

# 5 things to do with your PC when you 'jump'

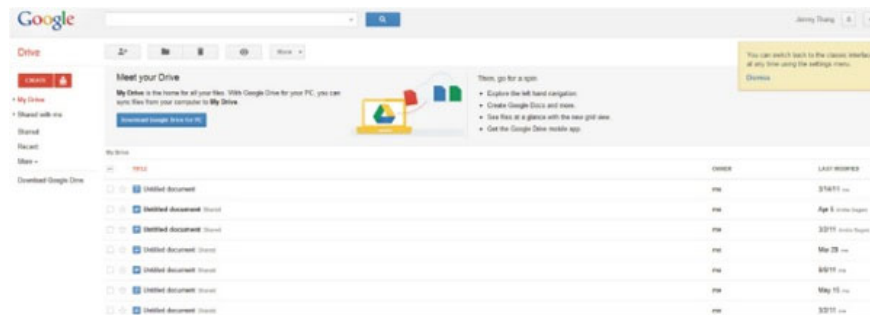
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Because the computer that you are granted to work at the company will most likely be re-granted to a new employee later. If you still save sensitive data in your computer, it will probably fall into the hands of others and you will face many risks of insecurity.

**Here are 5 things to do when you return your PC to the old company before going to a new company.**

## Backup documents

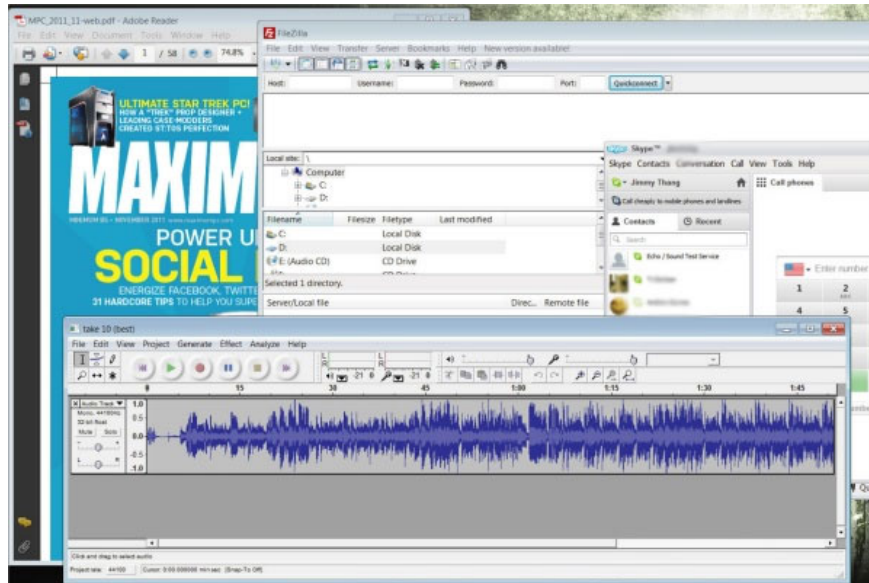


There are times when you will recognize old documents that are sometimes important and help you. Remember to back up important documents, Word, Excel or Powerpoint files . because there will be times when you need it.

### How to backup:

You can save these documents in an external hard drive, CD, or USB. Without these devices? No problem. Cloud storage services are more popular than ever, and providers will give you a free amount of storage that's enough for you to keep your important documents. With these services, you can easily access your valuable documents on many different devices. Take advantage of them.

