

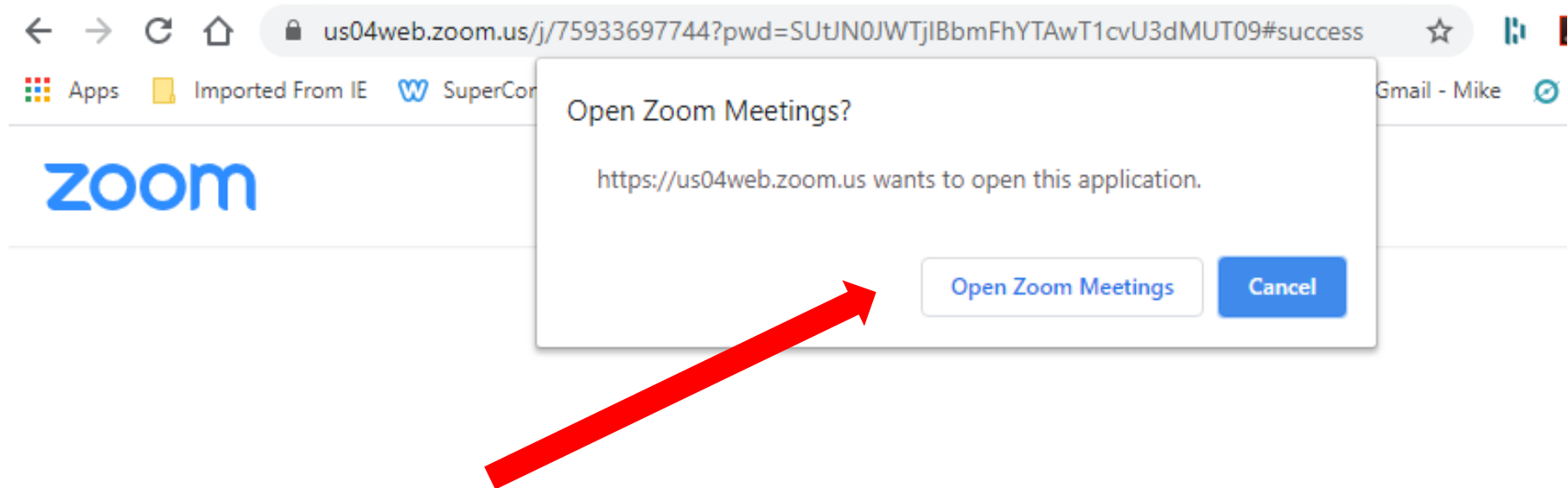
Computer Club – July 7, 2020

From Z to A

1. Zoom Overview
2. Maintenance programs
 - Disk Cleanup
 - CCleaner
 - Glary Utilities
 - SuperAntiSpyware
 - Malwarebytes
3. Acronis Backup

Zoom

- You don't need an account to join a meeting
- You don't need to download/install the app
 - You can just use your browser
- You don't need a camera or a mic
 - unless you want to be seen and heard



