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In this first Security Newsletter of 2007 we would like to provide two very simple pieces of advice that could be very useful.

- ◉ [Looking for help on the Internet? Is your computer having problems?](#)
- ◉ [Getting rid of your old personal computer](#)

Discover in **Highlights** a help site to ask questions about security.

In the previous edition, in **Basic Security Principles**, we spoke about care in protecting your computer before accessing the Internet. This month see the procedures to be adopted when you want to get rid of an old computer.

We hope our suggestions will be helpful.



Highlights

Looking for help on the Internet? Is your computer having problems?

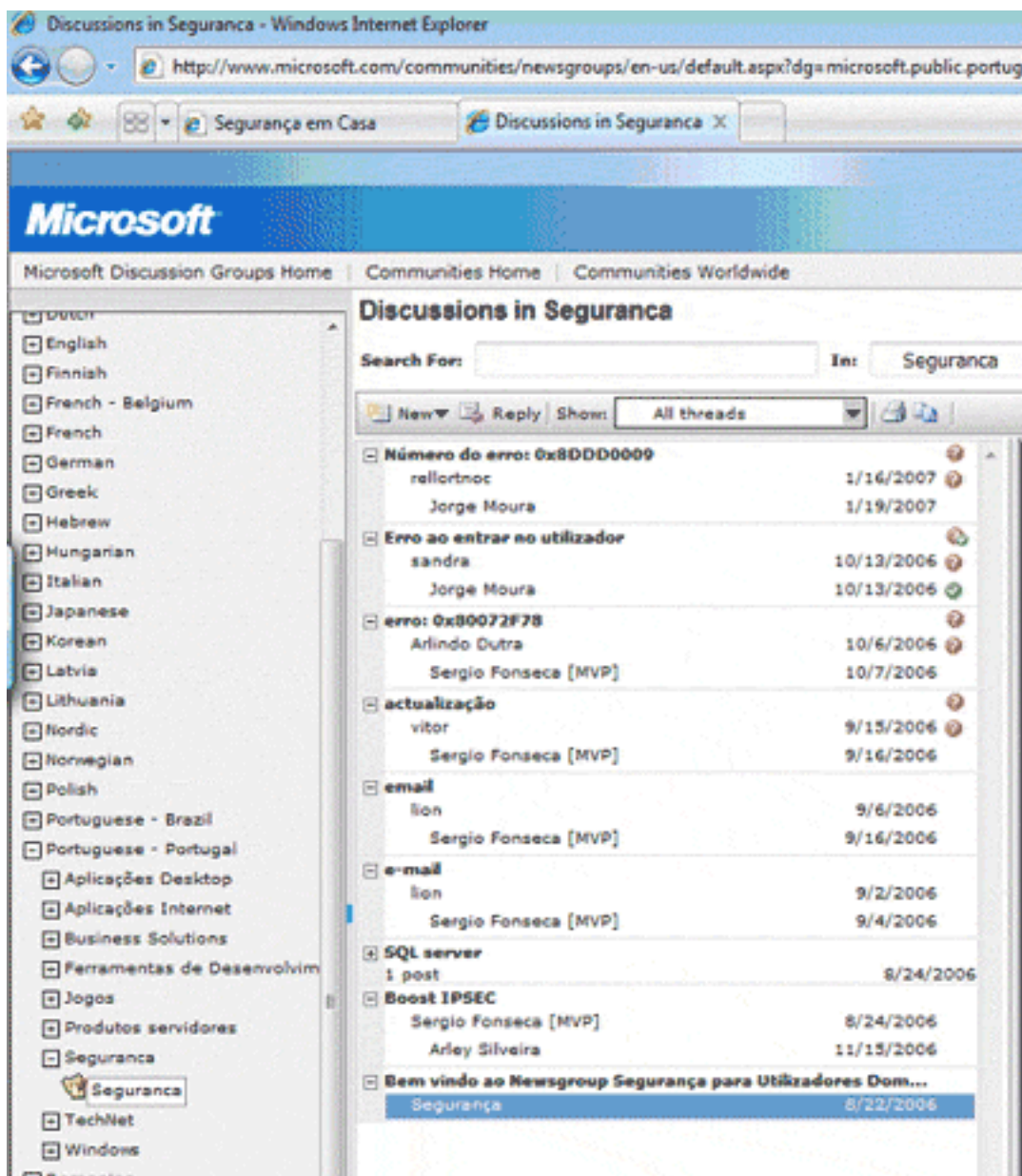
Microsoft Portugal has created a site where personal computer users using Microsoft software can ask questions about Security.

This services is provided free of charge, in Portuguese, and it is maintained by the MVPs (Microsoft Most Value Professionals). It can help you to solve minor security problems.

This security news group is directed especially at home users and you can ask questions and get help through possible answers to your questions.

To access this service just use your browser to access the following address:

<http://www.microsoft.com/communities/newsgroups/en-us/default.aspx?dg=microsoft.public.portugal.seguranca>



Basic Security Principles

Getting rid of your old personal computer

If you've bought a new computer and want to get rid of the old one, be careful how you go about it.

While this is true of a PC and a laptop, it also applies to mobile phones, PDAs or other devices containing personal information.

Copy all your personal data and then delete it before getting rid of the old equipment.

Otherwise, it would be like throwing your old wallet away with your ID card and credit cards still in it. If the PC no longer works but the hard disk is OK, take it out and format it using another computer.

Take note of the files to be removed and how to do this, and remove them before you get rid of the old computer.

Files to remove

- e-mail contacts (addresses);

- e-mail messages;
- all your documents;
- photographs;
- all files in the trash can;
- temporary Internet files;
- all your software (most software can be transferred provided you have the original disks and the product key).

Ways to remove files from your computer

- Remove the files at home using disk cleaning software. It's not hard and some of the cleaning utilities can be downloaded free.
- Contact the computer manufacturer's technical services to ask how to remove personal files (your computer may still have to be under the warranty to use this service).
- Take your hard disk to a reputable computer dealer and get them to delete your files securely.

It's also important to make a copy of all the files and programmes that you wish to keep. These can be backed up to an external hard-disk drive, CD, DVD, etc.

Lastly, remember that computers contain toxic materials and must therefore not simply be thrown into the garbage can where you want to get rid of them. Give it to a school or a charity institution..., or check whether the supplier of the new computer will accept the old one back.



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