

You Only Get One...



During your time here students get just **one** Civil-provided computer. Do your part to make it last longer:

- **Lock It Up** - when not at your desk log out or lock the computer by pressing Ctrl+Alt+Del then clicking "Lock Workstation."
 - **Clean It Up** - delete emails after you've read them; delete files when you're done with them.*
 - **Back it Up** - backup your research data and other important data - copy it to CD, Zip cartridges, or USB drives.
 - **Scan It** - install and use Symantec Corporate Antivirus and AdAware. Do a manual scan for viruses and spyware once a week.
- * Do not delete research files - they belong to your research advisor.