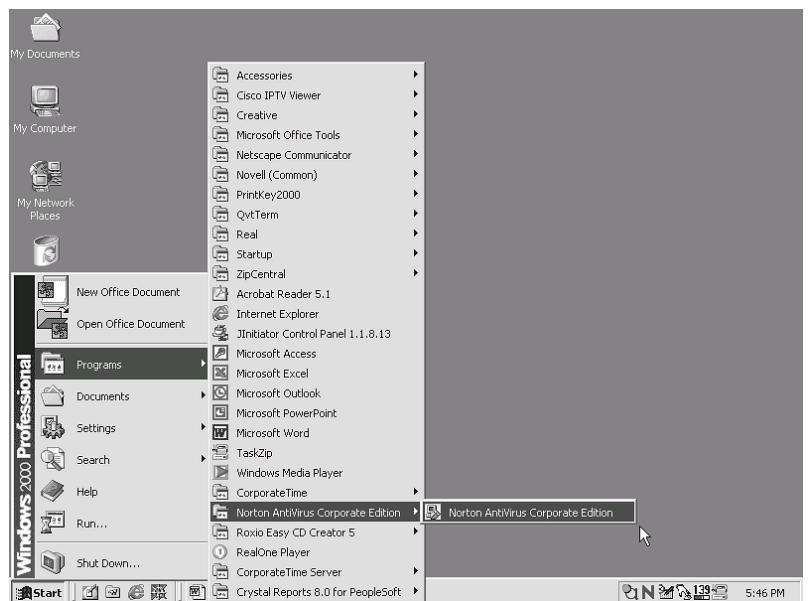


Tips and Tricks: How to Start a Virus Scan

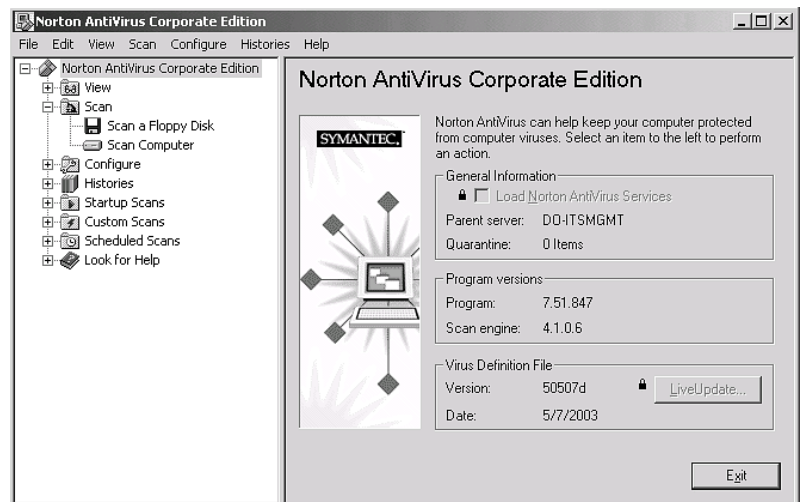
by Keli Jones

In order to protect your computer from viruses, Norton Antivirus has been loaded on your computer. However, this application will NOT protect your computer if you do not run the virus scanner periodically. We recommend running a scan every week. For those of you that need to download files from the Internet, we recommend running a scan two or three times a week. Below you will find instructions for starting a virus scan.

1. Click on **Start**
2. Highlight **Programs**
3. Slide cursor to right and highlight **Norton Antivirus Corporate Edition** ▶
4. Slide cursor to right and left click on **Norton Antivirus Corporate Edition**



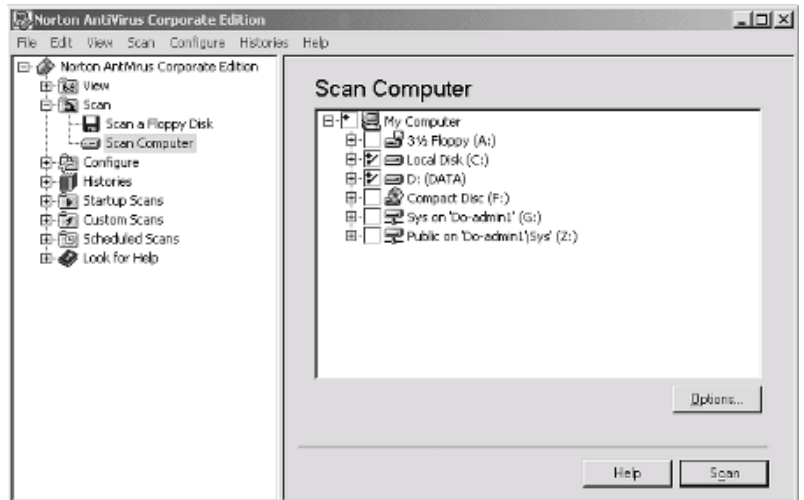
5. You will see the screen shown to the right
6. Left click on **Scan Computer** in the left window



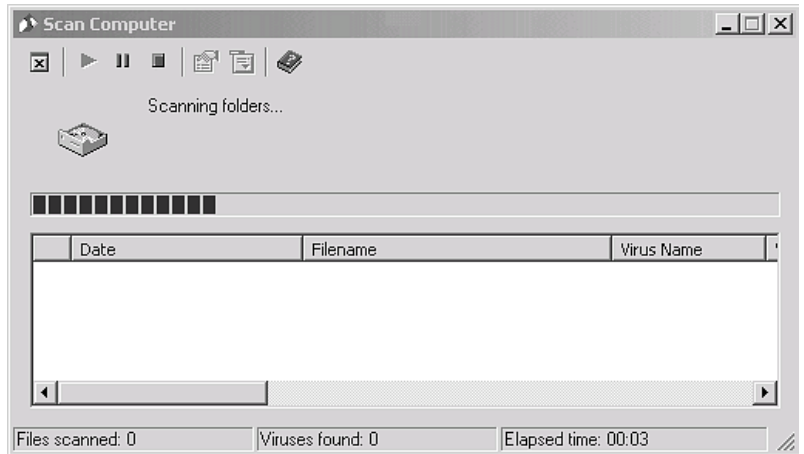
7. You will see the screen shown to the right

8. Left click in the empty squares next to **Local Disk (C:)** and **D: (DATA)**. You will see checkmarks appear in those boxes.

9. Click on the button on the lower right that is labeled **Scan**



10. You will see a screen similar to the one shown to the right. You may minimize the window and continue your regular work.



11. When the scan is finished, you will see a screen similar to the one shown to the right. Note that the progress bar is blank and "Completed" is shown above the path of the last file scanned. You may now close this window.

