

# Mastodon Bytes

## Tip #15: COMPUTER DOs and DON'Ts

Happy Thanksgiving from IT Services!

As a late Black Friday Sale, we're giving you nine FREE computer tips!



### Do:

1. **Avoid anyone who asks for your password.** The Help Desk and any other credible campus affiliate will **never** ask for your password. Never give your password to anyone!
2. **Disconnect flash and thumb drives properly.** Disconnecting the thumb or flash drive without "ejecting" it can cause permanent data loss! To eject your thumb drive, simply right-click on its icon on your taskbar (beside the date/time) and choose "eject." A message will pop up letting you know when it is safe to remove it.
3. **Create a password that isn't easy to guess.** Help keep all of your information safe by making your passwords more complex. Although "Password123" is easy to remember, it's also easily guessed. Make your password something that you don't think anyone could guess, and make sure it follows all of the password criteria.

### Don't:

1. **Leave sensitive information around the office.** We know it can be difficult to remember your passwords, especially when you have so many, but writing them down is risky business. If you have to write down your passwords, make sure you're keeping them in a safe place, for example, a locked drawer or on your phone that has a passcode, and not in an open area.
2. **Give your login credentials to anyone else.** Even if it's your closest friend, these are meant only for you due to security purposes. Giving out your username and password compromises your entire account, and can lead to your account being disabled.
3. **Open email attachments from an unknown source.** They can be very dangerous and cause serious issues on your machine. If you don't recognize the sender, use your discretion in opening them or forward them to [helpdesk@ipfw.edu](mailto:helpdesk@ipfw.edu).