

How to use VirusScan 8.0i Enterprise

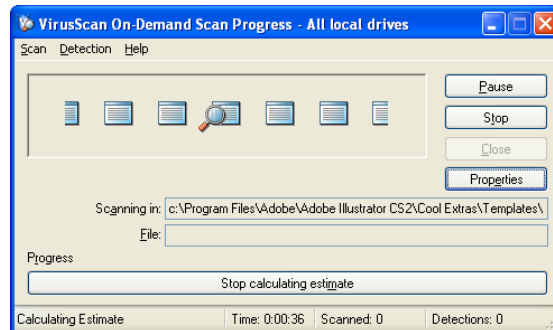
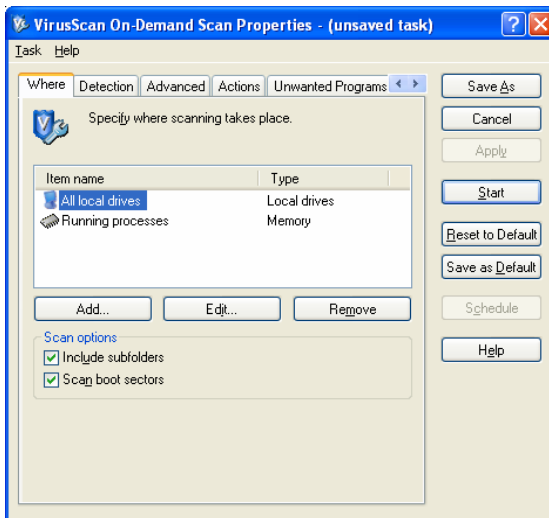
Included in this document are instructions on how to run a virus scan, how to change the schedule of when a virus scan automatically runs, how to manually update virus definition files, and how to schedule AutoUpdate. If you have any questions, please contact the Information Technology Help Desk at x4715 or at helpdesk@saintmarys.edu if you are a faculty or staff member, or fill out a ResNet [Fixit](#) form if you are an on-campus student.

Running a virus scan

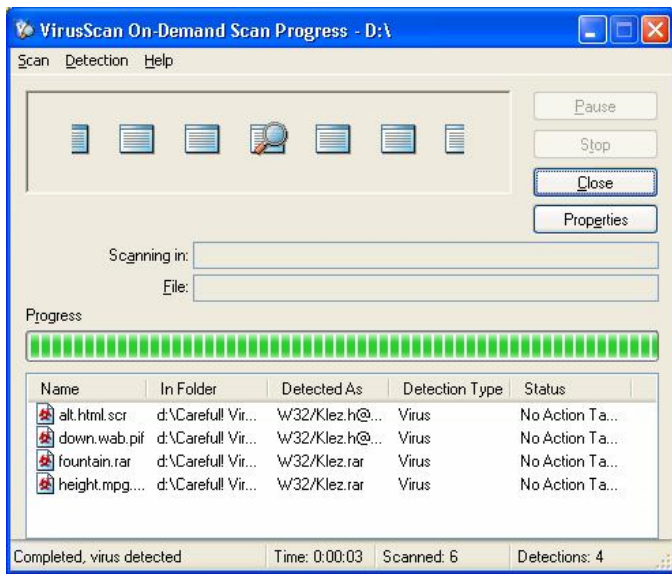
1. Find the V-shield icon located in the lower right hand corner of your screen, near your computer's clock. If you do not see this icon, make sure that your system tray is expanded so that everything is showing. Look for a round icon with an arrow in it (< or >), and make sure that the arrow is pointing to the right as in the example below. If the V-shield icon still does not appear and you have already installed VirusScan 8.0i, try restarting your computer. If the icon still does not appear, please contact the Help Desk if you are fac-staff or ResNet if you are a student. Notice that in this example the V-shield icon is the fourth icon to the left of the computer clock.



