Don't Just Walk Away

Any time you walk away from your computer and don't lock it or log off, you're giving others access to use your computer as you. They could send email from your account, tamper with your files (locally and on the file server), and access confidential data. This poses a security risk for both you and your association.

The best idea is to lock your computer whenever you walk away. Locking your computer will not shut down any programs or close any files you are working on. Your user name and password will get you right back where you left off.

Lock Your Computer

ON A WINDOWS COMPUTER:

- Hold down the CTRL/ALT/DEL keys *(just like you do when first going to log in the morning)*
- Click the Lock Computer button

Or, just simply press the Windows and L keys

ON A MACINTOSH COMPUTER:

To activate the screen saver using a hot corner:

- Under the Apple icon, select System Preferences
- On the Desktop & Screen Saver panel, click the Screen Saver tab
- Click the Hot Corners button
- Decide which corner of your screen you'd like to use; then click the corresponding pop-up menu and select Start Screen Saver
- Now when it's time to walk away from your computer, just fling your mouse into that corner of the screen, and you'll trigger the screen saver.

Set Your Screen to Lock Automatically

But what about the times that a trip three feet to the copy machine turns into a conversation with a coworker that necessitates a visit to their office and thirty minutes later you finally make it back to your computer? If you didn't go back and lock your computer, then it was not secure during the time you were away.

Fortunately, you can set Windows and Mac OS to lock your computer after a certain amount of inactivity.

Click here to get instructions: http://www.it.cornell.edu/security/computer/screenlock.cfm

Sources: Cornell's Security Handbook: http://www.it.cornell.edu/security/handbook.cfm*;* http://blogs.mccombs.utexas.edu/the-most/2011/05/25/lock-your-computer-when-youre-away/*;* http://community.pepperdine.edu/it/security/tips/quicklock.htm