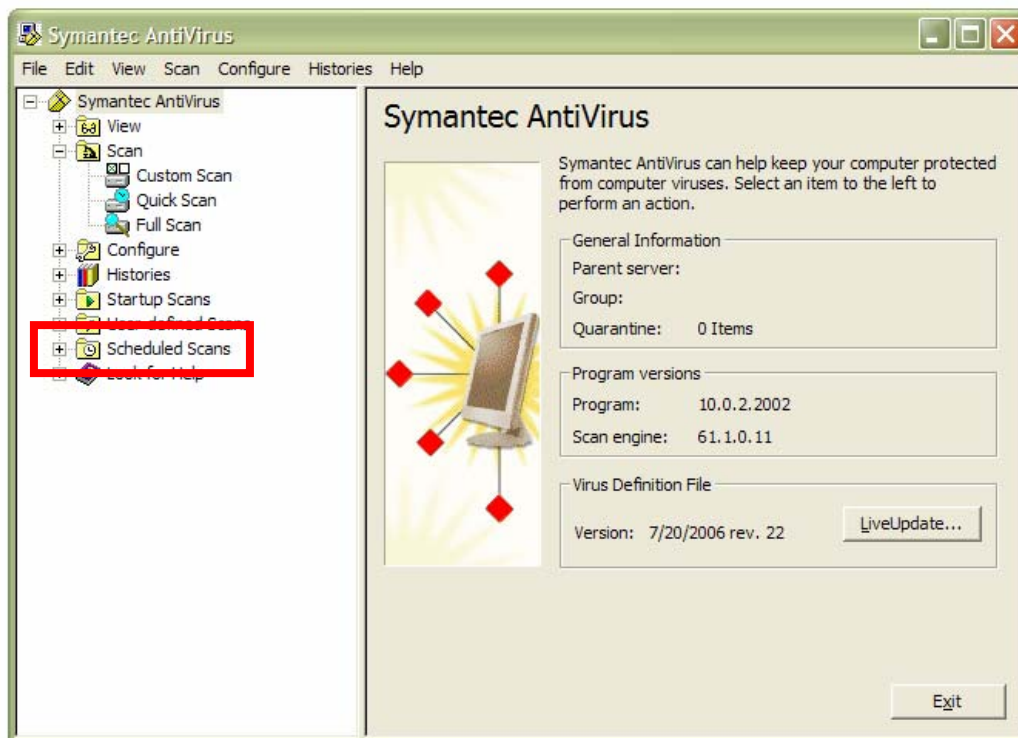




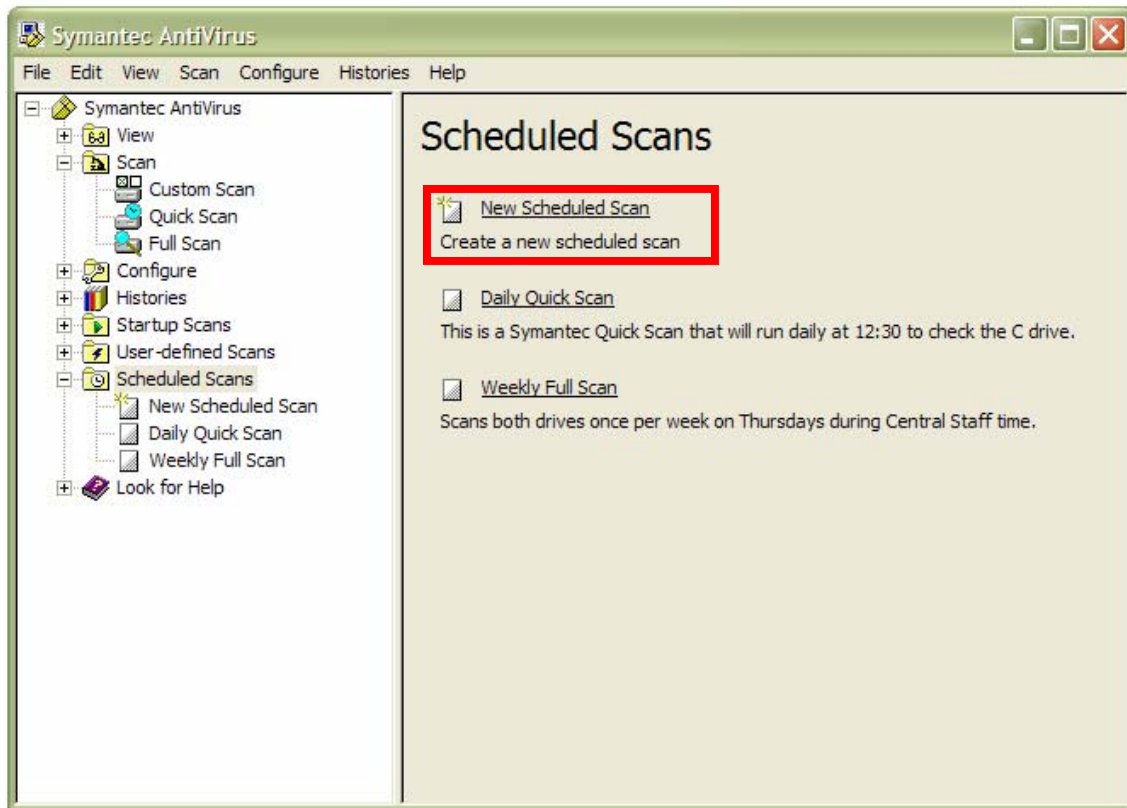
Anti-Virus Software AutoScan Instruction Sheet: Windows Users

1. Right-click on the 'Symantec AntiVirus Corporate Edition' icon on the task bar in the lower right hand corner of your desktop and select: "Open Symantec Antivirus..." (The icon will look like a little golden yellow shield.)
2. Push the plus-sign button (+) next to *Scheduled Scans* on the Symantec AntiVirus left-hand menu.

