

Configuring Symantec Corporate Edition to Scan for Viruses

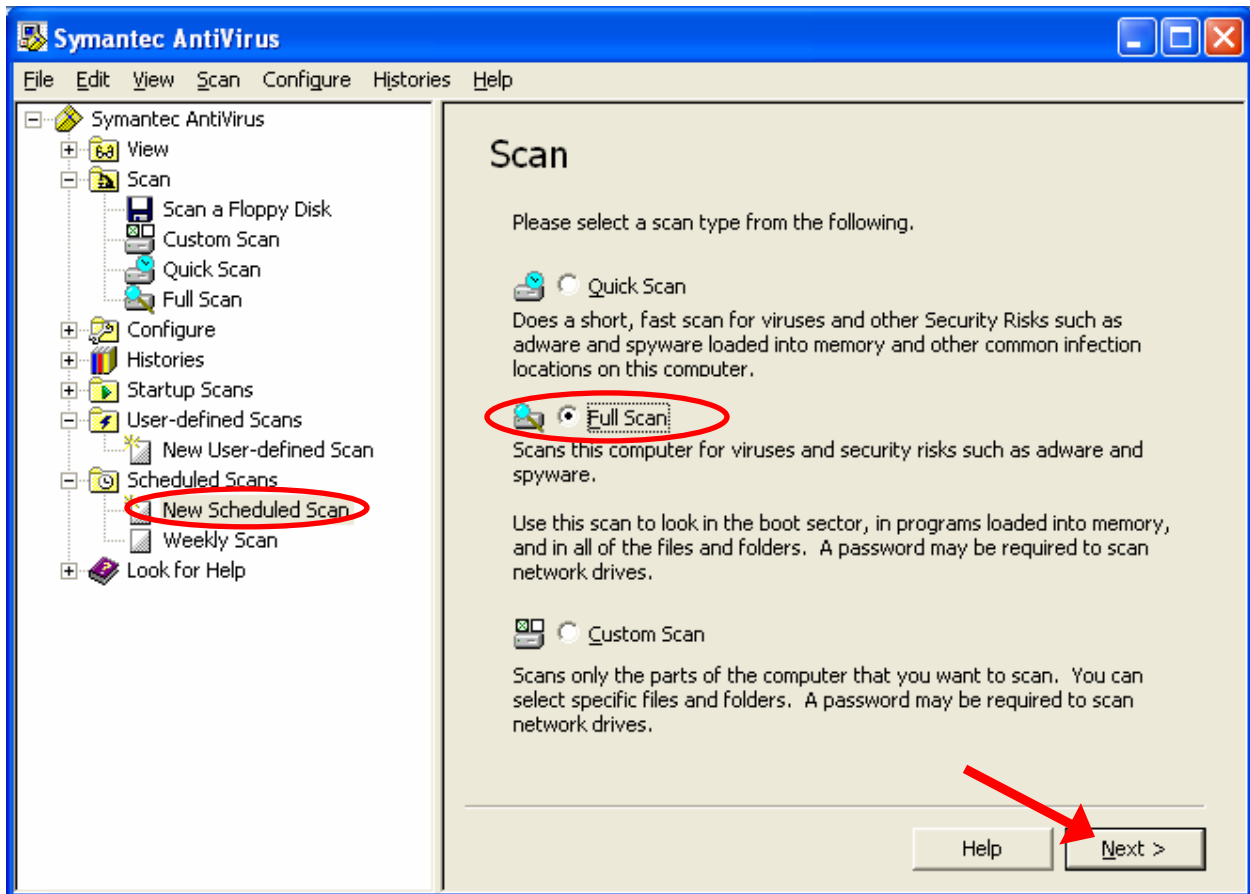
1. Locate the Symantec Software icon in the system tray area of your taskbar (bottom right of your screen):



2. Right-click on the icon and ensure that there is a checkmark next to 'Enable Autoprotect.' If there is no check mark, click on the words to enable it.

