Windows 98

- ❑ **Remove Spyware**
  - o Run Spybot
  - o Clean/Delete all recognized Spyware

- ❑ **Internet Explorer**
  - o Run Microsoft Critical Updates
  - o Internet Explorer Cleanup
    - ▪ Tools: Options
    - ▪ Delete Cookies, Delete Files, Delete History
- ❑ **Safe Mode Cleanup**
  - o Reboot in Safe Mode
  - o Start: SEARCH
    - ▪ Files: *.tmp
    - ▪ Delete all temp files
    - ▪ Empty Trash
  - o Double Click My Computer,
    - ▪ Right click on C Drive
    - ▪ Properties: Tools.
      - • Disk Cleanup
      - • Defrag
      - • Scan Disk
- ❑ **Start Files**
  - o Start Run: MSCONFIG
    - • Advanced
      - o Turn on - Start Up Menu
      - o Safe Mode Boot Option
- ❑ **Check Installed Software: (Start, Settings, Control Panel)**
  - o Add Remove Programs
  - o Note Questionable Software Titles
- ❑ **Check Computer Name**
  - o Right Click: Network Neighborhood, Properties, ID
    - ▪ Format: BRoomNumber_PSDID_Note
    - ▪ M102_psdid_Tchr
      - • K: KRV,   W: Whitstran
      - • M: Housel, H: Prosser Heights
      - • P: Prosser High School

Windows 2000/XP

- ❑ **Remove Spyware**
  - o Run Spybot
  - o Install Microsoft AntiSpyware
  - o Clean/Delete all recognized Spyware

- ❑ **Internet Explorer**
  - o Run Microsoft Critical Updates
  - o Internet Explorer Cleanup
    - ▪ Tools: Options
    - ▪ Delete Cookies, Delete Files, Delete History

- ❑ **Computer Maintenance**
  - o Start / Programs / Accessories / System Tools
    - ▪ Empty Trash
    - ▪ Disk Cleanup
    - ▪ Defrag
  - o Double Click on My Computer
    - • Start / Show My Computer
    - ▪ Right click on C Drive
    - ▪ Properties: Tools
      - • Scan Disk : Error Checking
      - • Check Automatically fix errors
      - • Scan / Recover bad sectors
      - • Select OK to schedule scan.

- ❑ **Check Installed Software (Start, Settings, Control Panel)**
  - o Add Remove Programs
  - o Note Questionable Software Titles
- ❑ **Check Computer Name**
  - o Right Click My Computer
    - ▪ Properties, Computer Name
    - ▪ *Must have administrative rights to change name:*
  - o Format: BuildingRoomNumber_PSDID_Note
    - ▪ Example: M102_psdid_Tchr