

TOP TIPS AND BEST COMPUTER PRACTICES

Leave Your Computer on at Night

- When you close down each night, turn off your monitor but leave your computer on.
- Backups and updates are set to run at night.
- Make sure to close open documents and programs like Outlook so that everything is backed up properly.

The Bargain Cloud

- The Bargain Cloud is a web-based Microsoft product called SharePoint.
- It can be accessed from shortcuts on the desktop or from the favorites bar in Internet Explorer.
- Navigation is the same as any web page you visit on the internet. Back and forward buttons with links to click on each page will take you to the different folders and documents contained in the cloud.

Emails

- Even if the email says it comes from a person or company you recognize, if it is asking you to click a link or open an attachment it could easily be a virus.
- Don't be fooled by the name. That can be spoofed. Look at the email address itself or the link it is asking you to click. If it seems even slightly weird or suspicious, it is probably a virus.
- We are looking at options for a new email service for facility emails, but in the meantime you should be aware of some of the limitations. Process no more than 50-75 messages at one time. Know that excessive bounce back messages will get you blocked.
- Try to correct incorrect email addresses as they occur.

Google, Yelp & Bing

- As we claim new listings, you may receive solicitation calls from Google, Yelp and Bing. These can be disregarded.
- Google will never call you. The automated calls are from marketing companies trying to sell you their services. Hang up the phone while the computer is speaking to you.
- Yelp is aggressive in their advertising and claiming process. A live person will actually call you. Take a message and pass it along to me.

Passwords

- Most sites will lock you out after three bad attempts to login.
- Use the "Forgot Password" link before the lockout occurs.
- Keep your password sheet up to date. Any time you make a change, email me the update and hand write it on the sheet until I can send you a new one.

When in Doubt, REBOOT!

- As simple as it sounds, and as many times as you've heard it, a simple reboot can clear an unexplained problem.
- Make sure to shut down all or as many programs as possible before doing a restart.
- A reboot works on more than just the PC itself. You'd be surprised how rebooting your printer, check scanner and other items can easily solve issues.