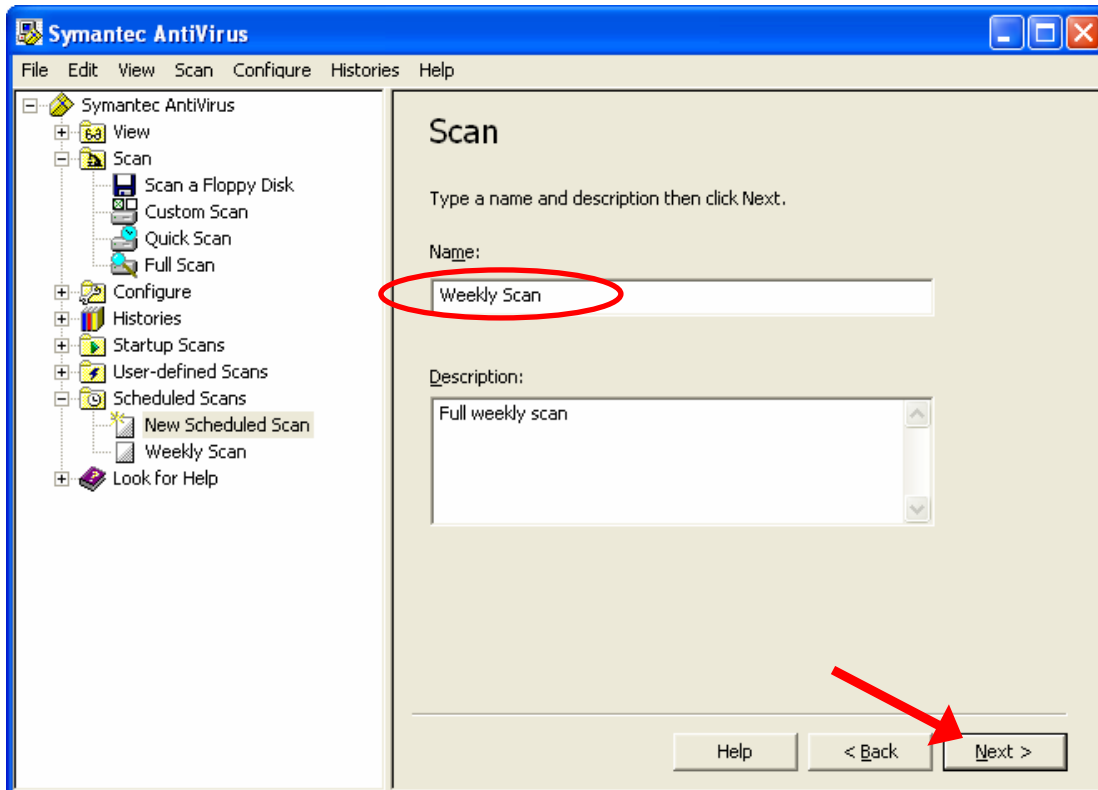


3. Click 'Open the Symantec Antivirus.' In the left window under 'Scheduled Scans,' click on 'New Scheduled Scan,' click the radio button for 'Full Scan' and click 'Next'

