

IT safety measures & Hardware inventory

Hello all.

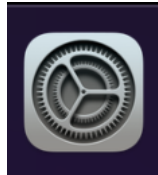
We are about to prepare an inventory of all hardware which has been given to our collaborators by BENU.

Safety on your Mac

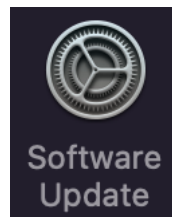
As a first step **and also regularly in future for IT security reasons**, please ensure that your iOS and your apps are always up to date.

In order to check your Mac for updates on **iOs**, please proceed as follows:

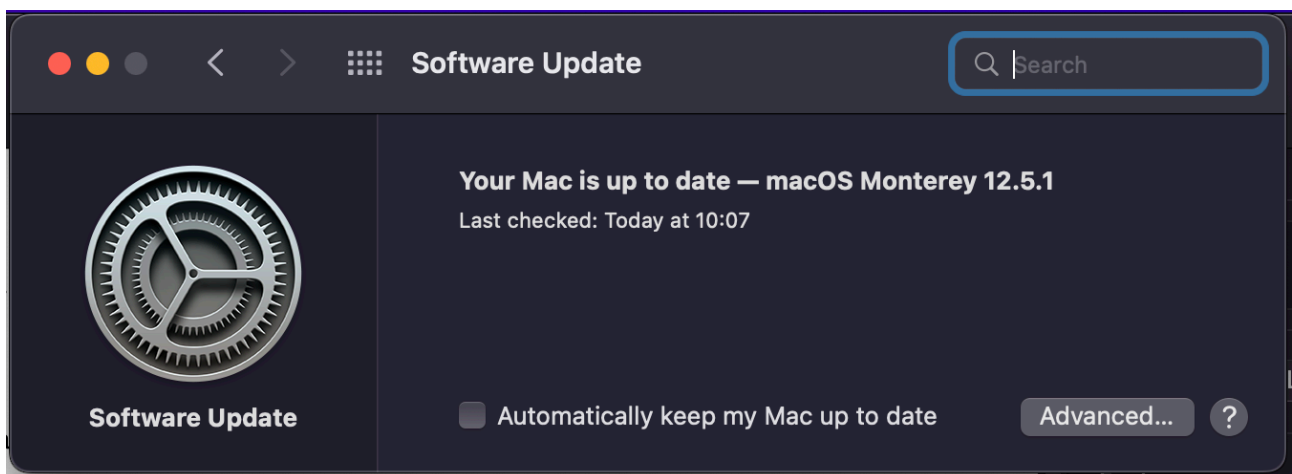
Select 'system preferences'



In the sub menu, please select 'Software update'

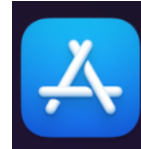


This should bring up a screen as follows if your iOS is up to date:

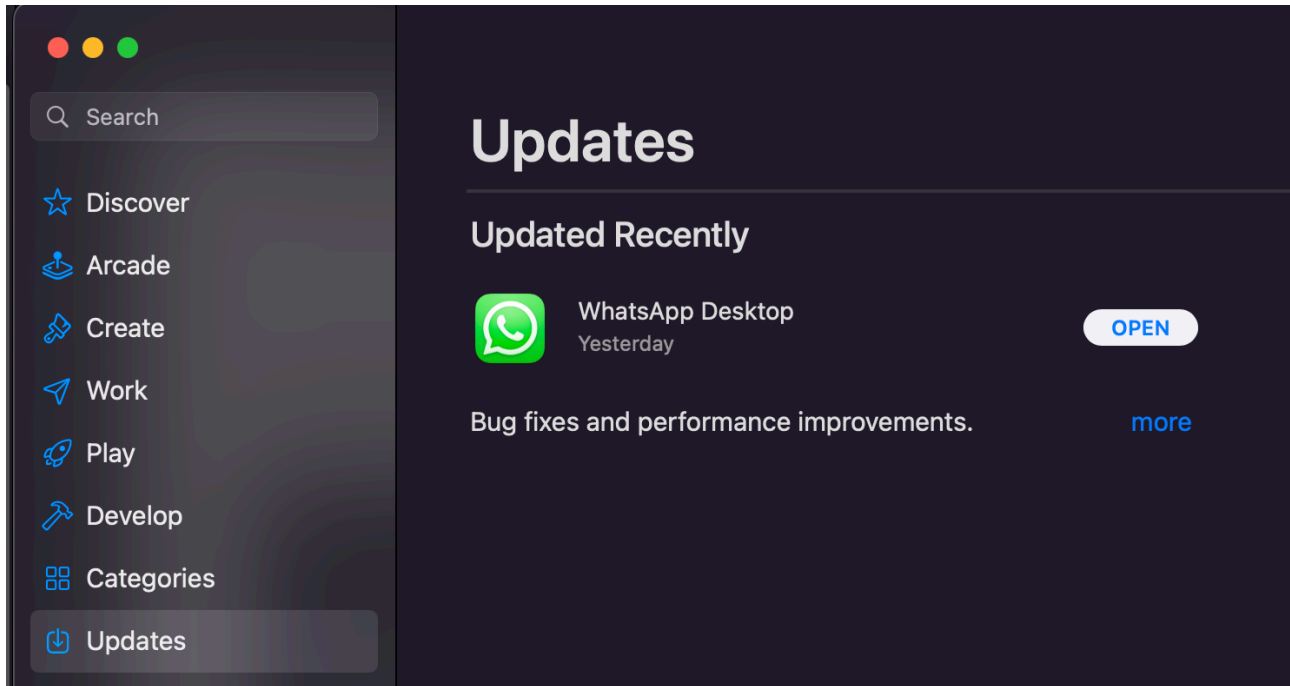


If it needs updating, please follow the instructions given in the screen before going to the next steps.

To update your **Apple Apps**, please select 'App Store'



In the sub menu opening up, select 'updates'.



If any updates are to be done, please follow the instructions given in the screen before going to the next steps.

Please also regularly update applications installed externally / outside of 'App Store' (e.g. Google Chrome, Mozilla Firefox, Adobe and Microsoft Apps, ...).

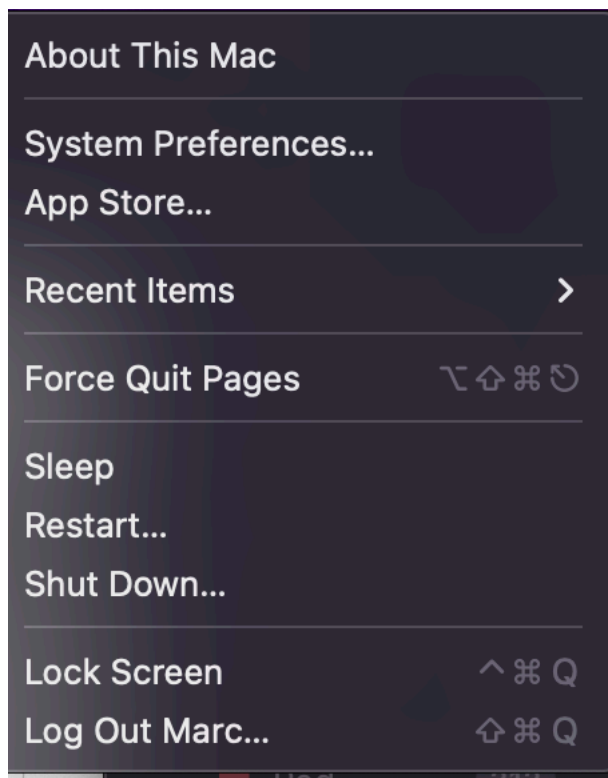
Preparation of the inventory

In order to prepare the hardware inventory, admin will need the following information from yourselves which you will need to retrieve from your respective machines.

On the top left of your screen, please select the 'Apple'.



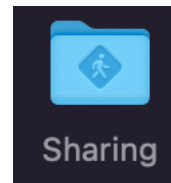
Then select 'About this Mac' (first point in sub menu).