## Keep useful programs

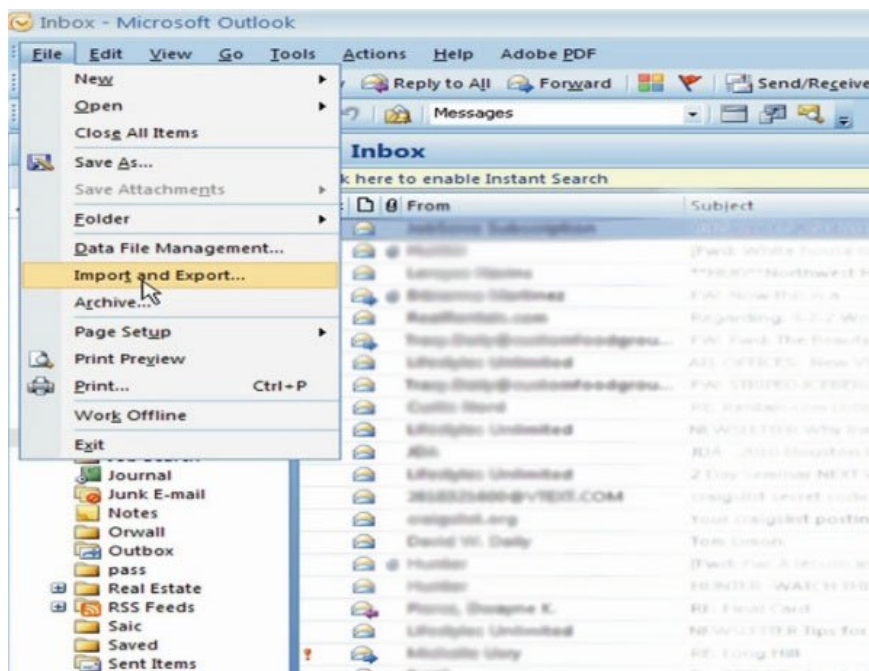


There may be times when you know a useful software, such as free office tools that friends recommend. Save these programs. Imagine that one day in the future, you will move to another company in a position similar to your current company, these will be your priceless programs.

### Doing:

Like document backup, you can upload these utilities to online storage services like Google Drive, Dropbox; or save programs in an external hard drive, USB.

## Save contacts and old emails

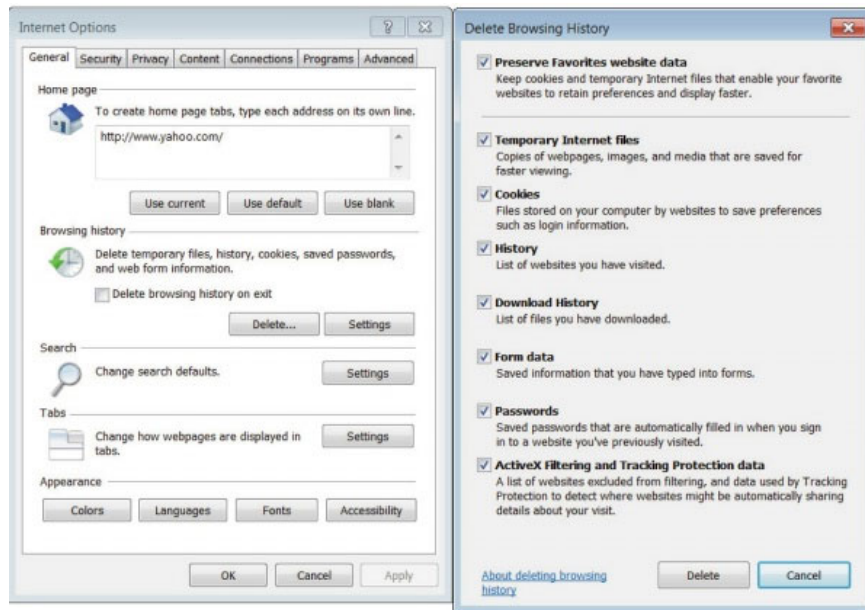


Saving old emails and contacts is very important and should be done because it will be valuable documents for you when you need to find information, references or contacts.

If your company uses Microsoft Outlook as a management and email access tool, there are two ways you can save email and contacts from Outlook:

- The first way is to manually drag and drop the emails / contact names you want to save. In case you want to save everything, go to **File> "Import and Export ."> "Export to a file"> select "Personal Folder File (.pst)"> Select "Personal Folders "**; Don't forget to click on the **" I nclude subfolders checkbox "** to copy all data to the folder you selected. You will easily import all your old Outlook content to other computers.

## Clear history



Internet access history, cookies, cache, passwords, bookmarks . you should delete all of them if you don't want someone to know the websites you visit or information about your valuable accounts. into the hands of others.

### Doing:

Web browsers like Google Chrome, FireFox, and Internet Explorer make it easy to do this. For example, in IE, you can delete all of the above information by accessing the **Tools> Internet options** button > clicking the **"Delete ." button** under Section **B rowsing History** . When a small box appears, click to select all items such as **Cookies, History** . Then click the **Delete** button below. To delete individual bookmarks, click the **Start** button to access the tabs you marked and select **"O rganize Favorites "** from the drop down menu.

## Delete individual programs and files

The goal is that you will return the original computer as it was when you were assigned to work at the company. Deleting these programs will help you make sure that all your personal information will not get into the hands of others.

## Doing:

Search for programs and files you have saved on your computer's desktop, in popular folders to save files like Downloads, My Documents . You can also use your own Windows operating system search to find files you need to delete. Type in the search box for file formats like jpgs, bmps, mp3s . to find files with this format in your device. Do not forget to delete all the files in the trash (recycle bin) computer.

To delete the program, go to **Program and Features** in **Windows 7** or the **Add or Remove Programs** item in **Windows XP**. This is where the programs you have installed are listed. To delete a program, click the program and simply click the **Uninstall** button .

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