2. Right click on the V-shield icon with your mouse, and select **On Demand Scan...** from the menu that pops up. A screen like the one shown below and to the left will then appear. Make sure that there are check marks in the boxes next to **Include Subfolders** and **Scan boot sector(s)**. Click on the **Start** button to start a scan. A box like the one below and to the right will then appear, showing the scan progress.



3. If, during a scan, an infected file is found, VirusScan will look like the screen below, with all of the infected files found listed.

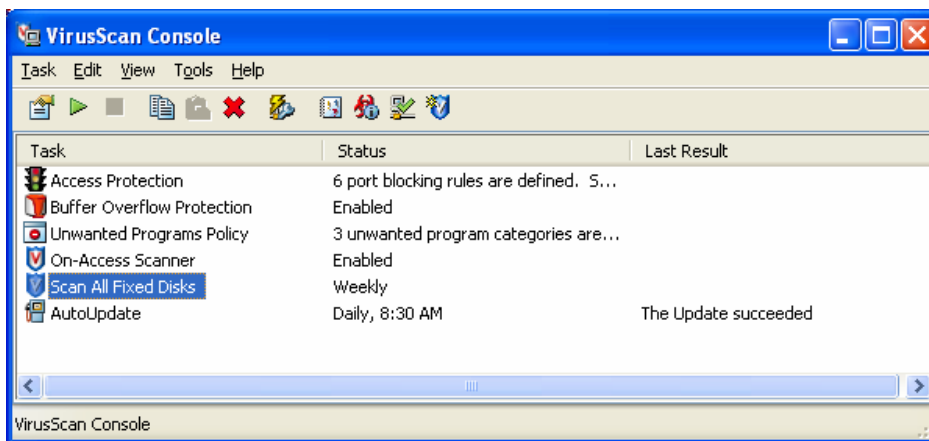


If the files are found in a **Temporary Internet Files** folder or a folder that indicates that it is for temporary files, you can just delete it. Right click on the file and select **Delete File** from the menu. If the file will not delete or is found in any other location, please contact the Information Technology Help Desk if you are faculty or staff, or ResNet if you are a student.

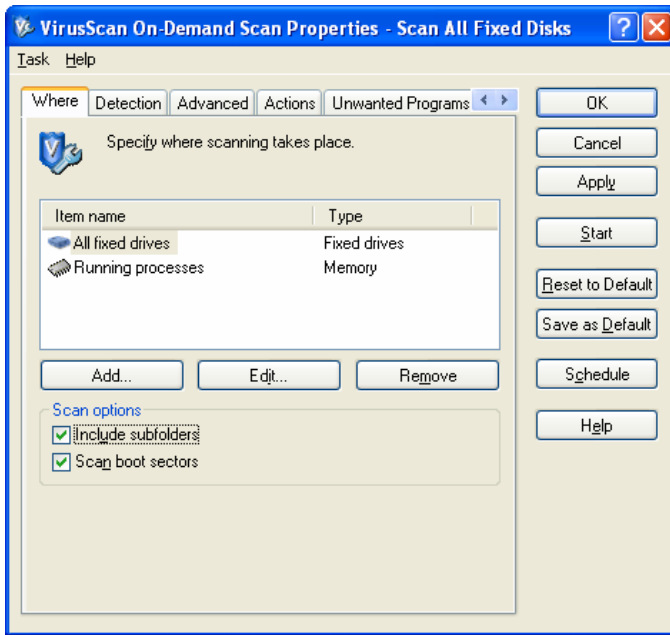
- Once the scan has completed and if no infected files have been found, click on the **Scan** menu and select **Exit** to close the scan. Then click on the **File** menu from the properties screen and select **Exit** again to close all of the screens that you have opened.

