

NEW COMPUTER BASICS



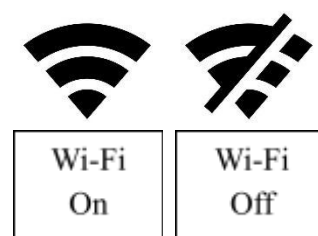
Always keep your computer updated! Search for Updates in your Settings and install them so that your computer stays safe and functional.

USER ACCOUNT

- Each computer is set up with a “main account” that is not password protected.
- You may leave the computer as it is and use the account for everything.
- You could also add a password to this account and continue to use the main account as your own.
- You could add separate accounts for everyone who might use the computer.

CONNECTING TO WIFI

- Wi-Fi may be public (no password required) or private (you must enter the password).
- Check the Task Bar at the bottom of the screen to see if you are connected to Wi-Fi



PASSWORD MANAGEMENT

- Strong passwords that you don't repeat are the most secure.
- If you are the only person who uses your computer, having the browser save passwords can be helpful. Ex. If you're logged into your Google Account on the Google Chrome browser, your passwords can be saved.
- You can use a password manager to help recall and save passwords.
- If you are offered “two-factor authentication,” take it and use your cell phone number. Two-factor authentication ensures that your accounts will always be

FILE TRANSFER

- If you have documents to transfer from another computer, look in downloads, documents, desktop, pictures, music, and cloud storage for files.
- Transfer them via cloud services (iCloud or Google Drive) or via flash drive (drag and drop files into the flash drive plugged into the old computer, safely unplug, and then plug into the new computer)

