April is here and so is spring, which means it is time for spring cleaning! Your devices may need as much cleaning as the rest of your house. So during this month, we’ll talk to you about how to perform proper device cleaning and information disposal.

Have you ever searched for yourself online? This a very good way to see what’s out there about you and what others’ can see. It’s also a good opportunity to decide which things you need to be removed, because they might damage to your reputation. Moreover, many of us get so busy and distracted with our daily activities, we tend to accumulate a lot of information that we don’t use. We recommend that you periodically check and clean your information and devices.

It doesn’t take a lot of time and effort to clean your computer. Start with emptying your trash bin, so it doesn’t fill too much space on your hard drive. Follow the steps below for making your computer clean and faster:

- Organize your files and media (music, photos). You should go through all of them and remove those that you don’t need.
- Uninstall old programs: This can reduce the possibility of malware, attacking through a program you no longer use. Having a lot of programs can slow down the performance of your computer.
- Back up your files. Store your important data to an external hard drive or cloud store, so when your drive crashes, you will be able to restore your information.
- Defrag your hard drive. By doing this, you will increase the speed of your machine and make it more efficient.
- Clean the system registry. Your system has many temporary files that can slow down your computer. One tool that you can use is CCleaner. It is used to clean unnecessary files (including temporary internet files), where malicious programs and code tend to reside.
- Upgrade or patch your operating system. It’s always a good idea to upgrade your OS because a new OS often has security patches that will help keep your computer protected from the latest threats.
- Change your password, including your network password.
- Do not forget about your mobile devices. Update your mobile OS to the latest version and remove unneeded apps. Many companies offer security apps that will scan mobile apps. Some apps have features such as a remote lock/locate/wipe that will prevent a thief from using your device if you lose it.
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- Clean your social media accounts. Check your social media privacy settings periodically and configure them so that only the audience you choose can see your personal information. If you no longer use social media account, DELETE IT!
- Finally, organize your email. Organize your messages in labeled folders to keep all your information at hand when you need it. Delete folders and emails that you don’t need.

Related Link

- Check out our website http://www.rit.edu/security/content/april-%E2%80%93-spring-cleaning

Contributor

Editor: Ben Woelk
Writer: Mia Foster

Email us at: infosec@rit.edu

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