Brighton and Hove U3A: Computer Beginners

Guard your Privacy on Windows 10

When you install Windows 10, all settings are configured, by default, to send data to Microsoft about all that you do. Windows 10 free but Microsoft makes its money by collecting information about your activity on your computer. Be aware that Microsoft spying software is on Windows 7 and 8 as well.

You can see some discussions online if your search for Windows 10 privacy conversation, or Windows 10 privacy followed by your preferred news medium (newspaper, BBC etc.)

How to find your Privacy settings

1. Type the Windows key ![Windows icon] on the keyboard or tap the Windows icon on the screen

2. Choose **Settings**

3. Start by choosing the padlock

    for **Privacy**
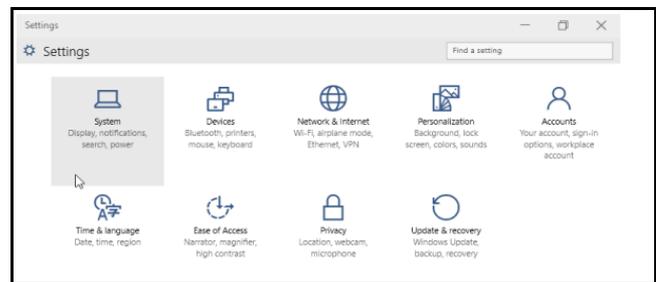
4. Choose **General**

5. Turn off your "advertising ID" by tapping the first blue button – it is on when coloured and Off when white.

6. Take time to go through the other options

7. When you are happy with your "general" privacy settings, **tap on t**he skinny **"back" arrow**, top left, next to where it says Settings.

8. Below *General,* choose **Location**, and unless you do want to tell MS where you are, turn Location off.

9. Go back and choose each each privacy setting in turn. Think especially about Speech etc, Account Info, Contacts, Other devices, Feedback and diagnostics (especially if your computer is slow), Background apps

10. Changing the Privacy option **Background Apps** can **speed up your computer.** Switch off what you never use, scrolling down to Xbox at the end. Then go "back".

11. Be careful to make sure you have not "missed" anything.

Microsoft's Privacy Statement

Inside the **Settings** for **Privacy**, in the **General** option at the bottom, there is a blue link to the [Privacy Statement.](#) This is said to explain what they collect and where it goes. Here is a list of some of the Apps that send data, so you can tick them off when you are happy with each one:

      Bing (web Search),   Cortana (Search),   MS Edge,   MSN,   Office,
      OneDrive,   Outlook,   Skype,   Windows itself,   Xbox.

Wi-Fi Sense - bypassing passwords (or not)

Wi-Fi Sense allows you and everyone in your computer *contacts list* to use each other's wifi network without having to ask for their network password. It works for anyone who has left the option switched on. Switch it off as follows:

1. Go to **Settings** and choose **Network and Internet**
2. Choose **Manage Wi-Fi settings**
3. Turn off **Connect to networks shared by contact**s.

Sharing Bandwidth – or rather not

1. Go to **Settings**, choose **Update & Security** then **Windows Update**
2. Tap on **Advanced Options** and then tap **Choose how updates are delivered**.
3. Turn off the button here to stop sharing your bandwith.

All the above advice was taken from the online Blog pages of the Which?Magazine at **WHICH? TECH DAILY**: How to change your Windows 10 privacy settings, by Jack Turner, 15/08/2015.

Is your Computer using British Date and Spelling?

If your computer shows a US-style date (12/25 instead of 25/12), you can change the setting.

1. Start by tapping lightly on the time-and-date in the bottom right-hand corner
2. Below the calendar, choose **Date and Time Settings**
3. Tap to choose **Change date and time formats**

M stands for month-number 1-12 while MMMM is for month name,
D stands for day-of-month 1-31 while dddd is for weekday name.
tt stands for AM or PM - where tt is missing, it's a 24-hour clock!

4. Tap the skinny V-arrow against each setting to select the format you want.

It will change instantly, so look at the date and time to see what you've done!

5. See if you can use **Settings** to make your language English (**UK**) "**As Default**"

Change your Default Browser

Microsoft Edge is Windows 10's default web browser, and it sends information to Microsoft. Google's Chrome browser sends information to Google. Firefox is therefore recommended.

If you are using MS Edge to access the web, do so privately :

1. Tap the three dots, top left
2. Tap on **New InPrivate window**
3. Search for **Firefox** (type Firefox and the Enter key) or go straight to **www.mozilla.org/firefox**.
4. Tap on **Systems and Languages** and make sure it using British English before selecting the coloured arrow below for Windows.
5. Wait for the download to finish (no need to provide your e-mail) then choose **Run**
6. Tip: While installing apps, **always** be careful to **UNTICK** anything you don't want.

Avoid using MS Office (Word etc)

There are many free Office apps available which do not send data to Microsoft and many are free. Most popular are Apache OpenOffice and LibreOffice which have Writer, Calc and more.