

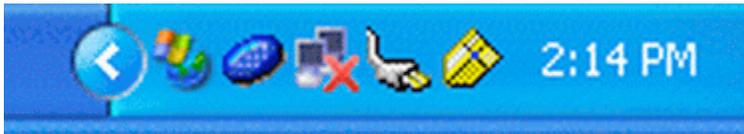
**University of Tennessee at Chattanooga**  
**UTC Faculty and Staff**  
**What you can do to help keep your Windows PC secure.**

Michael Ward

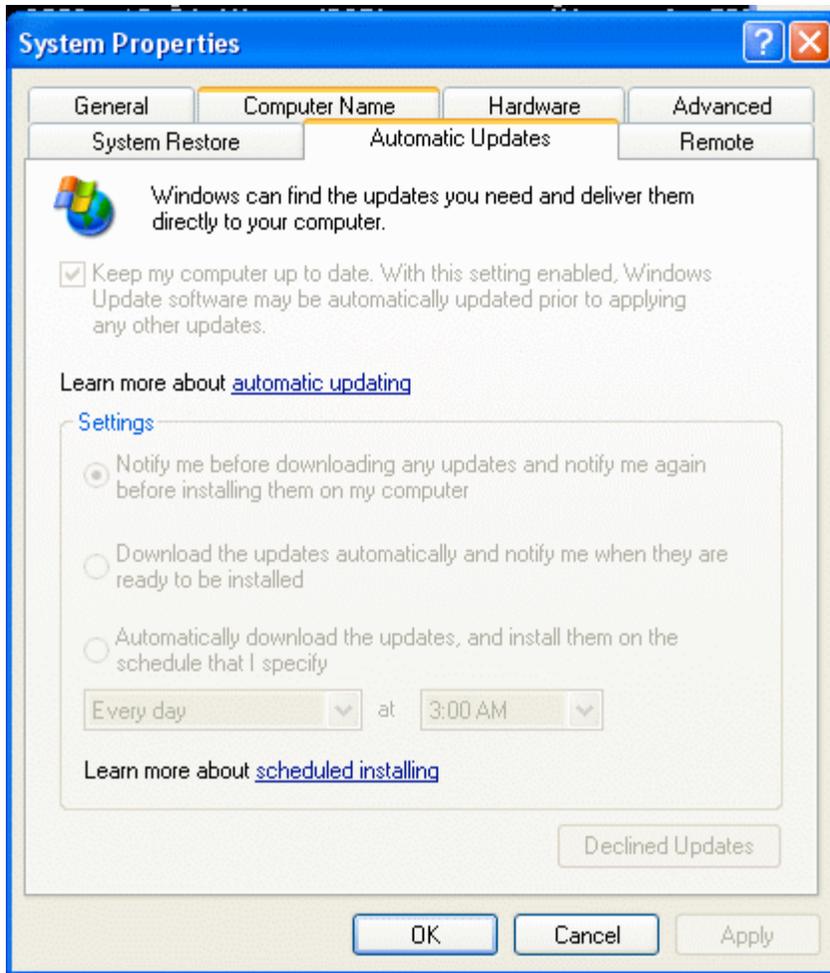
Nothing, besides turning off the power, can insure that your PC will be completely protected from hazards such as viruses, worms, and hackers. At UTC several layers of networking defense, including a firewall and vigilant networking administrators, help protect faculty and staff computers. While these measures provide a good medium of security, the most important factor in the security of your PC is you. The following are a few steps that can help ensure that your PC is secure.

**Carefully consider opening ANY attachment.** Modern viruses can forge the “From:” field, making it appear that an email originated from someone you know. Don’t be fooled by the attachment’s extension (.ZIP, .PIF, .SCR) into thinking that it will be safe to open, as viruses always arrive disguised as something else. If in doubt, delete it.

**Keep your system up to date.** Windows XP and Windows 2000 (with Service Pack 3 or greater) have an Automatic Updates feature that will download and install the latest patches from Microsoft. This feature has a unique icon that appears when you need to configure or update your system. Find your clock, usually its in the lower right corner, and look for a “Windows and World” icon.



