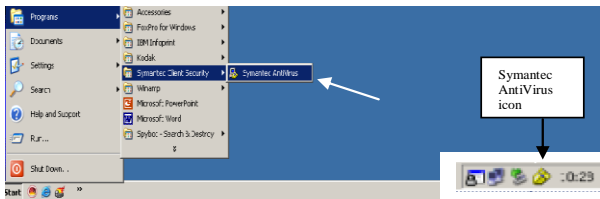


SYMANTEC ANTIVIRUS

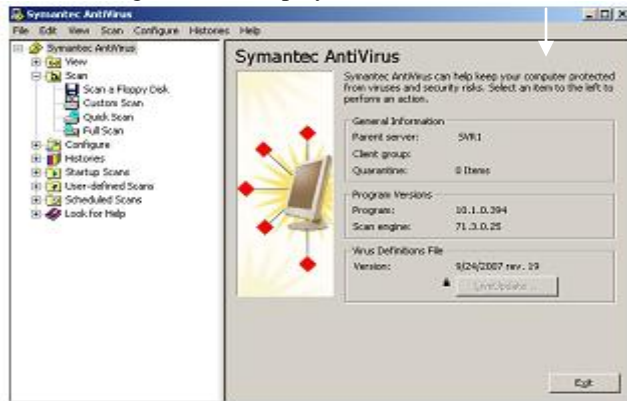
To open Symantec AntiVirus

Do one of the following:

- On the Windows taskbar, double-click the Symantec AntiVirus icon.
- On the Windows taskbar, click **Start > Programs > Symantec Client Security > Symantec AntiVirus**



The following screen is displayed.



Symantec Antivirus and security risk policy

An antivirus and security risk policy determines:

- What to scan
- What to do if a virus or a security risk is detected

Scanning for viruses and security risks

In addition to Auto-Protect, which is your most powerful defense against virus infection and security risks, Symantec AntiVirus supplies several different types of scans to provide additional protection.

Available scans include the following:

- **Custom Scan:** Scan a file, folder, drive, or entire computer at any time. You select the parts of the computer to scan.
- **Quick Scan:** Quickly scan system memory and locations that viruses and security risks commonly attack.
- **Full Scan:** Scan the entire computer, including the boot sector and system memory.

Auto-Protect is always running and a daily scheduled scan of all files is generally sufficient protection.

A good habit is to always scan floppy disks and pen drives particularly if they have been circulating among users.

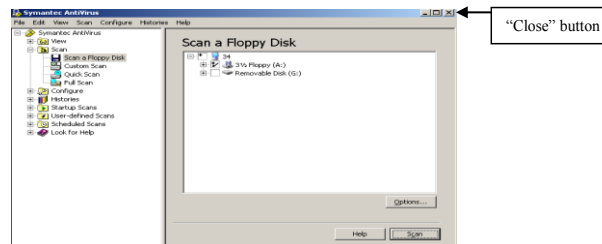
Initiating manual scans

You can manually scan for viruses and security risks, such as adware and spyware, at any time. Select anything to scan from a single file to a floppy disk to your entire computer.

You can initiate scans from the My Computer window, the Windows Explorer window, or the Symantec AntiVirus main window.

To initiate a manual scan from Windows

In a My Computer window or Windows Explorer window, right-click a file, folder, or drive, and then click Scan For Viruses.



In Symantec Antivirus, in the left pane, expand Scan

In the left pane, select one of the following:

- Scan a Floppy Disk (this option is available only when a floppy disk drive is present.)
- Custom Scan
- Quick Scan
- Full Scan

If you selected “Scan a Floppy Disk” or “Custom Scan”, in the right pane, do the following:

- Double-click a drive or folder to open or close it.
- Check or uncheck items that you want to scan.

The symbols mean the following:

<input type="checkbox"/>	The file, drive, or folder is not selected. If the item is a drive or folder, the folders and files in it are also not selected.
<input checked="" type="checkbox"/>	The individual file or folder is selected.
<input checked="" type="checkbox"/>	The individual folder or drive is selected. All items within the folder or drive are also selected.
<input type="checkbox"/>	The individual folder or drive is not selected, but one or more items within the folder or drive are selected.

For all manual scans, click **Options** to change the default settings for what is scanned and how to respond if a virus or security risk is detected.

Default Settings

- **The default setting is to scan all files.**
- **For viruses**, the default settings for actions are to clean the virus from an infected file and repair its effects, and quarantine the infected file if the virus cannot be removed.
- **For security risks**, the default settings for actions are to quarantine the security risk and repair its side effects, or log the risk if it cannot be quarantined and repaired.

To apply the modified settings only to the current scan, click OK.

To apply the settings to all future scans, click **Save Settings**.

Click **Advanced** to configure a scan progress dialog box to appear during the scheduled scan.

When a virus or security risk, such as adware or spyware is identified, a signature (information about the virus or security risk) is stored in a definitions file, which contains the necessary information to detect, eliminate, and repair the effects of the virus or security risk.

Definitions are updated daily on the Symantec Security Response Web site. New definitions are made available at least weekly for delivery using LiveUpdate.

How virus and security risk protection is updated

The LiveUpdate feature in Symantec AntiVirus can be set up to make sure that your virus and security risk protection remains current.

Symantec AntiVirus automatically runs LiveUpdate when an Internet connection is detected.

With LiveUpdate, Symantec AntiVirus connects automatically to a special Web site, determines if your files need updating, downloads the proper files, and installs them in the proper location.

Generally, you do not have to do anything to configure LiveUpdate. The only requirement is an Internet connection.

PCs with corporate AV get update via an AV Server which itself is updated from the server at GOC (Government Online Centre) automatically.

When you open Symantec Antivirus, a date is displayed next to the "Virus Definitions File version" on the screen. This date corresponds to the last definition update from the AV Server.

Updating protection immediately with LiveUpdate

When a new virus is reported, do not wait for your next scheduled update. You should update virus and security risk protection immediately.

Updating without LiveUpdate

Symantec supplies a special program called Intelligent Updater as an alternative to LiveUpdate. You can download the updates from the Symantec Security Response Web site.

To update without LiveUpdate

Download the Intelligent Updater program to any folder on your computer

In My Computer or Windows Explorer window, locate and then double-click the Intelligent Updater program.



Follow all prompts displayed by the update program
Scan your computer to make sure that newly discovered viruses and security risks are detected.

To access the Symantec Security Response Web site

In your Internet browser, type the following Web address:
securityresponse.symantec.com

To update on Stand-alone PCs without Internet Connection, Copy the Intelligent Updater program downloaded on another PC to any folder on your computer

In a My Computer or Windows Explorer window, locate and then double-click the Intelligent Updater program.

Follow all prompts displayed by the update program
Scan your computer to make sure that newly discovered viruses and security risks are detected.

For assistance, please call CISD Help Desk

**C.I.S.D
Level 4
Emmanuel Anquetil Building
Port-Louis
Republic of Mauritius**

**Help Desk: 211 2480
Fax: 201 3562
E-mail: cisd@mail.gov.mu
Homepage: telecomit.gov.mulcisd.htm**

Ministry of Information and Communication Technology

CENTRAL INFORMATION SYSTEMS DIVISION (CISD)

ANTIVIRUS GUIDELINE (Symantec)

Procedures to Scan for viruses & to update Virus and Security Risk Protection

Quick Reference Guide

October 2008