Update Your Operating System

Configure Microsoft Update
1. Click Start and Search Control Panel.
2. Set View by to Small icons.
4. Look for “You receive updates” and do one of the following:
   • If “For Windows only” is selected, click Find out more. Follow the on-screen instructions to install Microsoft Update. Next, follow the Run Microsoft Update steps (below).
   • If “For Windows and other products from Microsoft Update” is selected, follow the Run Microsoft Update steps (below).

Run Microsoft Update
1. Click Check for updates.
2. Do one of the following:
   • If no updates are found, continue with step 4 to change your settings.
   • If updates are needed, click Install updates. This may take a few moments as the updates are installed. Restart if prompted.
3. Repeat steps 1-2 until no updates are found.
4. Click Change Settings.
5. Ensure Install updates automatically is select.
6. Click OK.

Update Other Software Applications

Update other software applications you may have. Consider the following:

• Adobe products (e.g., Acrobat, Flash, Reader, etc. as well as any plug-ins)
• Web browsers
• Java

Most applications can be updated by selecting Check for Updates in one of the following menus: Application, Preferences or Help.

When you update these applications, please make sure to select the “Automatically install updates” option.

To update browsers and plug-ins, use the ISO Patch Check tool at cmu.edu/iso/patch-check/.

At Carnegie Mellon, we strive to provide a safe and secure computing environment for the campus community and recommend that you follow safe computing practices. Complete the steps below to ensure your computer's OS and software are up-to-date and the recommended security settings are configured.

Carnegie Mellon University
Computing Services

Are you a DSP customer? Do you have departmental IT support? Please contact that person for assistance.

Secure Your Computer: Windows 8

June 2016

Continued on reverse
Use Windows Defender Anti-Virus Protection

Note: If your computer is managed by your departmental IT administrator or DSP, follow their recommendation.

Remove all other anti-virus software
1. Click Start.
2. Click on the search icon and search for Control Panel.
3. Select Program and Features.
4. Select the anti-virus software title you’d like to remove and click Uninstall.
5. After uninstall completes, restart your computer.

Turn on Windows Defender
1. Click Start.
2. Type Defender in the search box and select Windows Defender from the results.
3. Turn on Real-Time Protection.

Set Security Preferences

Password Protect Your Computer
1. Search Control Panel.
2. Set “View by” to Small icons.
3. Do one of the following:
   - If your computer is already password protected (i.e., you log on with a password), skip to the “Password Protect Your Screen Saver” section.
   - If your computer is NOT password protected, continue with step 4.
4. Select User Accounts.
5. Choose a strong password (e.g., at least eight characters, contains upper/lower case letters and numbers, etc.)
6. Select Make changes to my account.
7. If others use this computer select Manage another account and create a password for each account on your computer.
8. Check that the Guest Account is set to OFF. If it isn’t, select the Guest Account and set it to OFF.
9. Return to the Control Panel.

Password Protect Your Screen Saver
1. From Control Panel, select Personalization.
2. Select Screen Saver and set the following:
   - Choose a Screen saver from the menu.
   - Set the Wait time to 10 minutes or less.
   - Select On resume, display logon screen.
3. Click Apply and then OK.
4. Return to the Control Panel.

Turn on the Firewall
1. From Control Panel, select Windows Firewall.
2. Make sure Windows Firewall state is set to ON; if it isn’t, select Turn Windows Firewall on or off and then select Turn on Windows Firewall.
3. Click OK.

Know the Rules

Remember that you are responsible for the content and actions of your computer! Read and abide by the Carnegie Mellon Computing Policy, Copyright Violation Guideline and other computing guidelines; see cmu.edu/computing/guideline/.

Subscribe to News and Alerts

If you haven’t done so, subscribe to our news feed for the latest computing news and alerts. Visit cmu.edu/computing/news/ and click the RSS icon to subscribe.

Additional Resources

For additional computing resources and services visit cmu.edu/computing/:

- Read and manage email
- Download software
- Explore your file storage options
- Use public computer labs
- Configure printers
- Get software training

Need Help?
Contact the Help Center

Monday-Friday (7am-7pm)
Call: 412-268-4357 (HELP)
Click: it-help@cmu.edu
Visit: 119 Cyert Hall (9am-5pm)

www.cmu.edu/computing/