Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Computer Model and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Microsoft Security Essentials is scanning once a day
* I have changed my password from the one I was given on my first day
* HREC is mapped; I can get there in one or two clicks
* Microsoft Office is activated (Word, Excel, Outlook)
* I use outlook on my computer to check my email; I don’t need the internet to see it
* I can see the High Rocks Calendar and the Office Calendar
* Other people can see full details of my calendar
* I have access to the right shared mailboxes (Hub, Steele Studio, YAB, info, evaluation, AmeriCorps, alum, admissions, Grow Appalachia)
* Slack opens up on my computer by itself, and I see notifications when I have messages
* I have prioritized my tasks in Meistertask
* I can print to the Xerox, and it is set to be my default printer
* I can also print to the Brother in the copy room
* I can also print to the Brother in the library
* PDF Creator is installed so I can “print” to PDFs (look in All Programs)
* I can find all the passwords I need in password manager
* I can save new passwords I create in password manager
* I can change passwords in password manager whenever they change
* I don’t have anything saved on my computer; if it crashes I can just use a different one
* I use Firefox or Google Chrome
* Adobe/Acrobat Reader is installed (should be at the top of All Programs)

If you are regularly scheduled to be at the lodge:

* I know how to answer the phone, put someone on hold, and transfer them

If you are regularly scheduled to be at the Hub:

* I can print to all printers at the Hub

Anything else going on with your computer: