



The  
**Retired Teachers  
Association**  
of  
**Chicago**



Presents the 2020 Virtual Seminar Series

Via

*Zoom*



# Windows 10 & PC Security Workshop



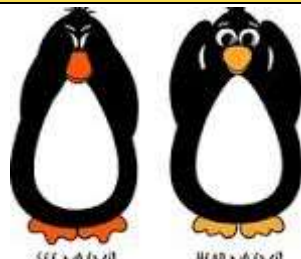
Presented by  
Roy Coleman

# Cover Your Eyes and Ears (whatever 😊)

Unless you are Skyping or Zooming, cover your camera. A simple piece of paper taped over it or a Post-it note is fine. This prevents your image (and what you are doing at that time) from being accidentally spread around the Internet.

It is also a good idea to disable voice recognition devices such as Siri, Cortana or Google so that no one can accidentally or intentionally listen in on your conversations.

For a while WGN Channel 9 had a regular feature where they 'surf' camera feeds and randomly talk to the people they encounter. Many are very surprised.



# Anti-Virus Software

- Unless you are never connected to the Internet, you will be the target of many and varied attacks.
- These attacks range from simply looking at the contents of your hard drive to completely taking over your computer.
- There are malicious people that write programs called 'worms' that search for connected computers and then report back allowing some other program to try to exploit what was found.
- The best examples of 'good' worms are the search engines, especially Google and Yahoo. How do you think they come up with the lists they provide as the result of a search?

A good anti-virus program will block most, if not all, types of intrusions into your computer. There are many good anti-virus programs available. Some of them are free. I prefer either AVG or BitDefender but I have used both McAfee and Nortons.



# Microsoft Automatic Updates

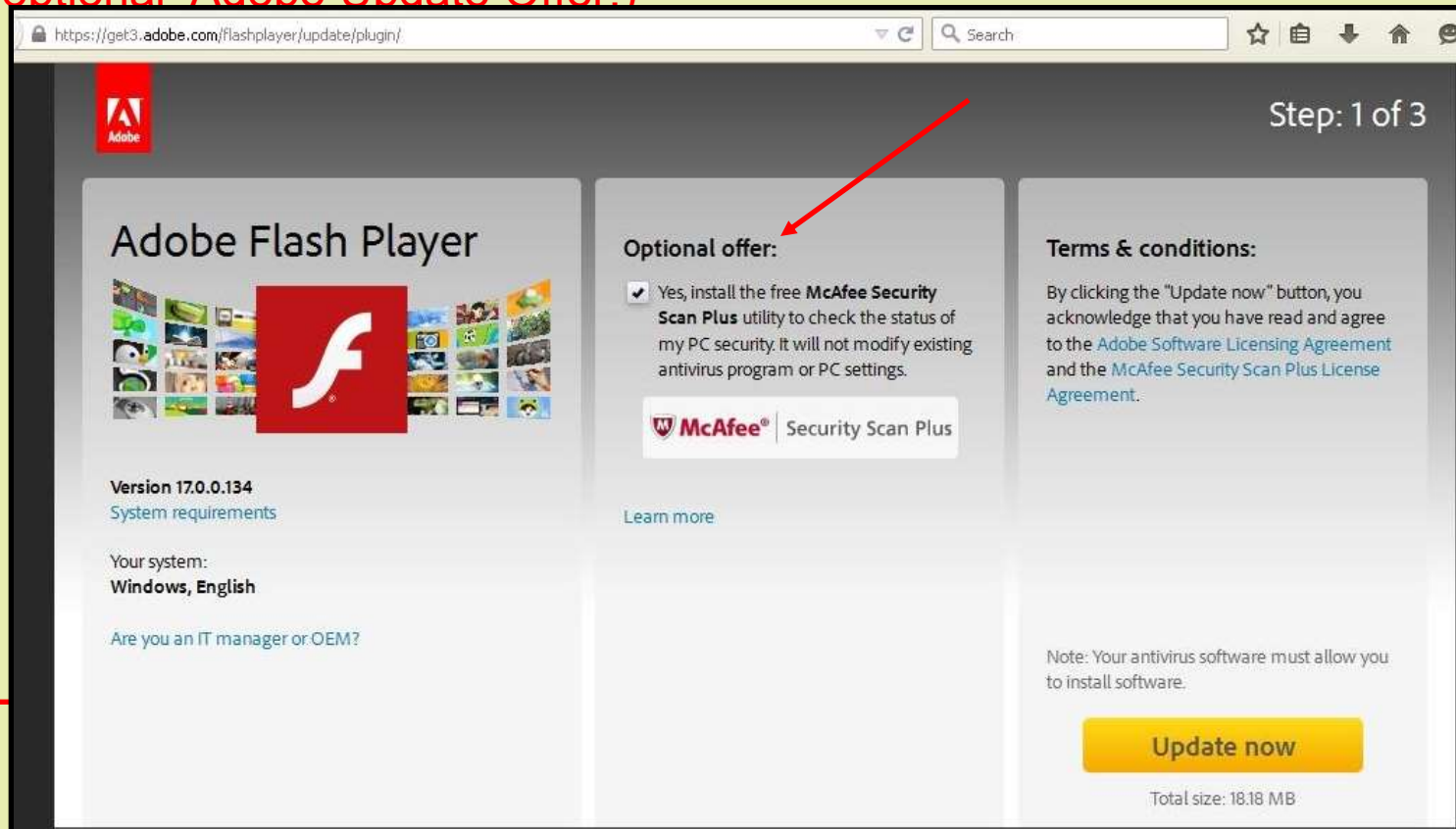
Windows 10 may be a great new operating system BUT the automatic updates can drive you whacko!