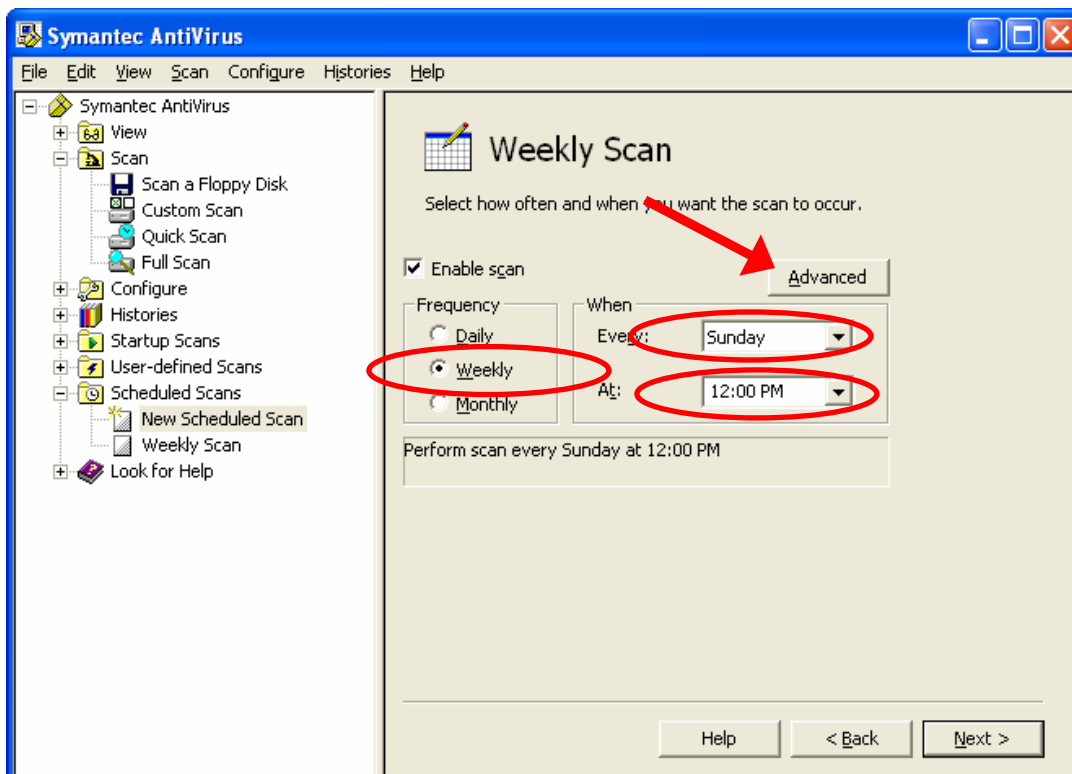


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4. Type 'Weekly Scan' in the Name box and click 'Next'

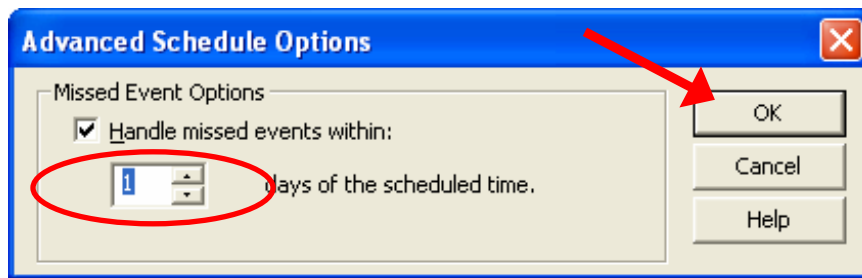


5. Click the 'Weekly' radio button and select a day of the week and time when your computer is most likely to be turned on (it doesn't matter if you will be using it – we will configure it so it won't impact your use of the computer). Click 'Advanced'

