Computer Tips BEFORE Arriving on Campus

1) Ensure the operating system is up-to-date on all devices.

For Windows, use Internet Explorer to visit http://update.microsoft.com and run the Windows Update tool repeatedly until all high priority updates have been installed.

For Mac OS, open System Preferences, and click the **Software Update** icon. Click the **Check Now** button to view and install any updates. After your computer restarts, repeat the previous process until all updates have been installed.

2) Ensure antivirus software is installed and updated on all devices

Install and update an antivirus solution such as Norton, McAfee, Sophos, etc. Follow the instructions from the antivirus software vendor on how to install the most recent updates.

A free antivirus program for PCs, Macs, and Androids is available from http://free.avg.com/.*

3) Ensure administrator accounts have strong passwords.

Strong passwords are at least 16 characters long, contain both upper and lowercase characters, contain numbers and include special characters such as @ or #.

*For Windows, o*pen the Control Panel and select User Account. For each administrator account, select the account name, then click the **Create a Password** button to set a password.

For Mac OS Open System Preferences and click the **Accounts** icon. Click the lock at the bottom to enter your password. For each account, click the **Change Password** button.

* Stanford Conferences neither supports or warrants the use of AVG as a viable antivirus solution.

If you have any questions, please contact your Stanford Conferences Planner.