- Always install updates from Microsoft as these are usually designed to fix vulnerabilities that have just been discovered.
- By default, your computer is set to automatically download (and install) all important Microsoft updates. HOWEVER, they can become an annoyance. You CAN go into your 'Update & Security' settings and reset the option to allow you to install the updates at your convenience. If you do change this option, it is vital that you set a date each month where you will manually search for and install the updates. In general, Microsoft makes updates available the third Thursday of each month.
- Even computers running Windows 7 or 8 can receive periodic updates for installed Microsoft Office software along with a 'Malicious Software Removal Tool'.

# Updates For Other Programs

You should also install updates for your other programs as they are offered, especially for your browser.

**HOWEVER**, beware of any 'additional software' offers. (See below for an 'optional' Adobe Update Offer.)



The screenshot shows the Adobe Flash Player update page in a browser. The URL is <https://get3.adobe.com/flashplayer/update/plugin/>. The page is titled "Step: 1 of 3". On the left, there is a section for "Adobe Flash Player" with a version of 17.0.0.134 and system requirements. The main content area is divided into three columns. The middle column, titled "Optional offer:", contains a checkbox that is checked, with the text: "Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings." Below this text is a button for "McAfee Security Scan Plus" and a "Learn more" link. A red arrow points from the "Optional offer:" heading to the checkbox. The right column, titled "Terms & conditions:", contains text about agreeing to the Adobe Software Licensing Agreement and the McAfee Security Scan Plus License Agreement. At the bottom right, there is a yellow "Update now" button and a note: "Note: Your antivirus software must allow you to install software." The total size of the update is listed as 18.18 MB.



# Toolbars, Toolbars, Toolbars (argh!!)

Too many toolbars on your browser can make it unstable and very slow. Unless you have a very specialized toolbar for your work, you should have, at most, one.



# You have Cash waiting for you!

(OOPS – I mean cache not \$\$\$)

Have you ever gone back to a website that you visited a day or even a week before and found the same content even though you know it has been updated?

Unfortunately, if the content has changed, you may not get the new content because your browser is saving a copy of that website in memory (called cache) so it will load faster.

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**The solution is to clear your cache.**

(But, keep me in mind if you want to clear your cash!)

## **CLEARING YOUR CACHE**

To clear your cache, go to a DIFFERENT web page and then tap CTRL-SHIFT-DELETE (all at the same time)

This should get you a menu which will allow you to clear your cache and, optionally, your browsing history, download history and cookies.



# Use a 'strange' password

Unless you have a password manager and always sign in from the same computer or have a good memory, you should have a system for creating strong passwords that you can remember.

One suggestion is to have a common core for all of your passwords that contains letters, numbers and special characters.

An example of a core could be is#1&lmgr8!

Then add a prefix or suffix that is unique to the particular website:

RTACis#1&lmgr8! For RTAC, BoAis#1&lmgr8! For Bank of America or VISAis#1&lmgr8! for Visa card.

If you are asked to change your password, change the 1 to a 2 or make it some number that you will remember.