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

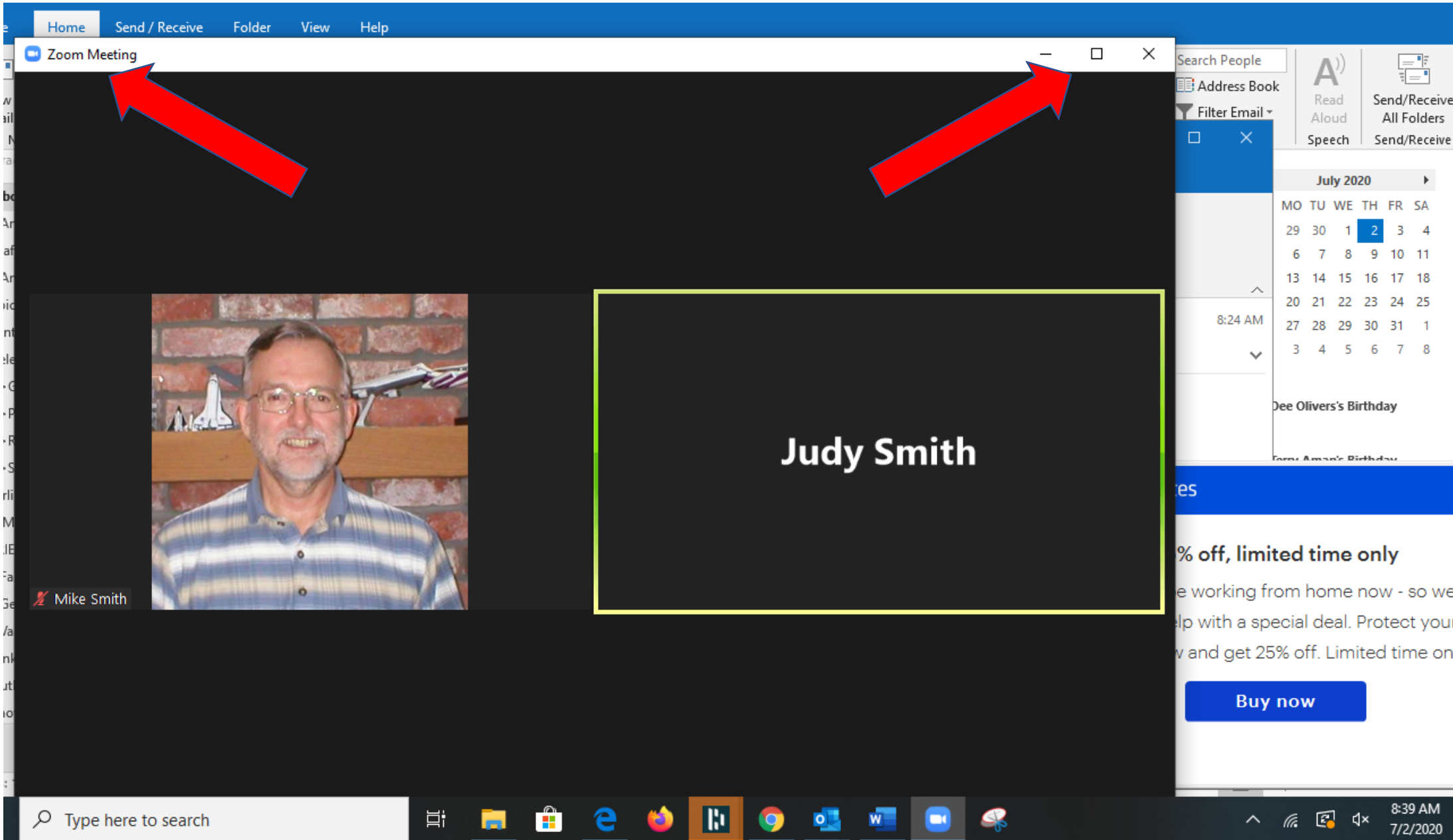
If you cannot download or run the application, [join from your browser](#).

Your host

- may put you into the Waiting Room until they are ready to start
- may have set all participants to initially have their sound and video off
- may prevent you from joining before them

Home Send / Receive Folder View Help

Zoom Meeting



Search People
Address Book
Filter Email

Read Aloud
Speech

Send/Receive All Folders
Send/Receive

July 2020

MO	TU	WE	TH	FR	SA
29	30	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	1
3	4	5	6	7	8

8:24 AM

Dee Olivers's Birthday

Buy now

Type here to search

8:39 AM
7/2/2020

Mike Smith

Judy Smith



Speaker View



Mike Smith



Mute



Start Video



Participants



Chat



Share Screen



Record



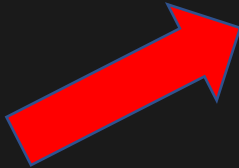
Reactions

Leave

Judy Smith



Mike Smith



Participants (2)

- JS Judy Smith (M)  
-  Mike Smith (Host)  



Invite Mute Me Raise Hand

Zoom Group Chat

To: Everyone  

Type message here...



Speaker View



Mike Smith



Judy Smith



Mute

Start Video

Participants 2

Chat

Share Screen

Record

Reactions

Leave

Judy Smith



Mike Smith

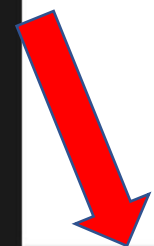


Participants

- JS Judy Smith (Me)  
-  Mike Smith (Host)  

Invite Mute Me Raise Hand

Zoom Group Chat



To: Everyone  

Type message here...



