Windows 10 Settings for COMS IT Equipment

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Author	Checked by	Approved by
08/09/2023 X John Garratt Finance & Security Director Signed by: John Garratt	08/09/2023 X Grant Taylor Associate Operations Director Signed by: Grant Taylor	08/09/2023 X C. Woodman Cliff Woodman Business Director Signed by: Cliff Woodman

Revision History

Revision	Issue Date	Alterations/Additions	Initials
01	01/06/2017	First issue	SM
02	19/09/2018	Updated to new format	JG
03	29/08/2019	Minor word changes to Section 2	JG
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Associated Documents

Document Type	Number	Title
Policy	P003	Security Policy
Procedure	S006	Management of IT Equipment
Procedure	S007	Provision and Use of IT Equipment & Cloud Services

Contents

Section 1: Introduction
Section 2: Removal of Pre-Loaded Apps in Windows 10
Section 3: How to disable AutoPlay in Windows 10 – Settings App
Section 4: How to disable AutoPlay in Windows 10 – Control Panel
Section 5: How to enable BitLocker

Section 1: Introduction

1. All IT equipment used by COMS or COMS contractors to process information belonging to COMS is required to comply with Cyber Essentials principles.

2. This document is intended to provide a specific operating procedure for COMS IT equipment access only. This document has been created to promote the integrity, security and privacy of the IT equipment used by COMS for COMS purposes.

3. In using any IT equipment for COMS purposes, you are accepting the conditions of secure use, its operation and the safeguarding of OFFICIAL information. If, for any reason, you are unable to follow the procedures detailed in this document and applicable references, you are to cease using COMS IT equipment immediately.

4. This procedure applies to all COMS IT equipment users. No departure from or amendment to them is permitted unless explicit agreement from COMS has been obtained. Approval from COMS must be sought before any significant change to this document or scope of the document is implemented.

5. UK laws govern the way you may use IT equipment including, but not limited to, The Computer Misuse Act, The Data Protection Act and The Official Secrets Act. This document will help you to comply with these laws. Departures from this document may render you liable to disciplinary action or prosecution under the above laws.

Section 2: Removal of Pre-Loaded Apps in Windows 10

1. Open the Start Menu again and type ‘Powershell’ into the search box. It should appear as Windows PowerShell at the top of the list of results.

2. Right click on it and select the ‘Run as Administrator’ option. You will need to be logged in as an Administrator for this to work (The default user account you created when you first got your computer should be an admin account).

3. With the PowerShell window open you can now type in commands to remove the apps.

The command you need to use follows this format;

Get-AppxPackage *name of app* | Remove-AppxPackage

So, for example, if you wish to remove the Office Hub app you would type the following command and press enter;

Get-AppxPackage *officehub* | Remove-AppxPackage

Here’s a list the common built-in apps and the names you need to use to delete them;

3D Builder - 3dbuilder
Calendar & Mail - communicationsapps
Camera - camera
Films & TV - zunevideo
Get Skype - skypeapp
Get Started - getstarted
Groove Music - zunemusic
Maps - maps
Messaging - messaging
Microsoft Solitaire Collection - solitaire
Money - bingfinance
News - bingnews
Onenote - onenote
Photos - photos
Sports - bingsports
Voice recorder - soundrecorder
Weather – bingweather

NOTE:
There are a few apps that can’t be deleted.
These are Cortana, Microsoft Edge, Contact Support, Xbox and Windows Feedback.
Don’t remove the Windows Store; you might need it in the future.
If you would like to retain some of the apps, contact the COMS Cyber Representative for advice.
Also remove any unrequired games, software etc from the Start menu and Windows tiles.

Section 3: How to disable AutoPlay in Windows 10 – Settings App

1. Open Settings app and click on Devices.
2. Select AutoPlay.
3. Disable AutoPlay by moving the ‘Use AutoPlay for all media and devices’ to OFF.
4. Save settings if asked.

Section 4: How to disable AutoPlay in Windows 10 – Control Panel

1. Open Control Panel and select AutoPlay.
2. UNCHECK the box for ‘Use AutoPlay for all media and devices’.
   (There should be no tick)
3. Click ‘SAVE’ at the bottom of the screen.
4. Exit.

Section 5: How to enable BitLocker

1. Type Bitlocker into Windows search and select manage BitLocker.
2. Click on Turn on BitLocker
3. Print the recovery key and save to COMS IT Equipment & Access Record