**Unless you are ABSOLUTELY sure of the public wifi security in the area where you are, NEVER sign into any financial website at a public area like the airport or StarBucks.**

For more password suggestions, see my article on page 8 of the March 2014 RTAC News Bulletin (at <https://rtac.org/nb.html>).

# Yahoo Phishing (not Yah00 or Yah00)

From: E-mail service <sbedore14@apu.edu> ☆

Subject: **New Yahoo Update @ 2015**

To: undisclosed-recipients: ☆

Bcc: Roy Coleman ☆

Access Your Account

Our system detected an error in your account, we strongly advise you update your account to avoid account Suspension or De-activation.

Click [Here](#) to Sign in to resolve the error.

Thanks for your co-operation.

Account Operator.

http://bit.ly/1yjOWNf

First hint - did it come from Yahoo? If not BEWARE!

Place your cursor here but DO NOT click!

Look down here - is it a Yahoo address?

Note that this target is NOT Yahoo.

# Amazon Phishing (Not Amasone)

ACCOMPLISH #07 - WE NEED A SENATE BILL: WE HAVE A NEW SURVEY: Social Security Fairness

From Amazon.Rewards@amasone.rewards.com  
Subject: Your Rewards Certificate is Available  
To: Office@rtac.org

Reply Forward

Look CAREFULLY  
at the spelling!



## Rewards Certificate for \$50

Dear Amazon customer, your \$50 rewards certificate is now available

Please sign in using the following link to claim your rewards.

Get Your Rewards

Placing your  
cursor here  
gets you this

<http://Amasonerewards.de/getrewards.php>

# A couple of other Phishing examples

- An ad for Yahoo sending you to Yah00 (last two characters are zeros.)
- A solicitation supposedly from CTPF providing health insurance information, sending you to CTPB.org, not CTPF.org.
- Numerous e-mails from banks to verify your information by signing in.
- Threats that your e-mail is on hold or will be cancelled/deleted unless you sign in to verify your e-mail.
- A phone call from 'Microsoft Fraud Department' asking you to go to their site so they can 'clean' and 'fix' some problem with your computer.

# Protecting Yourself When Opening E-mails

Be very cautious when opening e-mails, especially if they do not have anything in the 'Subject' line and/or only have a single line that is a link.



# Protecting Friends When You Send Multiperson E-mails

Whenever you send an e-mail to multiple people PLEASE follow these guidelines:

- Put YOUR OWN name in the TO: field.
- Add everyone else's e-mail in the BCC: field.
- If you are sending someone a link, clearly explain what/where the link is taking them to and what they should see there.

There are two reason for this:

1. If ANY of the people in the TO: field has an infected e-mail system, the infection could send itself to ALL of the names on the list. Using BCC: hides the e-mail addresses from the recipients and from any malware or infections that may be hiding on one or more of their computers.
2. You will receive your message back indicating that it has been sent successfully.

# Protecting Friends When You Send Multiperson E-mails

In Gmail

New Message — ✕ ×

To | Yourself Cc

Bcc Everyone Else

Subject

In Thunderbird

From: Roy Coleman <rcoleman@iit.edu> *IIT-R Coleman*

• To: yourself

• Bcc: Hidden addresses

Subject:

Body Text ▼ Variable Width ▼ ■ **A<sup>+</sup>** **A<sup>-</sup>** **A** **A** **A** ☰ ½ ↔



# How to Avoid Disaster

(like a data loss or disk crash)

**BACKUP YOUR DATA!**

**BACKUP**

**BACKUP**

**BACKUP**

**BACKUP**

and set a restore point-

Get the 'How To' handout [here](#)

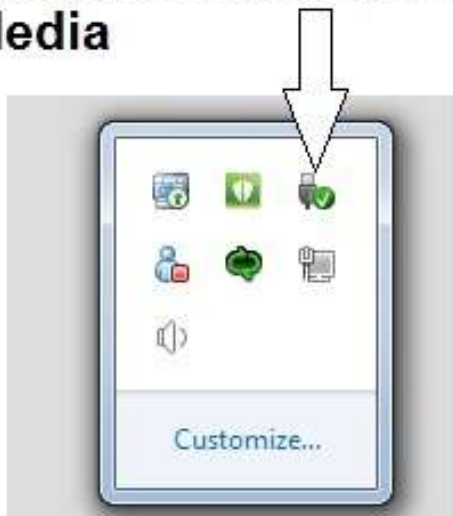
# How to Avoid Disaster

(like a data loss or corrupt flash drive)