In this picture, it is the icon second from the left. Double clicking on the icon will start the update dialog and provide instructions on what needs to be done. If you do not see this icon, it could be that your system is automatically configured to update without your intervention. This can be verified (Windows XP) by clicking Start->Control Panels->System->Automatic Updates.



If “Settings” is grayed out, your system is set to automatically update. If you can configure “Settings,” make sure to enable the first choice “Keep my computer up to date.” For Windows 2000, click on Start->Control Panels and you should see “Automatic Updates.” Double clicking will bring up a screen similar to the one for XP (see above.)



It is also possible to manually update your system by visiting <http://windowsupdate.microsoft.com>.

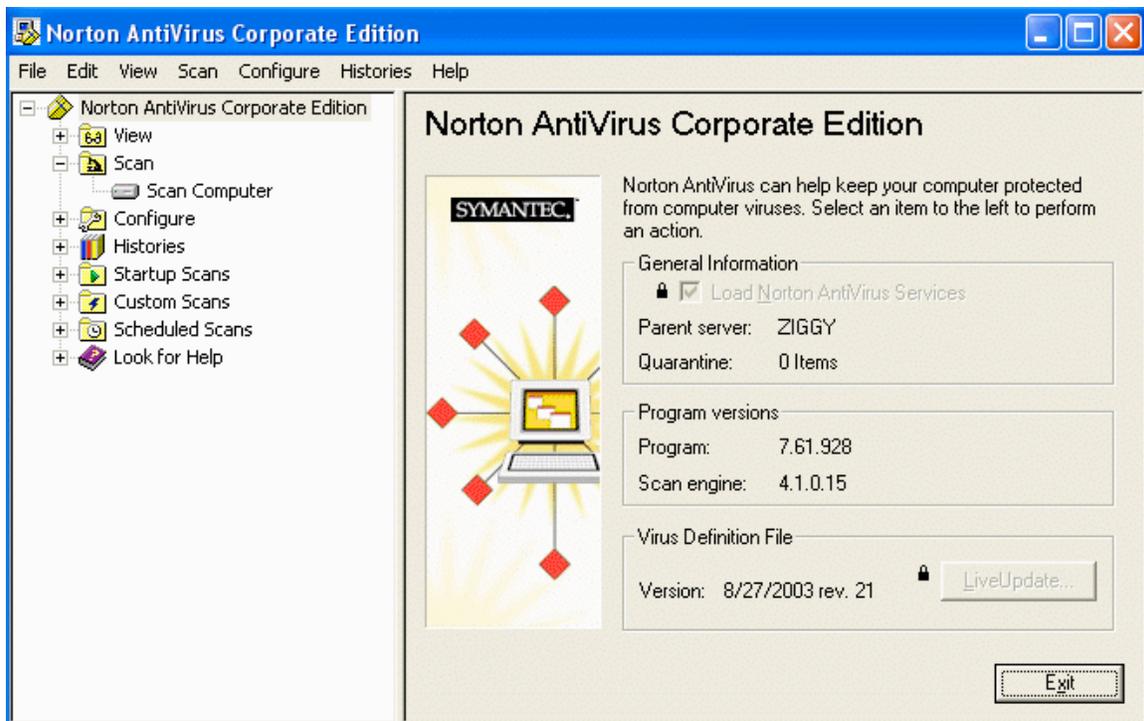
Microsoft has provided a means of having a “local” copy of the critical updates available from windowsupdate.Microsoft.com called Software Update Service (SUS). CECA has implemented a server for SUS and directions for using it can be found at:

<http://slug.ceca.utc.edu/windowsupdate>

**Make sure your Norton AntiVirus definitions are up to date.** Again, looking near the clock you should see a “little gold shield.” If you do not see this shield, you need to contact the Helpdesk (4000) for installation of Norton AntiVirus.



Here it is nearest the clock. By double-clicking on it, you will bring up



The “Virus Definition File” needs to be dated within two weeks of the current date or your system is out of date. UTC’s Norton AntiVirus server “pushes” definitions out to every client as soon as they are available. If your definitions are out of date, you need to contact the Helpdesk (4000) to rectify the problem.