Speaker View



Mike Smith



Judy Smith



Mute



Start Video



Participants



Chat



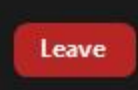
Share Screen



Record



Reactions



Leave



Hosting a Zoom Meeting

Go to [Zoom.us](https://zoom.us)

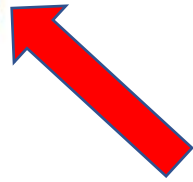
- Click “Sign up, it’s free”
- Complete the free account application
- download and install the app



New Meeting ▾



Join



Schedule



Share screen ▾

11:16 AM
Thursday, July 02, 2020

No upcoming meetings today

Schedule Meeting

Topic

Mike Smith's Zoom Meeting

Start:

Thu July 2, 2020

12:00 PM

Duration:

0 hour

30 minutes

Recurring meeting

Time Zone: Arizona

Meeting ID

Generate Automatically

Personal Meeting ID 738 163 9315

Password

Require meeting password

8x0r5h



Video

Host: On Off

Participants: On Off

Calendar

Outlook

Google Calendar

Other Calendars

Advanced Options ^

Enable Waiting Room

Enable join before host

Mute participants upon entry

Automatically record meeting on the local computer

Schedule

Cancel



Upcoming

Recorded



738 163 9315

My Personal Meeting ID (PMI)

Today

Mike Smith's Zoom Meeting

12:00 PM-12:30 PM

Meeting ID: 795 7641 9405

Mike Smith's Zoom Meeting

12:00 PM - 12:30 PM

Meeting ID: 795 7641 9405

Start

Copy Invitation

Edit

Delete

Hide Meeting Invitation

Mike Smith is inviting you to a scheduled Zoom meeting.

Topic: Mike Smith's Zoom Meeting
Time: Jul 2, 2020 12:00 PM Arizona

Join Zoom Meeting
<https://us04web.zoom.us/j/79576419405?pwd=bGVNZG1kdUJkNXA3dUVmNHZ2bnVGZz09>

Meeting ID: 795 7641 9405
Password: 8x0r5h

There are lots of tutorials on Zoom. Just Google it!
And I have some more information if you want it.

Questions?

Maintenance Programs

1. **Disk Cleanup:** search for “disk cleanup”
2. **CCleaner:** <https://www.ccleaner.com/ccleaner/download>
 - Download Free version
3. **Glary Utilities:** <https://www.glarysoft.com/glary-utilities/>
 - I have the Pro version just for convenience
4. **SuperAntiSpyware:**
<https://www.superantispyware.com/free-edition.html>
5. **Malwarebytes:** <https://www.malwarebytes.com/mwb-download/>
6. How to run them:
<https://www.villagesatlynxcreek.com/computer-club.html>

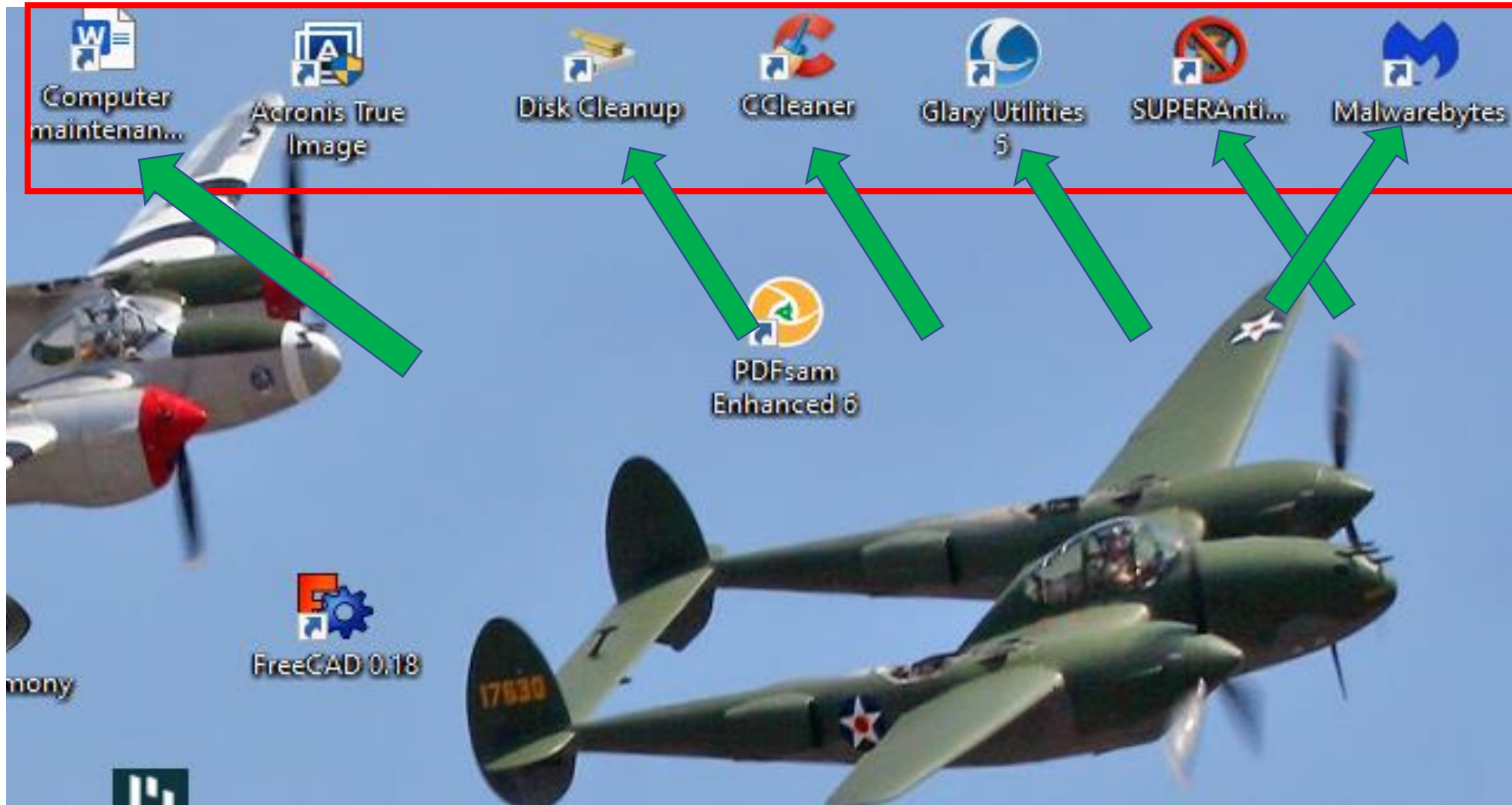
1. **Disk Cleanup** - All check boxes should be checked

