

Computer Maintenance To-Do List

Daily

- If your computer is left on, it will update and scan for viruses and spy ware automatically
- Check for unusual icons on desktop

Weekly

- Empty Internet *Cache*
- Check for programs you did not install in the *Start* menu
- Empty *Recycle Bin* folder on Desk Top

Monthly

- Check your *My Documents* folder for items no longer needed
- Empty *Trash* folder in e-mail account
- Run a manual Windows Update, choose the express option

Contact Person for computer repairs

Nathan Bell

Contact person for e-mail and St. Ambrose Church and School website

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