

Safety, Security and System Updates

BRANDEIS AND IBS WILL NEVER ASK FOR YOUR USERNAME AND PASSWORD VIA EMAIL

SPAM

Any spam email should be sent to spam@brandeis.edu

The IBS Technology Office can not handle any spam requests, so please forward anything spam related directly the address above. Remember, Brandeis and IBS Technology will never ask for your username, password or any personal information via email or our websites. If you are unsure of an item being spam, contact the address above and ask if they can assist you.

VIRUS' and Malware/Spyware

Brandeis University Provides Symantec AntiVirus to all Students, Faculty, and Staff. Any computer on campus is required by LTS to run the University's Symantec Anti-Virus to gain network access. It is highly recommended that this software is installed, kept up to date, and used at all times. General good practice dictates to scan your computer for Virus' every 2 weeks. This will allow for your system and files to stay safe and keeps your system healthy for longer.

The IBS Technology Office endorses two free programs which can be found on the internet:

CCleaner (www.ccleaner.com) is a great way to keep your cookies and internet cache at bay. This allows for your web browsers and computer to run faster and save space.

Malware Bytes (<http://www.malwarebytes.org/>) will clean your computer of many virus' and also get the malware and spyware the Symantec does not pick up. Keeping yourself free of malware and spyware ensures that your information is not "open access" to everyone on the web, and helps to keep pop-ups, ads, and other unwanted things from happening on your computer. As with Symantec, it is recommended to keep this software up to date and used at minimum once every 2 weeks.

FLASH DRIVES AND DATA STORAGE

Flash Drives are great ways to carry your files around, however they are only as secure as you make them. Never leave your flash drives in IBS computers unattended. If possible, purchase flash drives that have security features.

SYSTEM UPDATES

System updates are two of the best ways to keep your computers secure, and your software running at its best potential. Microsoft sends updates for Windows and its components every Tuesday. It is highly recommended to have automatic updates turned on for both Windows and Macintosh computers, this way you won't have to worry about doing them on your own. Otherwise, please visit <http://support.microsoft.com/> or <http://www.apple.com/support/> for instructions.

Software Updates are also very important. Updating software will help to ensure the safety and security of your computer. Applications such as Microsoft Office will be updated in Windows updates; while items like Adobe Acrobat need to manually be updated. For updating instructions, please see the software manufacturers website.

LTS requires that computers are updated constantly in order to maintain network and file security. Failure to keep your computer up to date can result in network shutoffs.