

Mandatory Computer Setup for OS X

Don't plug in your computer to the network yet!

There are some steps you must take NOW to ensure that your computer will be as safe as possible from viruses and other malicious programs.

If you have arrived with an infected computer, or if it becomes infected while you're here, you may lose access to the Internet until you clean it up. This can take days, endanger your personal documents, and require you to re-format your hard drive and re-install your operating system and all your applications from scratch. It's up to YOU to take the necessary precautions to secure your computer.

You should take these steps BEFORE plugging into the network:

- Step 1: Turn on the built-in firewall p. 1
- Step 2: Turn on automatic software updates.....p. 2
- Step 3: Select a secure password for your computer.....p. 2

You should take these steps IMMEDIATELY AFTER you connect to the network:

- Step 4: Update your operating system.....p. 3
- Step 5: Install computer security software.....p. 3
- Step 6: Scan for viruses with updated virus definitions.....p. 3

Step 1

Turn On the Built-in Firewall

Windows Vista, Windows XP and OS X come with a built-in firewall. AcIS recommends that you use these firewalls to help protect your computer from viruses and worms.

OS X:

1. Open **System Preferences** by selecting it from the Apple menu or clicking it in your Dock.
2. Select **Sharing** from the **Internet & Network** preferences section.
3. Click the **Firewall** tab and click **Start**. It will say **Firewall On** above the button once you've activated the firewall.
4. You may allow access to your Mac on a service-by-service basis by selecting the individual services in the **Allow** box. If you don't understand what any of this means, you should make sure that **NONE** of the services are allowed.
5. Quit **System Preferences**.

Step 2

Turn On Automatic Software Updates

The following instructions will explain how to turn on automatic software updates. This will make it easier to keep up with critical updates that are released to protect your machine from dangerous viruses and other malicious programs.

Every time your computer finds new updates, you will see a notification message on your screen that new updates are ready to be installed. **Do not ignore this software update message!** Just say yes and allow the installation to proceed. After the installation is complete, you will usually be prompted to close down and restart your computer.

OS X:

By default, **Software Update** is enabled and configured for weekly updates. To confirm that it is set up to do so please follow these instructions.

1. From the **Apple Menu**, choose **System Preferences**.
2. Select **Software Update**. Ensure that “Check for updates” is checked. Choose “Weekly” from the menu on the same line.
3. Close the window to save the settings.

Step 3

Select a Secure Password

In order to keep your machine safe from attack, you need to protect all of its local accounts with secure passwords. A secure password is a combination of letters and numbers. It's something that would be very hard for you to forget, but virtually impossible for anyone else to figure out. **If this password is forgotten, it cannot be reset.** You may want to write it somewhere safe, but remember, if you write the password and keep it near your machine, anyone who finds it will be able to access all of your data and programs.

OS X:

1. Open **System Preferences** from your dock or from the Apple menu.
2. Click **Accounts** in the System pane.
3. Select the account whose password you want to change from the account list on the left.
4. Click the **Change Password...** button if you see it. Type a new password in the **Password** field and re-type it in the **Verify** field. You may also enter a hint to remind you of the password should you forget it.
5. Quit **System Preferences**, saving your changes.

Step 4

Update your Operating System

It is critical that you update your operating system regularly. Without doing so, your machine may not be stable and will be much more vulnerable to attack. In Step 2 of these instructions, you configured automatic updating of the operating system, but after connecting to the Barnard or Columbia networks for the first time, you must update manually.

OS X:

1. From the **Apple Menu**, choose **System Preferences**.
2. Choose **Software Update**.
3. Click **Check Now** and follow onscreen directions.

Step 5

Install Computer Security Software

Symantec (or Norton) AntiVirus is provided to all students in Columbia University and Barnard College for FREE. It will help in protecting you against viruses and other malicious programs.

For instructions and to download the software, please visit <http://www.columbia.edu/acis/software/nav/>

Step 6

Scan for Viruses with Updated Virus Definitions

To keep your computer clean, it must start clean. Please run a full system scan using up to date virus definitions by following the instructions found at the following web page:

<http://www.columbia.edu/acis/software/nav/getting-started.html>

Once you have finished the scan, you may use the network. Be sure to review the document concerning copyright-related policies included in this packet. Also, please review the safety guidelines found at the following web page to ensure that your machine remains safe. <http://security.columbia.edu/>

For information on online resources, documentation, please visit

<http://www.columbia.edu/cuit/>

Barnard College students should report problems to Academic Technologies. Students can do so by

- ✓ **calling Barnard Resnet's Skype # at 347-694-4694**
- ✓ **emailing resnet@barnard.edu**
- ✓ **visiting the Lehman Computing Center (1st floor of Barnard Library)**