Windows 10 & PC Security Workshop
April 20, 2016
by
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My suggested Windows 10 security and usability settings. You can find the 'SETTINGS' menu by clicking on the 'Windows' icon ( ) on the lower left of your screen. See the reverse side for some other suggested changes.

SETTINGS-SYSTEM:
> **NOTIFICATIONS & ACTIONS:** Get Office and Microsoft Onedrive both – OFF
>> Adobe – ON. Others at your pleasure.
>
> **APPS & FEATURES:** (For somewhat advanced users) lets you uninstall or move an app.
> **STORAGE:** at the bottom you can change the default save locations.
> **DEFAULT APPS:** Allows you to reassign which program is used when you click on a file. (See 'Microsoft's Edge' on the back.)

SETTINGS-PERSONALIZATION:
> Allows you to change screen and display settings like background, icon size, etc.

SETTINGS-ACCOUNTS:
> **SIGN-IN OPTIONS:** Sets whether you need a password after the system sleeps, set a pin instead of a password, use a photo instead of a password (tapping or clicking on parts of the image as a visual password).
> **FAMILY & OTHER USERS:** Sets up separate accounts for other users.

SETTINGS-EASE OF ACCESS:
> Allows you to magnify area(s) of the desktop, change the screen contrast, play closed captions, etc.

SETTINGS-PRIVACY:
> **GENERAL:** Turn all options OFF.
> **LOCATION:** Turn all options OFF.
> **CAMERA:** Turn all options OFF (leave **Messaging** + **Skype** on if using Skype).
> **MICROPHONE:** Turn all options OFF (leave **Messaging** + **Skype** on if using Skype).
> **ACCOUNT INFO:** Turn OFF.
> **CONTACTS:** Turn all options OFF (leave **Messaging** + **Skype** on if using Skype).
> **CALENDAR:** Your option – turn OFF if you do not use the built in calendar.
> **CALL HISTORY:** Turn all options OFF (leave **Messaging** + **Skype** on if using Skype).
> **E-MAIL:** Turn OFF.
> **MESSAGING:** Turn OFF.
> **OTHER DEVICES:** Turn all options OFF

SETTINGS-UPDATE & SECURITY:
> **WINDOWS UPDATE:** Available updates will be downloaded and installed automatically.
>> **Otherwise - choose ADVANCED OPTIONS:**
>>> Choose how updates are installed: 'Automatic (recommended)'

Some additional suggestions to make Windows 10 friendlier.
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Cortana

Cortana is a digital assistant (an app) something like Apple's *Siri* or Google's *NOW* that potentially answers your verbal questions and lets you control your computer with voice commands. The problem is that it is always listening to whatever is within 'earshot', including your conversations with other people. An app could potentially record these conversations and send them to a third party without your knowledge or consent.

How do you know if Cortana is listing? Just say "Hey, Cortana" and see if it responds. If it does, you can choose to turn it off by either 1) launching Cortana from the search bar on the taskbar, then, from the left pane click the settings button, and under "Cortana" (the first option), slide the switch to the **Off** position; or 2) in the **SETTINGS-PRIVACY** section described on the other side, go to **SPEECH, INKING & TYPING** and click **Stop getting to know me**.

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Edge

Microsoft's Edge browser (🅴) does not act like previous versions of Internet Explorer. Some things that you may be used to doing in Internet Explorer are difficult to do or hidden deep behind menus. To go back to the latest Internet Explorer from Edge, open a web page in Edge and then click on the three dots near the upper right corner. One of the menu choices is 'Open with Internet Explorer'. Picking this option will get you back to a familiar interface. To make Internet Explorer permanently accessible on the taskbar, with Internet Explorer open, **RIGHT** click on the icon (🅴) on the taskbar and, from the menu that is displayed, pick '**Pin to Taskbar**'.

To change your default web browser, open the **SETTINGS** menu and, in the 'Find a setting' box at the top, type '**Default Browser**' and hit ENTER. That should get you to a list of default apps, one of which is 'Web Browser'. Picking that option should get you a list of your installed browsers. Pick whichever your favorite is as the default. Finally, with your new default browser open and your start page displayed on the screen, **RIGHT** click on the icon on the taskbar and, from the menu that is displayed, pick '**Pin to Taskbar**'. This will make it available all the time on the taskbar. After you have tested that your new choice works from the taskbar, **RIGHT** click on the **Edge logo** and click '**Unpin from Taskbar**' to remove it.

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Other interesting and/or useful tips and stories:

Pa55w0rd5:

See page 8 of the March 2014 News bulletin at rtac.org/nb.html

60 Minutes Investigation of Smart Phone hacking:

http://www.cbsnews.com/news/60-minutes-hacking-your-phone/