

CONFIGURE WINDOWS DEFENDER

Here's how to access Windows Defender's settings and how to change them:

1. Open Settings.
2. Click Update & Security.
3. In the list of settings that appears, click Windows Defender. All Windows Defender related settings are shown.
4. Set the Real-Time Protection switch to On or Off, depending on whether or not you want to enable this feature.
5. Set the Cloud-Based Protection switch to On or Off, depending on whether or not you want to enable this feature.
6. Set the Sample Submission switch to On or Off, depending on whether or not you want to enable this feature.
7. Close Settings.

If you don't have another antivirus installed, don't disable the real-time protection offered by Windows Defender. Doing so leaves your computer completely unprotected. Always have at least one antivirus product installed and active on your computer or device to keep you safe from viruses and other types of malware.

SET EXCLUSIONS FOR WINDOWS DEFENDER

One of the new and useful features of Windows Defender is that it allows you to set advanced exclusions. These exclusions can be files, file locations, file extensions, and processes that you don't want Windows Defender to scan and block.

Here's how:

1. Open Settings.
2. Click Update & Security.
3. In the list of settings that appears, click Windows Defender. All Windows Defender related settings are shown.
4. Click Add an Exclusion in the Exclusions section on the right.
5. Find the type of exclusion that you want to set. If you're interested in excluding a file, go to the Files section. If you're interested in excluding a folder, go to the Folders section, and so on.
6. Click the appropriate Exclude button for the type of item that you want to exclude.

7. Select the item that you want to exclude and confirm your choice. That item is now shown in the list of exclusions.
8. Close Settings.

Don't create a long list of exclusions. Doing so lowers the security of your system. Set exclusions only for the files, folders, or processes that you're completely certain are safe, or that Windows Defender has trouble scanning or dealing with.

WINDOWS FIREWALL

Windows Firewall helps block unauthorized access to your computer while permitting authorized communications to and from your computer. Windows Firewall filters both inbound and outbound network traffic, based on a set of applied rules and exceptions and on the type of network to which you're connected. If you aren't using a third-party security suite that includes a firewall, it's highly recommended that you use Windows Firewall because it provides a sufficient level of security. By default, Windows Firewall has a predefined set of rules that are applied as soon as it's turned on.

Windows Firewall allows you to perform tasks such as these:

- browse the Internet;
- use instant messaging apps;
- connect to a HomeGroup, if you're working from home;
- and share files, folders, and devices with other computers.

CUSTOMIZE APPS THAT ARE ALLOWED THROUGH THE FIREWALL

Here's how to customize the apps that are allowed to go through the Windows Firewall:

1. In the search bar on the taskbar, type the word *firewall*.
2. Click the *Allow an App Through Windows Firewall* search result. The list of Allowed Apps appears.
3. Click Change Settings. The list is now editable.
4. Select the app that you want to customize by clicking it.
5. Check the network profile(s) where you want to allow access and uncheck the network profile(s) where you want to block access.
6. Click OK.

CUSTOMIZE YOUR PRIVACY

Windows 10 and your apps can get access to lots of personal data and use that information to show personalized information and notifications. For example, apps can access your name, picture, advertising ID, location, contacts, calendar, and more. Luckily, Windows 10 gives you the tools you need to control which personal information is accessed and by which apps.

Here's how to customize several general privacy related settings:

1. Open Settings.
2. Click Privacy. The list of privacy-related settings appears.
3. Click General.
4. Set the privacy settings that you want to enable to On.
5. Set the privacy settings that you want to disable to Off.
6. Close Settings.

CLEAR YOUR LOCATION DATA AND DISABLE LOCATION SERVICES

By default, Windows 10 apps as well as the operating system can request your location and location history. If you don't want them to access your location, follow these steps to disable location services:

1. Open Settings.
2. Click Privacy. The list of privacy-related settings appears.
3. Click Location.
4. Click the Change button under *Location for this device is on*.
5. Set the *Location for This Device* switch to Off.
6. Close Settings.

If you want your location history cleared, in the Location window, click the Clear button (it's below Clear history of this device).

CONTROL APPS THAT ACCESS YOUR CONTACTS

By default, Windows 10 apps can access your contacts when they need to. You can block some apps from accessing your contacts as well as all the apps you install.

Here's how:

1. Open Settings.
2. Click Privacy. The list of privacy-related settings appears.
3. Click Contacts and a list of apps that need access to your contacts is shown.

4. If you want to disable access to your contacts for all apps, set the available switch to Off for all apps in the list.
5. If you want to block only one app from accessing your contacts, set its switch to Off.
6. Close Settings.

CONTROL WHICH APPS CAN ACCESS YOUR CALENDAR

By default, Windows 10 apps can access your calendar when they need to. You can block some apps from accessing your calendar as well as all the apps you install. Here's how:

1. Open Settings.
2. Click Privacy. The list of privacy-related settings appears.
3. Click Calendar and a list of apps that need access to your calendar is shown.
4. If you want to disable access to your calendar for all apps, set the Calendar switch to Off.
5. If you want to block only one app from accessing your calendar, set its switch to Off.
6. Close Settings.