

# Basics of Laptop Maintenance

# BASICS OF LAPTOP MAINTENANCE

## TASKS:

**Check your Filewave for updates to Google Chrome, Flash, Adobe Reader, and Zoom. Always restart your device.**

**Close all unused tabs, applications, browsers, and windows.**

**Clear your browsing history, caches, and cookies. Try Safari if you experience issues with Chrome.**

**Be sure to check your school email regularly.**

**No food or drink around the laptop.**

**Do not carry your laptop by the lid; use a backpack/padded sleeve. Label your chargers.**

**Do not draw or apply stickers to your laptop. No rotating screensaver pictures.**

**Do not install/download games, hotspot shields, VPNs, etc.**

**Completely shut down your laptop at least once a week by going through the Apple icon top left of screen.**