

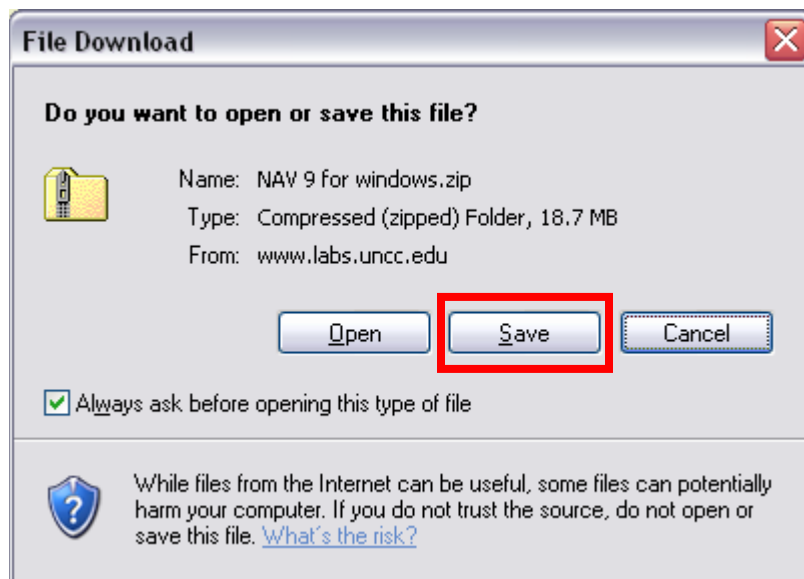


## Anti-Virus Software Installation Instruction Sheet: Windows Users

1. Download Symantec Anti-Virus from the UNC Charlotte ITS website. The URL is: <http://www.labs.uncc.edu/basics/antivirus.html>.

You will be prompted to login to the University's Secure Download Service using your Novell Login ID and password. Once you have logged in, click on the link for the anti-virus software for the Windows operating system.

2. Click 'Save' on the dialog box to save the software to your PC.



3. If you do NOT have WinZIP installed on your PC *and* you are NOT running Windows XP (which has a built in extractor), you must download it from the Internet before proceeding.
  - a. Go to the URL: <http://www.winzip.com>.
  - b. Locate the latest edition available and download the trial version.
  - c. Install the trial version on your computer.

4. If you have an anti-virus software package installed already, and want to replace it with the UNC Charlotte software, you MUST do the following before continuing:
  - a. Disconnect your computer from Internet by physically removing the cable or turning off your wireless receiver.
  - b. Un-install the current antivirus software. You can do this by going to the START Menu and selecting the Settings option. Then open the Control Panel. Once the Control Panel opens, click on Add/Remove Programs, find your current anti-virus software in the list and choose uninstall.
  - c. Restart your computer before proceeding.
5. Once you have downloaded Symantec Anti-Virus to your desktop, installed WinZip (if needed), and you have uninstalled any old anti-virus programs, you are ready to install Symantec Anti-Virus.
6. Extract the file from the compressed folder. You can do this by using WinZip or the Windows XP extraction utility. Put the extracted file on your desktop.
7. Double-click on the new folder that was created on your desktop labeled 'NAV 10 for Windows.' Double-click the file inside this folder that is labeled 'Nav 10.exe' and follow the on-screen prompts to complete the final file extraction.
8. The installer should start automatically and all you will need to do is follow the on-screen prompts to complete the installation.
9. Once installed, reconnect your PC to the Internet. After you have gotten connected, 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.)
10. Push the button on the Symantec AntiVirus window labeled "LiveUpdate" to get the latest updates for your computer. A new, smaller window will open up. Follow the prompts to download and install your updates.
11. You have now successfully installed Symantec AntiVirus and the latest updates. Remember to check for updates once a week using the LiveUpdate button.

Symantec AntiVirus Main Window and the LiveUpdate Window Below:

