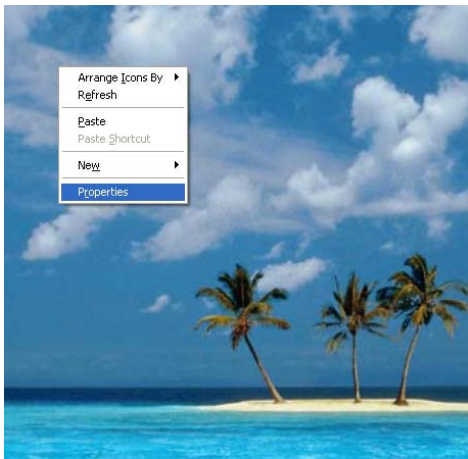
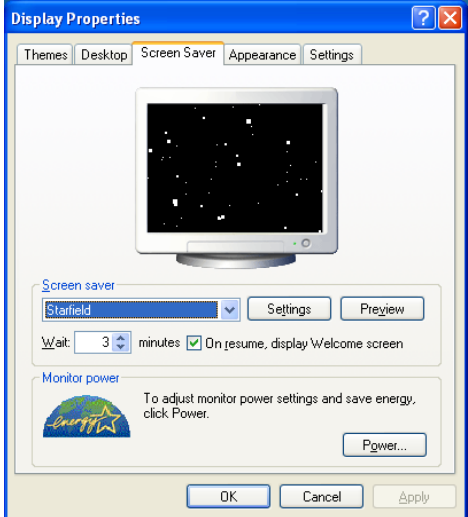





How Do I Setup a Security Screen Saver?

For your security, Haas Computing Services recommends that each computer be secured with a password protected screen saver. The locked screen saver will secure your system, should you leave your PC on for extended periods or step away and not return as soon as expected. If your machine is left on and not locked, anyone gaining access to your office will have full access to your files, data and email.

The instructions provided below will show you how to set up one of the screen savers included with Windows XP Professional. But the process is the same for Windows 2000. Also, you can use any other screen saver you may have. Many times you can download them from the web* for free, or you can also buy them.

Step	Procedure	Illustrations
1	<p>Screen savers are activated by right clicking on the Desktop, then selecting Properties.</p>	
2	<p>Next click on the Screen Saver Tab.</p> <p>A number of patterns are available. The one shown in this sample is Starfield.</p> <p>Make sure to check the box “On resume display Welcome Screen”. Set the Wait time for at least 10 minutes. But a shorter period of time may be better--- depending on your personal situation and work habits.</p> <p>Click OK when done.</p>	

<p>3</p>	<p>To unlock the Screen Saver press Ctrl+Alt+Del, then type your network password. The same password you use to log in to the Haas domain.</p> <p>Note: Leaving your machine on and ready is a great convenience, but please set up a screen saver for it. And also, for best performance, we recommend a PC running Windows be rebooted every few days.</p>	 A screenshot of the Windows XP logon screen. The title bar reads "Log On to Windows". The background features the Windows XP logo and the text "Microsoft Windows xp Professional". Below the logo, it says "Copyright © 1985-2003 Microsoft Corporation" and "Microsoft". The logon form includes fields for "User name:" (containing "_paz"), "Password:" (with masked characters), and "Log on to:" (a dropdown menu set to "HAAS"). There is a checkbox for "Log on using dial-up connection" which is unchecked. At the bottom, there are buttons for "OK", "Cancel", "Shut Down...", and "Options <<".
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* As with any free software, be careful not to install any other programs that come bundled with the software, or in this case screen saver you are downloading from the web. Many times free software is used to advertise other products, or it may also add Pop Up software to your machine, or create other unwanted effects on your system.