Scheduling a virus scan

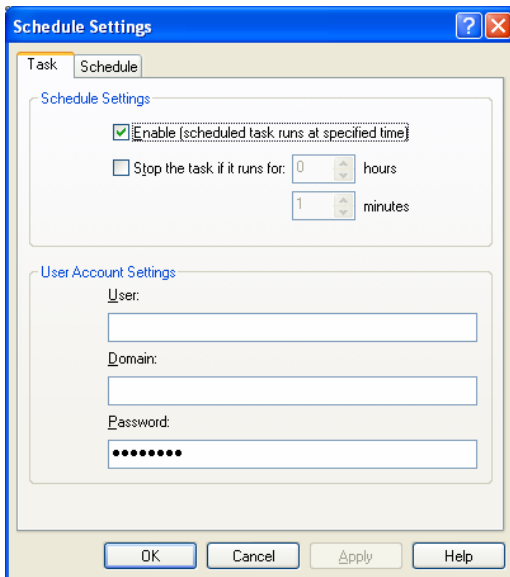
- Right click on the V-shield icon located in the lower right hand corner of your screen, and select **VirusScan Console...** from the pop-up menu. A screen like the one below should then appear.



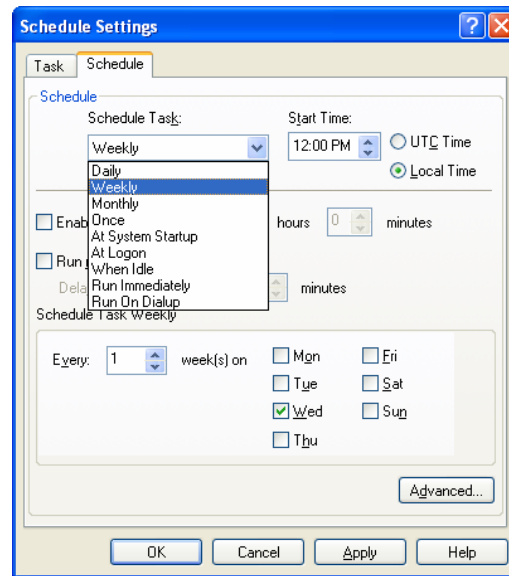
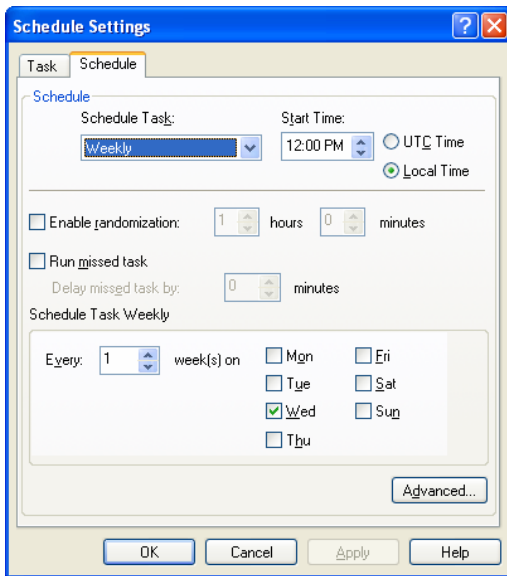
- Find a task called **Scan All Fixed Drives** and double click on it to open the screen below.



- Click on the **Schedule** button to bring up the screen below. Make sure that the box next to **Enable** is checked, and then click on the **Schedule** tab.



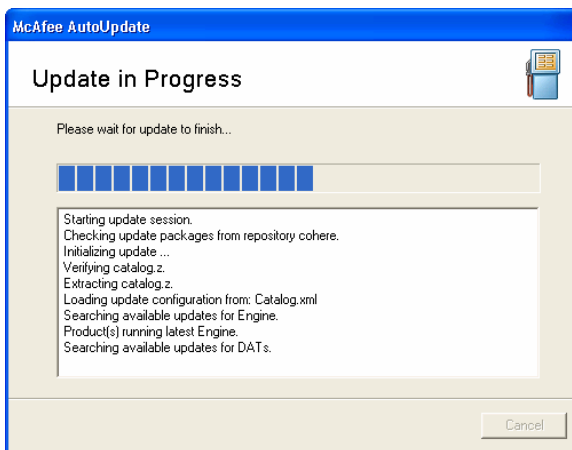
- Now your screen should look like the one below and to the right. Choose how often you would like the scan to run using the **Schedule Task:** drop-down box. Then choose the time you would like the scan to start in the **Start Time:** box. You can select to have the scan run if your computer is not on at that time by putting a check mark next to **Run missed task**. Then you can schedule the days that you would like the scan to run, if you chose the weekly option. Notice the options you can choose to have the scan run in the screen below and to the right. You can schedule the scan to run daily, weekly, monthly, once, at system startup, at logon, when your computer has been idle for so many minutes, immediately, or when your computer dials into the Internet (does not apply on campus). Notice that by default a virus scan is run weekly on Wednesdays at noon.