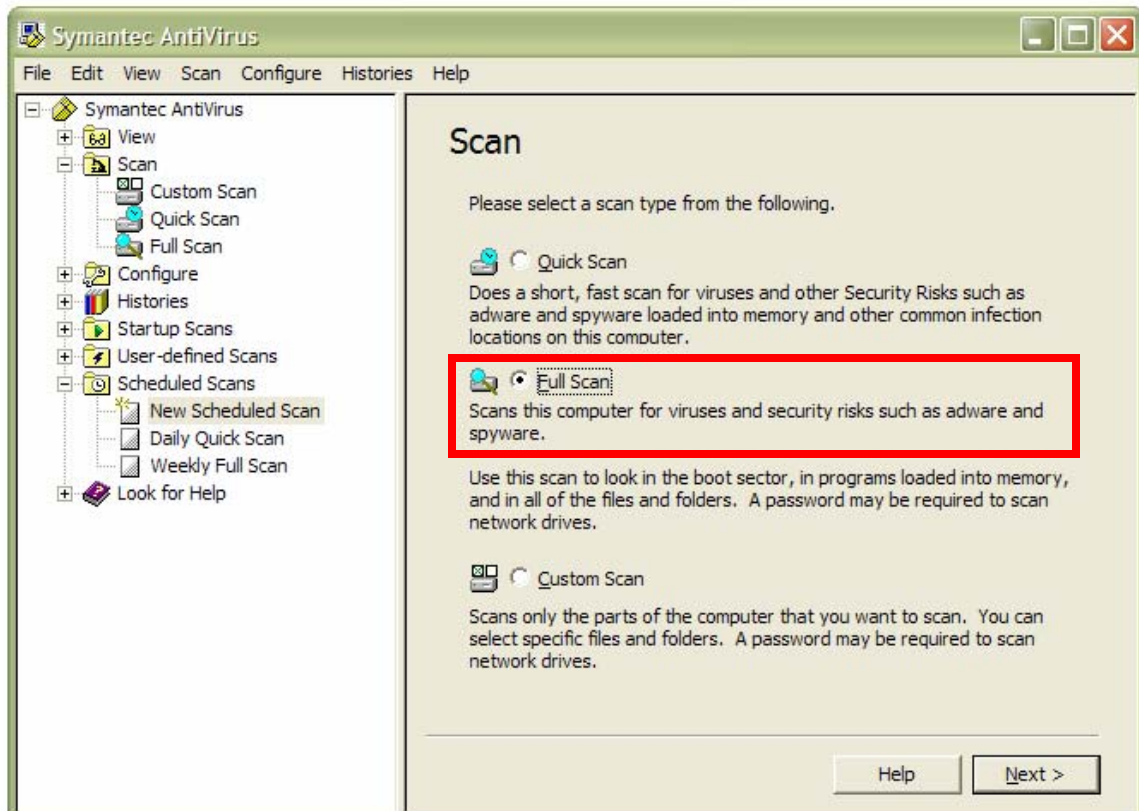


3. The panel in the center of the Symantec AntiVirus window will change to look like the screen below.

