**Windows Security**

**Account Password**

1) **Length:** It is recommended that your password be at a minimum, 8 characters in length
2) **Complexity:** Use at least 3 out of 4 of these categories when creating your password
   (Lower-case letters, upper-case letters, numbers, special characters...#$%)
3) **Change your password every 30-90 days**

**Anti-Virus/Malware program**

1) Ensure that you have an anti-virus program installed on your computer
2) Ensure that your anti-virus program has the latest updates installed
3) Run a scan with your anti-virus program to check for viruses at a minimum of once per week

**Firewall**

1) Ensure that you have active firewall protection (Windows firewall etc.)
Internet Security

Internet Explorer

1) **InPrivate Browsing**: Prevents IE from caching (saving temporary files, cookies) thus providing more security. *(Tools—> InPrivate Browsing)*

2) **Popup Blocker**: Prevents website from opening windows without your permission *(Tools—>Pop-up Blocker)*

3) **SmartScreen Filter**: Protects against malware and phishing websites *(Tools—>SmartScreen Filter)*

4) **Browsing History**: All temporary files that have been saved to your computer from browsing the Internet. It is recommended that these files be deleted at a minimum of once every 2 weeks. *(Tools—> Delete browsing history…)*

Firefox

1) **Private Browsing**: Prevents Firefox from caching (saving temporary files, cookies) to your computer, thus providing more security. *(Tools—> Start Private Browsing)*

2) **Popup Blocker**: Prevents website from opening windows without your permission *(Tools—> Options—>Content)*

3) **Browsing History**: All temporary files that have been saved to your computer from browsing the Internet. It is recommended that these files be deleted at a minimum of once every 2 weeks. *(Tools—> Clear Recent History…)*
**Google Chrome**

- **Incognito Mode**: Prevents Google Chrome from caching (saving temporary files, cookies) to your computer, thus providing more security.
  
  (Click the icon in the upper right-hand corner of the browser window→New incognito window)

- **Popup Blocker**: Prevents website from opening windows without your permission
  
  (Click the icon→Options→Under the Hood→Content settings→Pop-ups)

- **Browsing History**: All temporary files that have been saved to your computer from browsing the Internet. It is recommended that these files be deleted at a minimum of once every 2 weeks.
  
  (Click the icon → Options→Under the Hood→Privacy→Clear browsing data...)

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