- Once you have scheduled when you would like a virus scan to run, click on the **Apply** button to save changes, and then click on the **OK** button to exit. Then click on the **OK** button to exit out of the properties screen, and go to **Task** and select **Exit** to close out the VirusScan Console.

Updating virus definitions manually

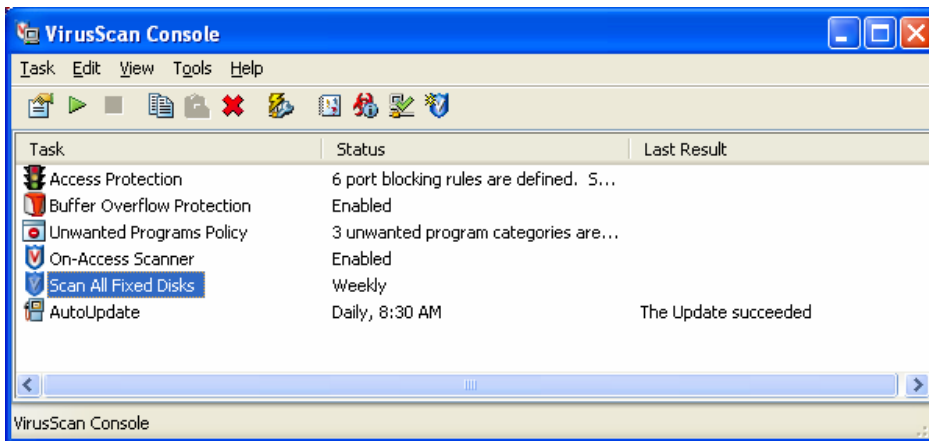
Right click on the V-shield found at the lower right hand corner of your screen and select **Update Now...** from the menu. A screen like the one shown below will appear. Once the update has finished, click on the **Close** button to close the screen, or else the screen will close itself in thirty seconds.



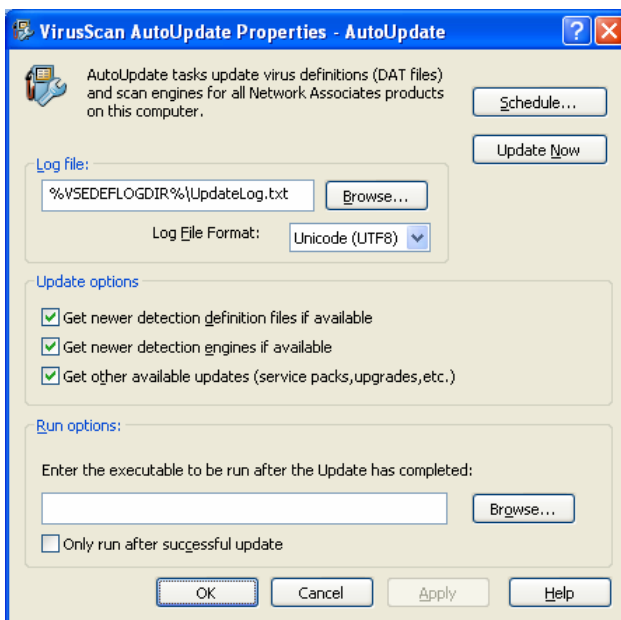
Scheduling AutoUpdate

Note: AutoUpdate is the feature that allows virus definitions to be updated automatically at whichever intervals or times that you specify.

