

General Computer Usage

1. Uninstall any software and services you do not need.
2. Restrict remote access. If file sharing is not required in your day-to-day work, disable file and print sharing.
3. Remove data securely: Remove files or data you no longer need to prevent unauthorized access to them.
4. Scan all the files after you download whether from websites or links received from e-mails.
5. Do not download unfamiliar software from the Internet.
6. Restrict users' ability to install and run unwanted software applications by disabling running executables from unconventional paths.
7. Supervise maintenance or rectification of faults in the system by service engineers.
8. Prohibit any remote login to the system (RDP, SMB, RPC) for local administrators.
9. Minimize and completely deny granting administrator privileges for users of local PCs, especially for users who work with external information systems.