

DIGITAL SPRING CLEANING CHECKLIST

EMAIL - SORT YOUR MESSAGES

- ❑ Go through your inbox and identify the emails you want to keep vs. discard. Keeping emails takes up storage and can also potentially be a security risk if your account is compromised.
- ❑ When sending or receiving emails that contain password information, banking information or any information you don't want anyone to see delete them immediately. If your account is hacked, emails containing this type of information can create major damage if it gets in the wrong hands.
- ❑ Take out attachments! Attachments take up a lot of room and shouldn't be kept in your email. Make sure you create a folder on your hard drive for important attachments. If you need online access to those attachments, consider saving them in the cloud.
- ❑ Some emails you just don't want to delete. Move the "keepers" into specific folders. Create specific folders by topic or by sender's name:
 - I. Gmail > select the email you want to file > click on folder icon > create new > input name of the folder > create
 - II. Yahoo > select the email you want to file > click on folder icon > create new > input name of the folder > ok
 - III. Hotmail > select the email > click on move to > create new > input name of the folder
- ❑ Delete all the emails you know you will never need or want to look at again, they are just taking up space. Drag them over to trash and remember to empty that trash folder. Type of emails that should be deleted immediately:
 - I. Emails with private information (passwords, banking info)
 - II. Emails from unknown sources
 - III. Emails with useless information or no sentimental value

WEB BROWSER - SORT YOUR LINKS AND CLEAR HISTORY

- ❑ Organize your bookmarks. The best way to do this is to look through all your links and determine which ones you still need. The ones that are no longer relevant or that are broken you should delete. The ones you want to keep, organize them. Put them into properly labeled folders in your favorite column.
- ❑ Clear the history, cache, cookies, and old temp files by following the instructions below for your respective browser:
 - I. Internet Explorer > Internet options > general tab > select delete button under browsing history > check temporary Internet files, cookies, and history
 - II. Chrome > settings > under the hood > check clear browsing history, clear download history, empty cache, and delete cookies
 - III. Mozilla Firefox > tools > clear recent history > time range to clear: "Everything"

DOCUMENTS - SORT THESE FILES SAVED ON YOUR COMPUTER'S HARD DRIVE INTO THREE CATEGORIES - KEEP, TOSS AND BACK-UP

- ❑ Delete documents you no longer need. How can you tell if you need it or not? If you haven't opened up the document in the past year - chances are you won't need it. It's time to delete those files and remember to empty the recycling bin! But what if a file you'd like to delete is sensitive? Trend Micro recommends using Titanium's Secure Erase feature to securely shred your sensitive data. A quick how to:
 - I. Open Titanium main console > tools > select Secure Erase > turn on > right click on document you want to delete > select delete with secure erase
 - II. Secure Erase overwrites unwanted files with random data so nobody can retrieve the contents
- ❑ For the documents you want to keep that are confidential (legal papers, financial spreadsheets, tax information) you'll want to use [Trend Micro™ Titanium™ Maximum Security's vault feature](#) to safeguard your confidential files. The Trend Micro vault is a password protected Windows folder that can safeguard your sensitive files. If you report your computer as lost, the Trend Micro Vault can automatically seal itself shut by remote control. An easy how to:
 - I. Open Titanium main console > tools > select Trend Micro Vault > turn on > move documents with sensitive data to the vault
- ❑ What about the files that are aren't confidential but just as important? Things like pictures, plans that you slaved over at work that you are particularly proud of, cute stories your children typed up. These are files that are irreplaceable. Now is the time to store those precious files in a safe place - beyond your personal device. It's time to get those files up to the cloud. You can activate a [Trend Micro™ SafeSync™](#) account (10GB) through Titanium and sync your files across all of your devices. An easy how to:
 - I. Open Titanium main console > tools > select broaden your protection > sign in > follow instructions to activate your account

DIGITAL SPRING CLEANING CHECKLIST CONT.

PROGRAMS - DELETE THOSE THAT YOU NO LONGER NEED OR USE

- ❑ Is there a program on a computer you never use? It's time to get rid of the bloat. Delete those programs that slow down your computer! How to:
 - I. Select the "All Programs" option and right-click the unwanted program and then select "Delete" from the drop-down menu
 - II. Or, go into your "Control Panel" and select "Uninstall a program"

RUN MAINTENANCE AND TROUBLESHOOTING CHECKS - SCANS CAN BE INITIATED IN YOUR COMPUTER'S CONTROL PANEL

- ❑ Run a defragmenting or disk cleanup program. This could take a while so you may want to run it overnight.
- ❑ Run Titanium's System Tuner to help you recover disk space and optimize your computer's performance:
 - I. Open Titanium main console > tools > select System Tuner > perform tune up

UPDATES - ESPECIALLY YOUR SECURITY SOFTWARE

- ❑ Update your software, including antivirus, if it doesn't update automatically. Titanium is automatic so you're always protected from the latest threats.

PASSWORDS - IMPROVING PASSWORD STRENGTH IMPROVES SECURITY

- ❑ Passwords are the first safeguard that we use to keep safe. The easiest way to safeguard yourself is to have different, strong passwords for the most important sites you visit. This way, all your passwords aren't compromised in case one password is hacked.
- ❑ Use the [Password Strength Tester](#) to check the strength of your passwords.
- ❑ Change any passwords that you haven't changed in the last three months. Frequent changes to passwords are one of the best ways you can defend your accounts against intrusion. This is especially important for websites that provide access to your financial and personal information, like online banking, investment, shopping, and health care provider sites.
- ❑ If you have [Trend Micro™ DirectPass™](#), use the password generator to create new and stronger unique passwords for your most important sites. How to:
 - I. Select the DirectPass icon at the top of your browser > click on the star at the bottom right. The Password Generator tab will appear, follow the instructions to generate robust and secure passwords that you don't have to remember

MOBILE DEVICES - DON'T FORGET THESE, TOO

- ❑ Follow the same procedures, so you can enjoy the ease and speed to go along with mobility convenience that smartphones and tablets provide.
- ❑ If you have an Android device, install the [Trend Micro™ Longevity Battery Saver](#) to determine which apps are guilty of draining your precious battery.

Lastly, don't forget to clean up the outside of your devices, too!