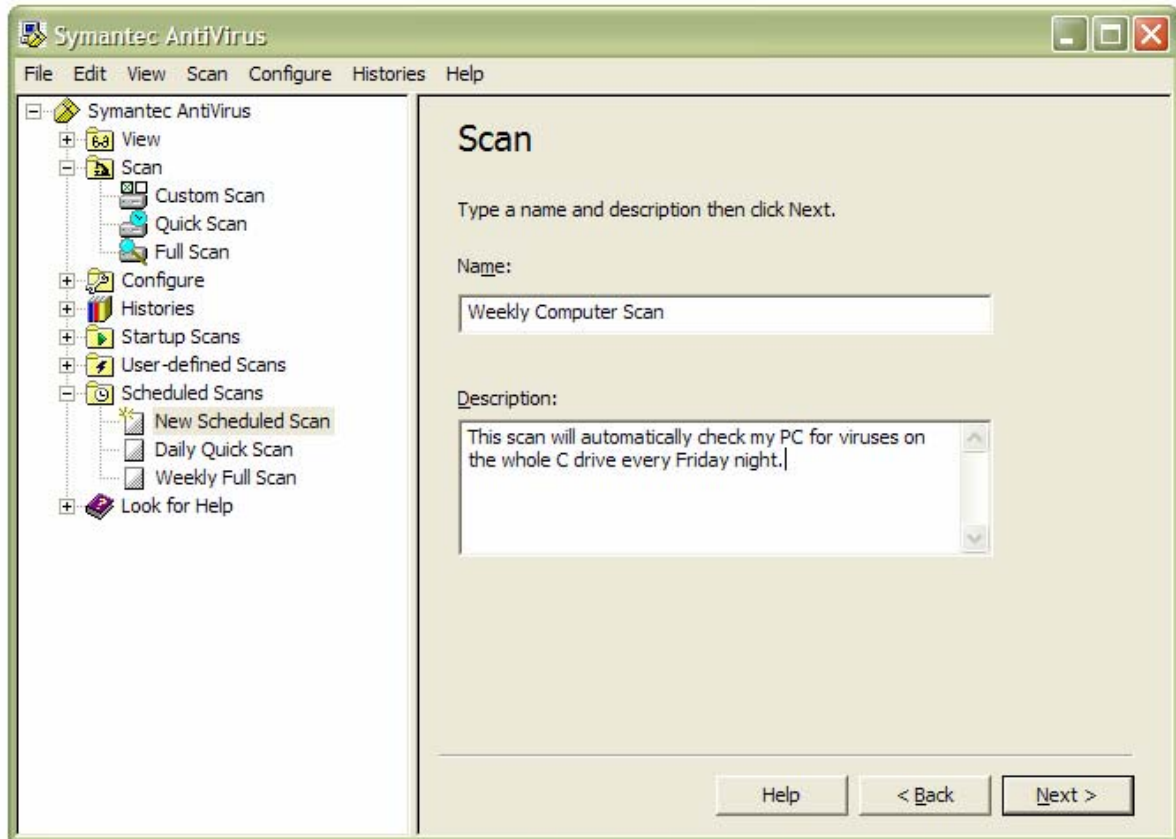
Click the phrase "New Scheduled Scan," which is actually a button, to start the set-up wizard.



