an on-line form or **talk** session that you would not want known. The only exception is when purchasing items online through a **secure** site.
- Only make purchases through known companies. If you want to make a purchase from an unknown company, take time to research the company.
- Use a personal firewall to keep unwanted entities out of your computer.
- Do not open email attachments that you are not expecting to receive and scan all attachments with a virus scan program before opening or sending.
- A mention about "cookies". Cookies are files that contain information. This information is stored by the company that you visit on the web. Our suggestion for managing cookies is to set your browser to notify you before accepting the cookie.

## UF Computing Help Desk

HUB 132 Stadium Road  
PO BOX 118461  
Gainesville, FL 32611  
Phone: 325.392.4357  
Fax: 325.392.3760  
helpdesk@ufl.edu

**UF** Academic Technology  
UF Computing Help Desk  
UNIVERSITY of FLORIDA

## UF Computing Help Desk

### Proper Care for YOUR PC



**HOURS OF OPERATION**  
Sunday 6:00 PM – 10:00 PM  
(Phone only)  
Monday – Thursday 7:30 AM –  
10:00 PM  
Friday 7:30 – 5:00 PM  
  
For special term break hours  
please visit  
<http://helpdesk.ufl.edu>

Phone: 325.392.4357  
Email: helpdesk@ufl.edu

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### Overview

With the mandate of the Student Computer Requirement, many students are now faced with the responsibilities that come with the ownership and use of a new computer. It is important that you (the student) not only learn how to protect and care for a computer but also learn how to protect the personal information that is stored on the computer and the computer services you use. This handout offers some valuable tips on how to care for your computer and the services you use.

### Security Against Theft

- Never leave your computer unattended.
- Physically secure your computer to a secure or immovable docking station.
- Never give your room key to anyone.
- UPD offers an Operation ID tracking systems for students. You can contact them at 352.392.1111

### Electricity

- Never plug your machine directly to a power outlet.
- Use a power surge protector.
- Unplug your machine during storms, even if you have a surge protector
- Buy an Uninterruptable Power Supply (UPS) which can provide several minutes worth of power (enough to save your work) in case of a failure.

### Viruses

- Download and install McAfee (for free) at [software.ufl.edu](http://software.ufl.edu)
- MacAfee detects and removes viruses
- **Do not** download files from unknown websites.
- Keep your computer up to date with the latest patches for your operating system.



### Data Protection

- Create File backups by saving your files into an external hard drive or CD's.
- Avoid using diskettes! They are old and malfunction a lot.
- Run the error checking utility provided by your operating system.

### Other Issues

- Safeguard your password. **Never** give any of your passwords to roommates, parents or friends.
- **Do not** save your password when prompted.
- Always adhere to the licensing and copyright agreements that come with any software.
- All faculty, staff, and students of the University of Florida are required to obey the laws and legal agreements governing software use to avoid monetary and legal action.