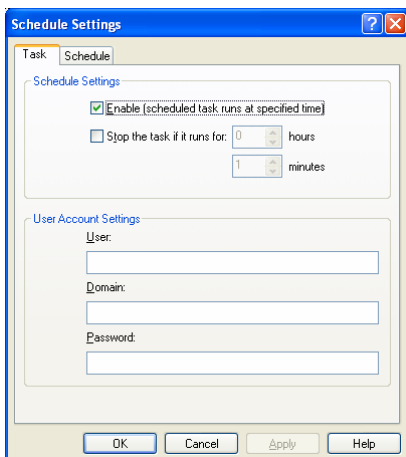
- Right click on the V-shield icon located in the lower right hand corner of your screen, and select **VirusScan Console...** from the pop-up menu. A screen like the one below should then appear.



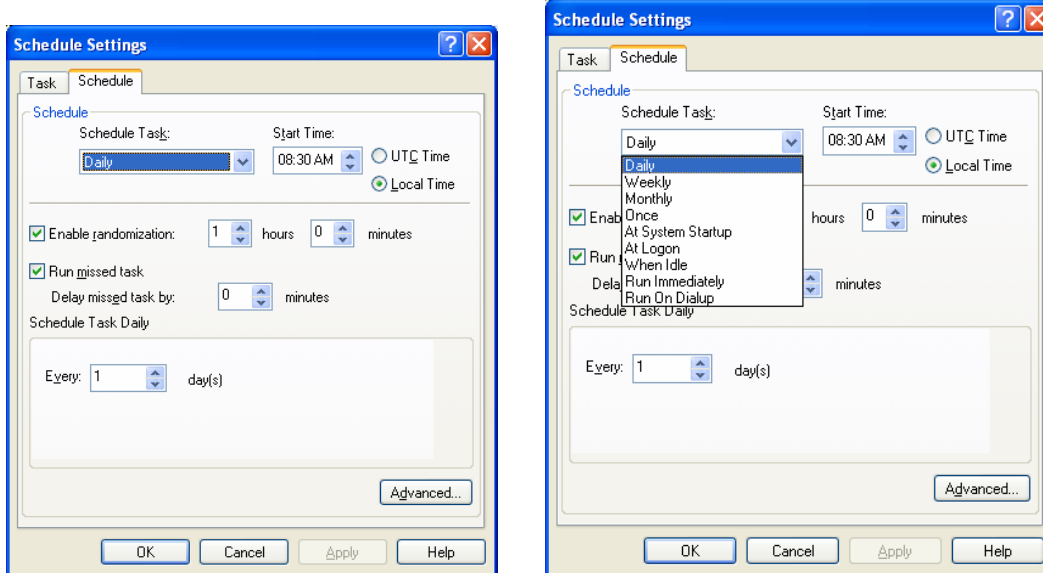
- Find a task called **AutoUpdate** and double click on it to open the screen below.



- Click on the **Schedule** button to bring up the screen below. Make sure that the box next to **Enable** is checked, and then click on the **Schedule** tab.



4. Now your screen should look like the one below and to the right. Choose how often you would like AutoUpdate to run using the **Schedule Task:** drop-down box. Then choose the time you would like AutoUpdate to start in the **Start Time:** box. There is also an option to run AutoUpdate within a certain time frame around the time given if the **Enable randomization** box is checked. You can select to have AutoUpdate run if your computer is not on at that time by putting a check mark next to **Run missed task**. Notice the options you can choose to have the scan run in the screen below. You can schedule AutoUpdate to run daily, weekly, monthly, once, at system startup, at logon, when your computer has been idle for so many minutes, immediately, or when your computer dials into the Internet (does not apply on campus). Notice that by default AutoUpdate is run daily within the hour around 8:30 am.



5. Once you have scheduled when you would like AutoUpdate to run, click on the **Apply** button to save changes, and then click on the **OK** button to exit. Then click on the **OK** button to exit out of the properties screen, and go to **Task** and select **Exit** to close out the VirusScan Console.