# Computer Requirements for Accessing Bookminders Cloud Environment

These instructions are intended to assist in maintaining and securing your computer to access the Bookminders Cloud Environment. Please refer to Microsoft or Apple's websites for detailed, up-to-date instructions on how-to maintain and secure your computer.

All computers connecting to Bookminders Cloud Environment must be secure. Maintaining security requires installation of the operating system's latest security updates on both computers and mobile devices. **Unsecure computers will not be able to access the Bookminders Cloud Environment.**

## Supported Operating Systems

To have a secure computer, you must use a Microsoft or Apple Supported Operating System. Only supported operating systems receive continued security updates from Microsoft and Apple. Currently supported Operating Systems are:

- **Microsoft:** OS 10 and 7*
- **Apple**: Mojave and High Sierra**

*Note that Microsoft 7 will no longer be Microsoft supported after January 2020. Therefore, these computers will no longer be able to access the Bookminders Cloud after this date.*

***High Sierra is not the most current Apple Operating System. At this time, it is unknown when Apple will discontinue supporting this OS.*

## Checking for Updates

Updates are released by Microsoft and Apple to fix bugs, enable new features and, most importantly, provide security patches designed to resolve recently discovered security breaches. Instructions to check for updates:

### Windows 10:

- Open Start Menu > Click on Settings > Click on Update & Security > Click on Windows Update.
- Press on the Check for Updates button, even if this screen states "You're up to date".
- Install **all** available updates, including any marked optional. Reboot your computer and check again for updates.

*Note: Often, Windows releases multiple updates and it takes a few cycles of check-install-reboot to get your computer fully up to date.*

### Apple Mojave:

- You should receive a notification that software updates are available.
- You can choose when to install the updates or be reminded the next day.
- You can also check for macOS updates manually in the Software Update pane of the System Preferences.

*Note: Mac users must also keep their RDS app up to date in addition to their operating system.*

### Apple RDS App:

- Click on Apple Menu > Click on App Store > Click on Updates

## Technology Tips

- Schedule routine time for technology maintenance
- Routinely look for pending computer updates
- Reboot your computer regularly
- Reboot your router at least monthly

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