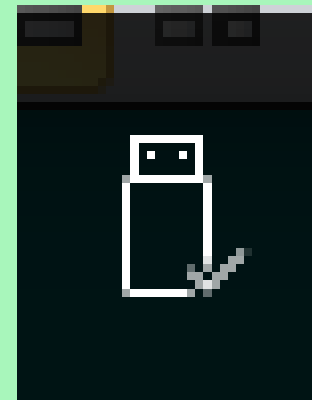
ALWAYS eject a flash drive and wait for the computer to tell you it is ok to remove!

For Windows 7 or 8 it looks like this

**Safely Remove Hardware and Eject Media**

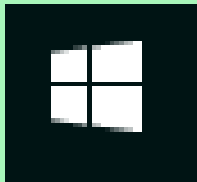


Windows 10 looks like this



# Windows 10 makes it easier to find and change many of your security settings.

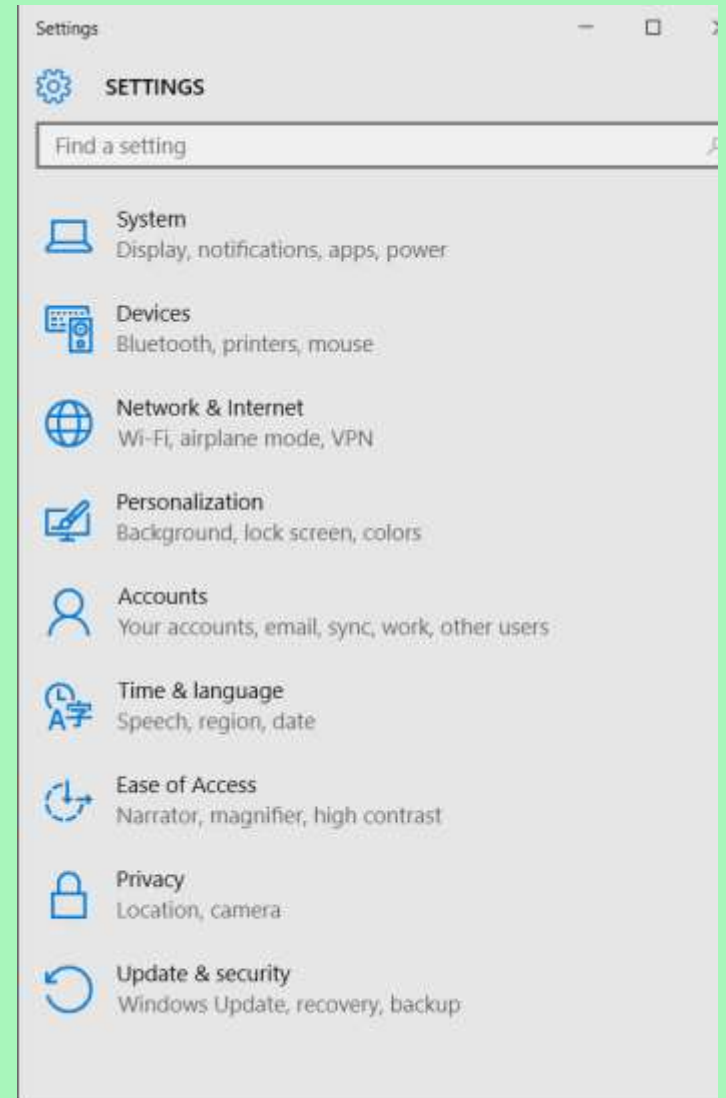
Clicking on the 'Start Window' in the lower left



will get you a list that includes 'Settings'.

When you click on 'Settings' you should get a popup that looks like the one to the right.

For my personal choice of settings, see page 1 of the handout available [here](#).



# More ways to make Windows 10 friendlier

(See page 2 of the yellow handout [here](#))

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## Cortana

Do you really want your computer listening to you all the time?