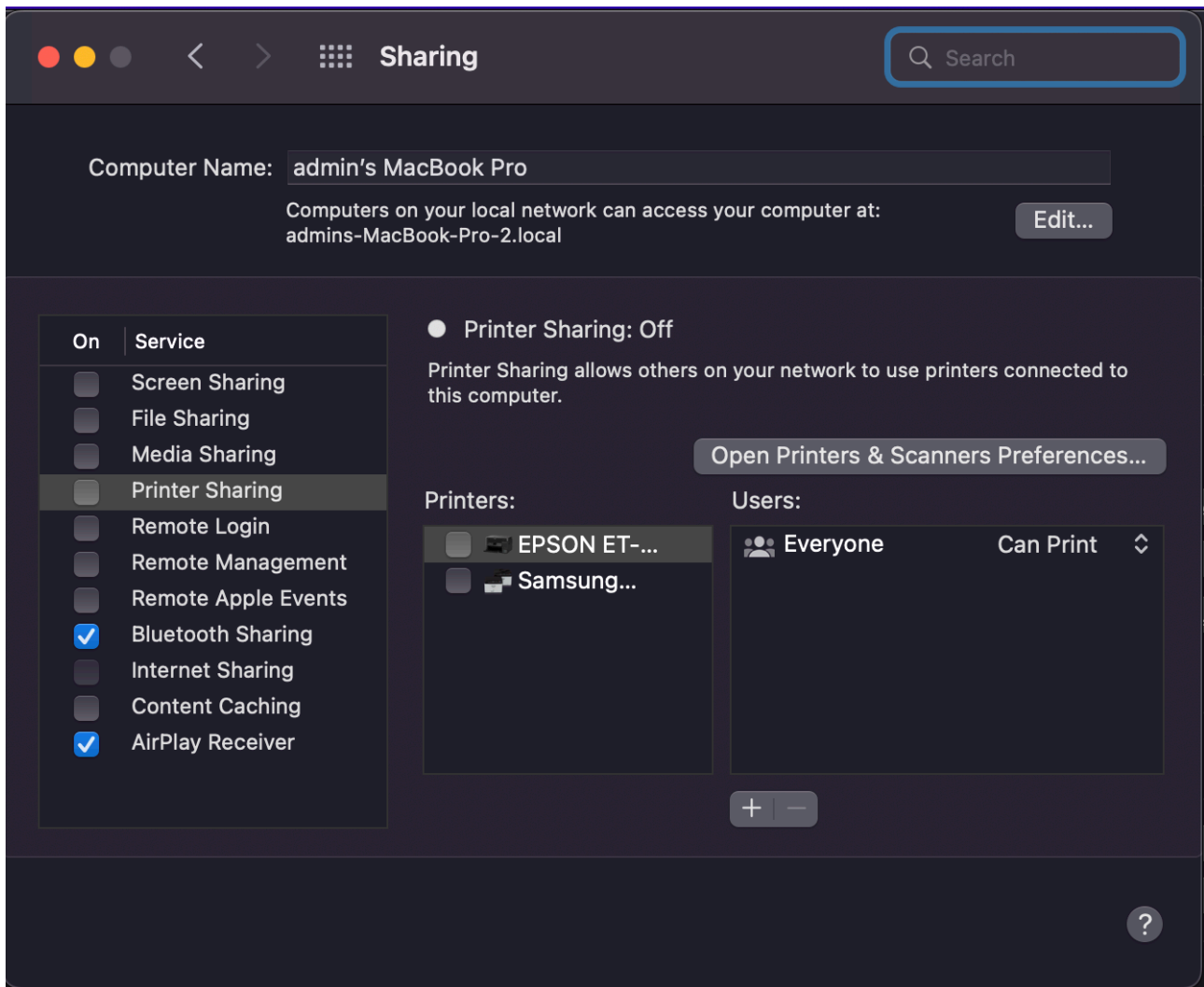
This will bring up the following screen of which you please take a print screen:



Also in 'system preferences, please select 'sharing'...



...which will bring up the following screen of which you also please take a print screen:



Then please send both print screens per email to 'admin'.

Thanks in advance for your good cooperation.

MG.