

## **ROUTINE MAINTENANCE THAT YOU SHOULD BE DOING**

Confirm that Windows Update is turned on and is set to automatically install critical updates. (Windows + I, then Update and Security, then **Windows Update**.)

Make sure you have an anti-virus program working and that it stays updated. (Windows + I, then Update and Security, then **Windows Defender**.) Windows Defender is an excellent program when combined with MalwareBytes.

For additional security and peace of mind, conduct occasional scans with the free **MalwareBytes** program. <https://www.malwarebytes.com/antimalware/>

Finally, use Privazer (<http://privazer.com/>) to clean and optimize your system. Perform this task at least once a month to keep your Windows computer running optimally.