4. Click on the radio-dial for "Full Scan." This will run a complete scan of your computer at the time you specify later in this wizard.

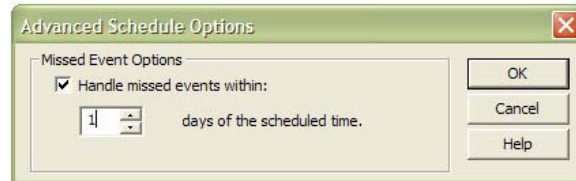
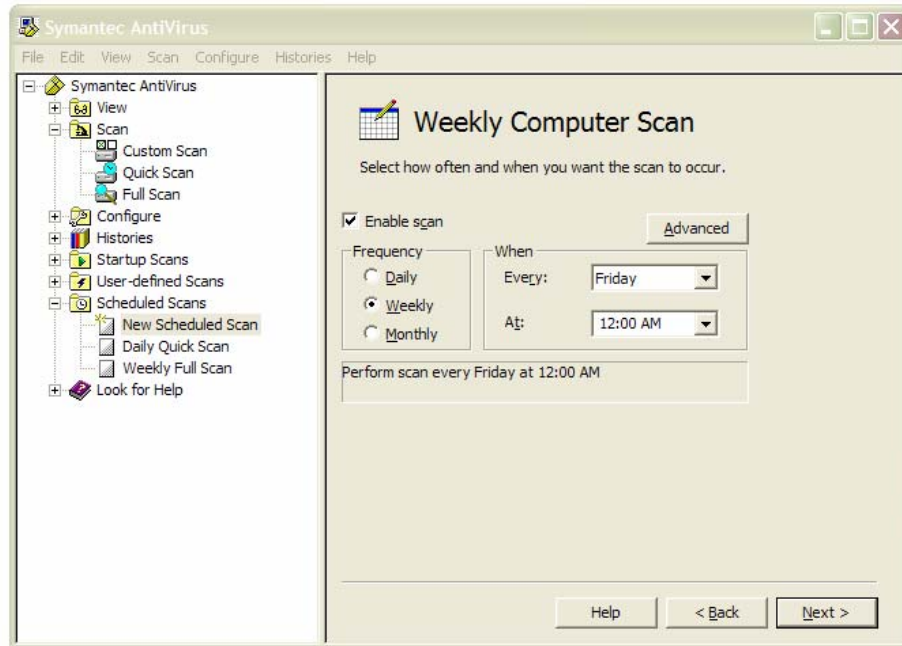


5. Now, name your scan something that will be easy to remember what it is (like Weekly Hard Drive Scan). You can also type in details about the scan if you'd like to in the Description Box.