2. **CCleaner** –
 - a. Run Health Check, but not necessary to buy Pro
 - b. Custom Clean: Analyze and Clean

3. [Glary Utilities](#) –
 - a. Cleanup and Repair:
 - i. Run Disk Cleanup.
 - ii. Run Registry Repair
 - b. Optimize & Improve:
 - i. Disk Defrag (HDD)
 - ii. Software Update (very useful)
 1. Download
 2. Manual
 3. “Open when done”
 4. Complete the install process

1. [SUPERAntiSpyware](#) - Click “**Scan this Computer**” then “**Quick Scan**”. (Browsers may need to be closed.) If it finds anything other than Adware Tracking Cookies, run it again as a “**Complete Scan**”.
2. [Malwarebytes](#) - After opening, check under Scan Status. If Updates is not Current, click Update Now. Then **Scan Now**. If threats are found, you will have the option of removing, repairing or quarantining them. When complete, Finish and Close.
3. **If** either SUPERAntiSpyware or Malwarebytes find any abnormal files (other than adware tracking cookies found by SUPERAntiSpyware), both apps should be run again until both come back having found no abnormal files.

Let's take a look at these maintenance programs...



Let's look at each of these programs...

Computer Backup

- ✓ I started at **Z**oom and am now down to **A** – Acronis.
- ✓ Acronis is the tool I use to back up my computers.
- ✓ It creates an exact image of everything. A restore to a new HD puts your system back to exactly the way it was at the time of the backup.
- ✓ Why do you need it?
 - Your hard drive crashes (happened to me)
 - A Window update hoses your operating system (happened to me)
 - Your computer is infected with a (non-Covid) virus and you need to restore
 - You click on a link and someone encrypts your files and they ask for thousands of \$ ransom
- ✓ Acronis is not free: <https://www.acronis.com/en-us/personal/buy-backup/>
- ✓ It is a subscription, about \$50/yr. But it is worth the security and peace of mind.
- ✓ There are many other backup options, but just backing up your Documents folder is not enough.
 - There are many other important files you would overlook.

Procedure:

1. Buy an external portable backup drive
 - Costco and Amazon have 2TB drives for around \$60
2. Keep it unplugged except when you need it
 - Keeps it safe in case of a virus
3. Back up every couple of weeks or so

4. Here's how I back up my computer...

Did I have fun making these slides?

YES!

Questions?

Contact me:

Mike Smith

mksmith44@comcast.net

253-329-7028