



Things to configure on a new machine

- ⇒ Turn on Windows Firewall or install a 3rd party firewall (like ZoneAlarm)
- ⇒ Activate Antivirus software
- ⇒ Download antivirus updates (a lengthy process the 1st time!)
- ⇒ Customize desktop icons (Delete unneeded icons. In XP, show IE, My Documents , My Computer on desktop)
- ⇒ Turn on QuickLaunch - customize it with desired icons
- ⇒ Lock the taskbar
- ⇒ Display printers on the start menu
- ⇒ Turn on automatic downloads for windows updates
- ⇒ If you plan to use Outlook Express, turn off the security feature that blocks attachments (Tools, Options, Security - uncheck "Do not allow attachments to be saved or opened that could potentially be a virus")
- ⇒ For desktop XP machines: turn off the Power Savings feature that shuts down the monitor and hard drive after a set period of time (Display Properties, Screensaver tab. Click the Power button and change the appropriate plug-in settings)
- ⇒ Customize the My Computer window
- ⇒ XP only: In My Computer, unlock Toolbars (View | Toolbars| Unlock). Display address bar and move it to a viewable position. Relock the Toolbar.
- ⇒ Turn on the Detail View, adjust column widths
- ⇒ Click Tools | Folder Options, then click the View Tab. Change advanced settings (i.e., show extensions for known file types, show full names, etc.), then apply settings to all windows