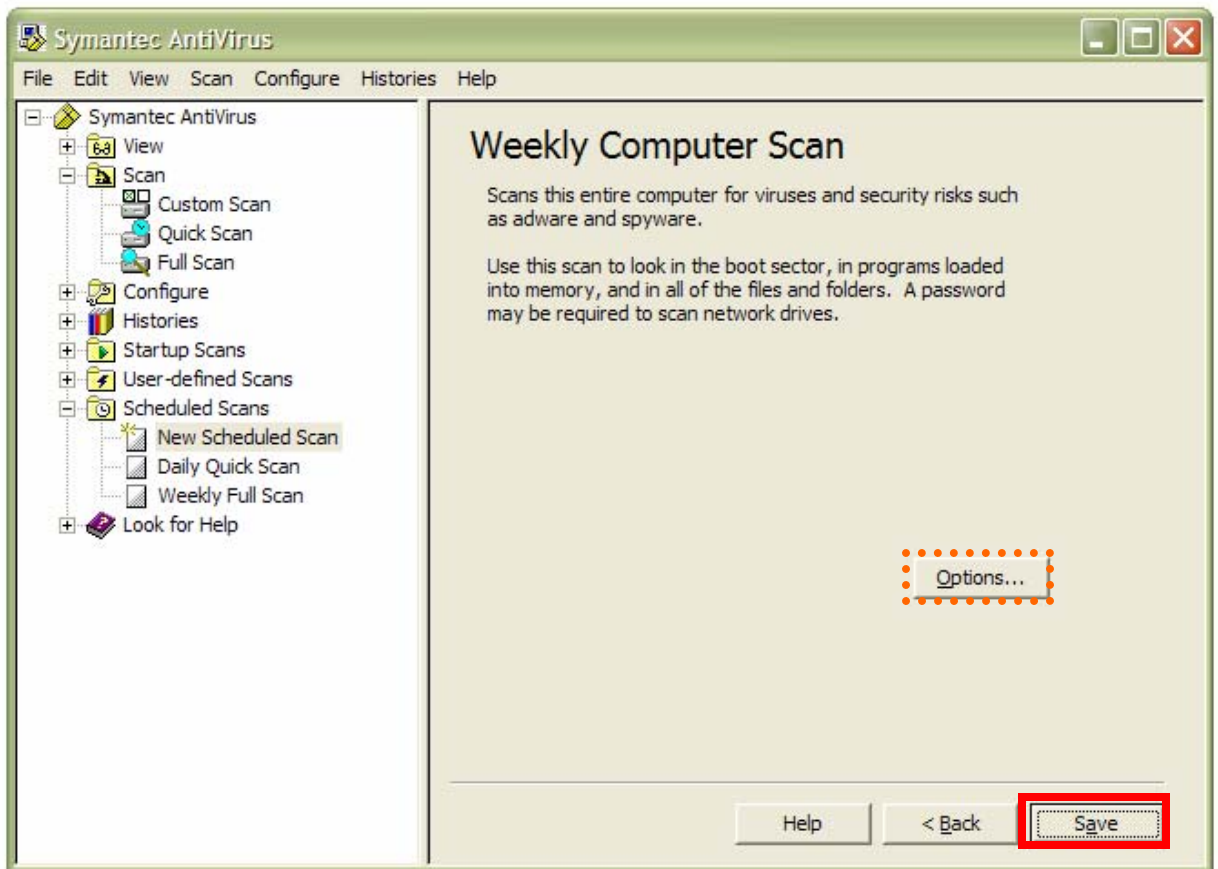


6. In this next step, you will do two things:
 - a. First, make sure the check-box in front of "Enable Scan" is marked. Then click the radio-dial in the *Frequency* section for "Weekly." Then in the *When* section, select a day and time that will be most convenient for you to have Symantec Anti-Virus inspect your computer.
 - b. Second, click the Advanced button, which is above the *When* section. In the box that opens up, make sure that the check-box in front of "Handle missed events within:" is checked and then set the number of days to 1. This will make sure that if your PC is off, it will be scanned on the next night at the same time.

Click OK in the Advanced Schedule Options box and then NEXT in the wizard.



7. The Options button on this final screen allow you to set advanced features, such as how deep to scan inside ZIP files, how to handle macros in Office software, or how to notify you of problems. For most users, we recommend accepting the defaults. Simply press SAVE to store this weekly scan.



8. You have now successfully set-up a scheduled scan using Symantec AntiVirus. It will run at the time you selected, on the day(s) you selected, provided that your computer is powered on. If the PC is not turned on, the scans will not run! If you miss your scheduled scan, consider running it manually.