Monthly Computer Maintenance Schedule

| Tank | Colorador de Colorador de Caración de Cara | 204 | Feb | Mari | Apr | May | Jun . | 246 | Aug | Sept | Oct. | No. | Cont |
|----------------------------|--|-----|-----|----------|-----|-----|-------|-----|-----|------|------|-----|------|
| flack up-data | Use a flash drive, CD/DVO, or external hard drive to backup important data. As an additional off site backup option, try Carbonite! | | | icedi eu | | | | 4 | | | | | |
| Remove icons from dealstop | Right click on any item on the desktop that you are no longer using. Then click delete. | | | | | | | | | | | | |
| Run Cileaner | Oouble click Coleaner, Click Run Cleaner. | | | | | | | | | | | | |
| Run Malwarelrytes | Double click Malesrebytes. Click Update tals. Click Check for Updates. Click Scanner tals. Perform Quick Scan. | | | | | | | | | | | | |
| Clean Monitor | Use a non-alcohol cleaner and macrefilter cloth to clean off the screen from dust, smodges, and other germs. ILDS sells this product. | | | | | | | | | | | | |
| Blow out Tower | Use a can of compressed air to blow out all vents on the computer tower. UCG sells this product. | | | | | | | | | | | | |
| Clean tens of dud drive | Insert a CD/DVD drive cleaner and clean your optical drives. IDS selfs this product. | | | | | | | | | | | | |
| Run Disk Defragment | Click Start, then Programs, then Accessories, then System Tools, then Disk Defrag. Click Defrag. | | | | | | | | | | | | |
| Microsoft Updates | Click Start, then Control Panel, then Windows Update: Click Express Install. | | | | | | | | | | | | |
| Scan Disk | Click Start. Click Computer. Right click drive C.: Click properties. Click Tools fals. Click Check New then Start. | | | | | | | | | | | | |

<u>**Ict Maintenance Schedule Template**</u>

Camilla Rothe

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