

# How to Take Care of Your Laptop

1. **Protect Your Passwords:** Use strong, unique passwords for your laptop and online accounts. Avoid easily guessable passwords like "123456" or "password."
2. **Update Regularly:** Keep your operating system, software, and antivirus up to date. Updates often include important security patches.
3. **Back Up Your Data:** Regularly back up your important files and documents. Use an external hard drive or cloud storage to prevent data loss. Don't save on your desktop!
4. **Beware of Suspicious Emails:** Don't click on links or download attachments from unknown or unsolicited emails. Phishing scams are common.
5. **Be Cautious About Your Laptop's Placement:** Avoid placing heavy objects on your laptop and make sure it's never in a position where it could suffer irreparable damage.
6. **Secure Physical Access:** Don't leave your laptop unattended in public places, and consider using a cable lock when necessary.
7. **Avoid placing your laptop within reach of young children.** Exercise caution when choosing the storage location for your laptop.
8. **Practice Safe Browsing:** Be cautious when visiting websites, and avoid downloading files from untrustworthy sources. Use a secure web browser.
9. **Avoid Public Wi-Fi Risks:** Be wary of public Wi-Fi networks. If you must use them, use a virtual private network (VPN) for added security.
10. **Regular Maintenance:** Clean your laptop's keyboard and screen regularly, and don't eat or drink near your laptop to prevent spills and damage.

***Remember, these guidelines are designed to keep your laptop and data safe and secure. Following them will help you avoid common pitfalls and protect your investment.***

***If a defect occurs with your laptop, your laptop may still be under warranty! Don't throw it away – check to see if it can be fixed by the manufacturer. Normandale does not fix laptops from the free laptop program.***

***Check your warranty status here: <https://www.normandale.edu/current-students/tutoring-and-support/free-laptop-program.html>***