

Technology Services - Best Practices

1. Store your files on the file server (My Documents is automatically mapped)
 - a. file servers are fault-tolerant (redundant drives and power supplies)
 - b. all file server files are backed up nightly; this is very reliable
 - c. local hard drive storage is risky; can be very difficult to recover files from crashed disk
 - d. do not store non-work related files (e.g., mp3's, personal photos, movies)
2. When leaving for the night log off but leave your computer on
 - a. open files can cause problems during tape backup
 - b. open files may not be saved properly if computer reboots (see Windows updates below)
 - c. scheduled nightly virus scans and security updates cannot occur on computers not on
 - d. may turn off computer over the weekend
3. Reboot your computer about once a week
 - a. clears memory
 - b. reduces potential for problems
4. Copy large data sets to local drive before analyzing
 - a. results in much faster processing
 - b. when completed, copy results to file server
5. Periodic Windows updates
 - a. critical to maintain security of your computer
 - b. scheduled to run automatically
 - c. occurs about once a month; more often if threat is identified
 - d. may cause your computer to reboot (hence, it is important to save/close all files at night)
 - e. You may choose to update critical Windows updates so computer is not affected by automatic updates (Start menu – Windows Update)
6. Outlook Personal Folders (PST files)
 - a. a great way to store emails. Be selective of which emails to store as very large PST files can be problematic.
 - b. should be stored on the local hard drive, as they can easily become corrupted if opened from a server; determine location by right-clicking on Personal Folders, choose Properties and then Advanced
 - c. should be periodically backed up to My Documents
7. Virus scans
 - a. occurs at least once a week
 - b. does not require a computer reboot
8. Computer lab or laptop cart software
 - a. Notify us via <https://business.missouri.edu/cobis> one month prior to beginning of the semester
 - b. classroom software may be purchased from Instructional Technology Fee account
9. Hardware purchases
 - a. Consult with Technology Services before purchasing equipment. We can provide recommendations about the purchase.
 - b. Purchase and support policy: <http://business.missouri.edu/938/default.aspx>