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### You and your browser



Microsoft's new Edge



Microsoft's Internet Explorer



Mozilla's Firefox



Google's Chrome

### You and your e-mail



Microsoft's Outlook



Google's Gmail



Aol



Mozilla's Thunderbird

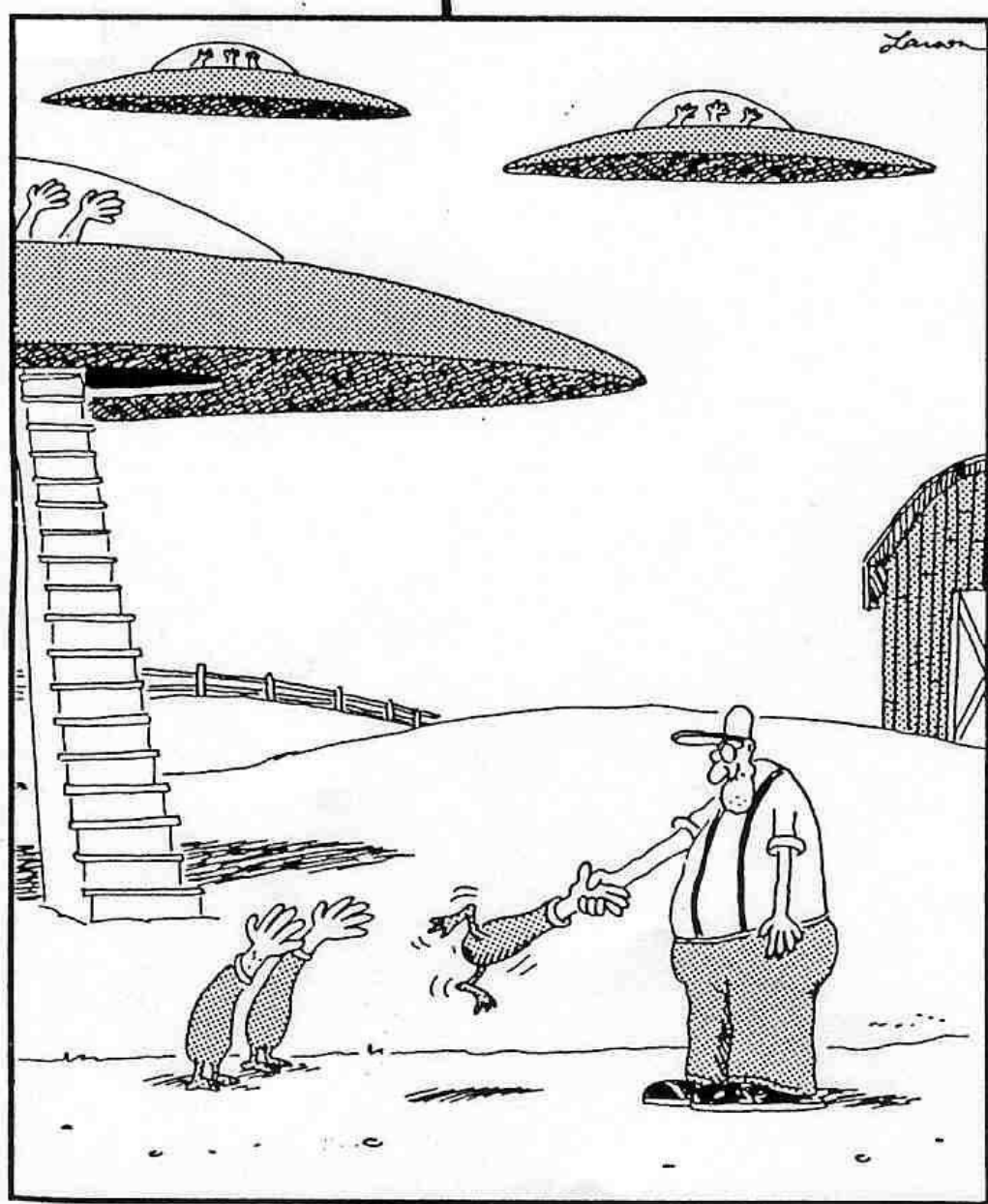
# What's Next?

- Cell phone tracking
- Smart phone hacking (Android, Windows and IOS-Apple)
- Automobile hacking
- Apple IOS and Linux

If that didn't scare you ---

**The next slide might!**

My claim to fame in  
FarSide



Inadvertently, Roy dooms the entire earth to annihilation when, in an attempt to be friendly, he seizes their leader by the head and shakes vigorously.



# References and Downloads

- The handouts referred to in the presentation are available [here](#)



I hope your future computing is safe and enjoyable.  
Thank you for being here.