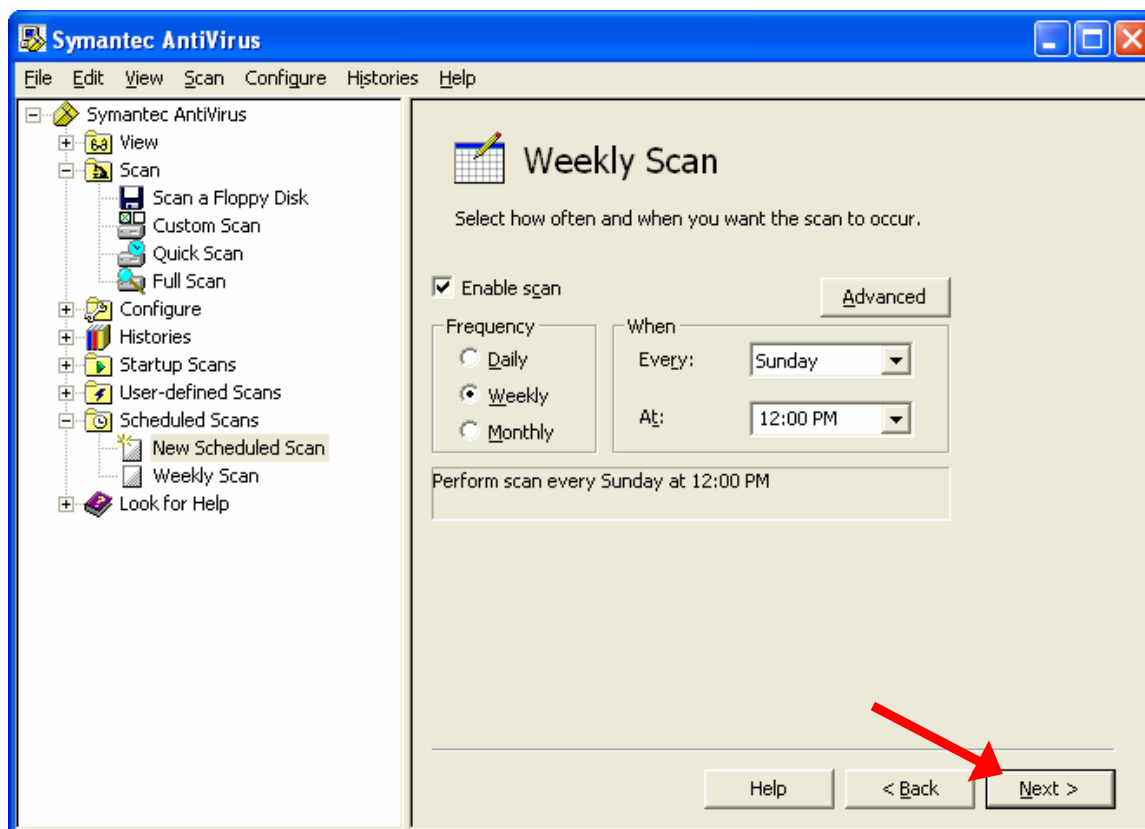


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6. Click the down arrow to choose to Handle missed events within 1 day. Click 'OK'

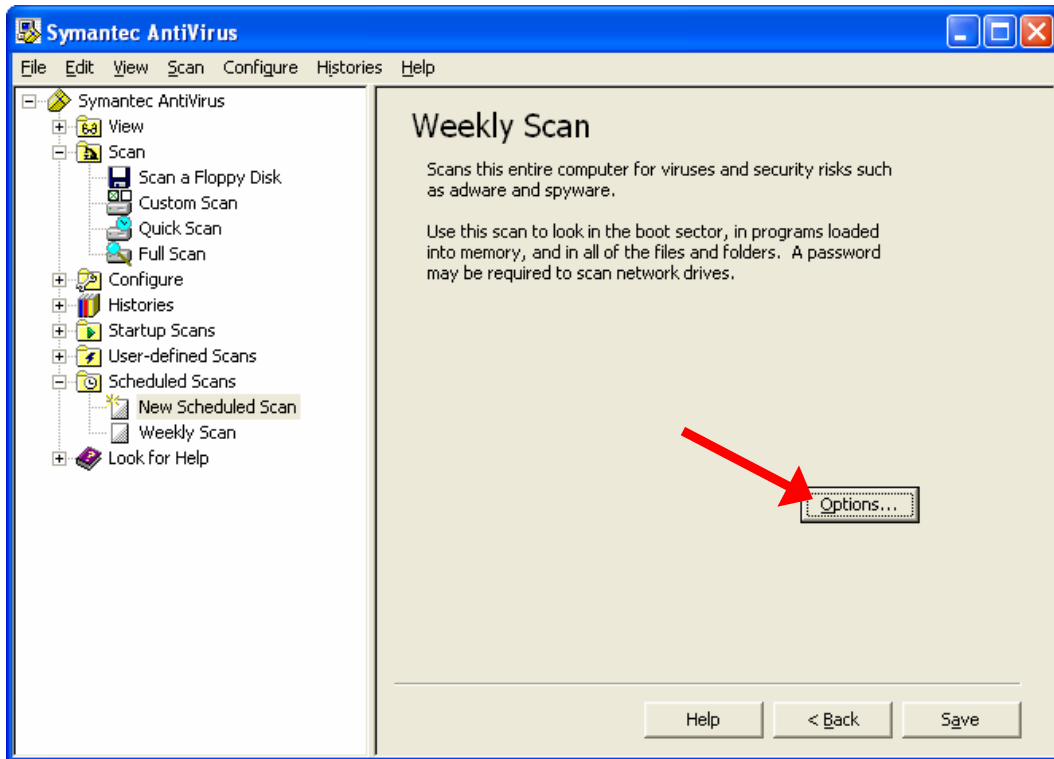


7. Click 'Next'

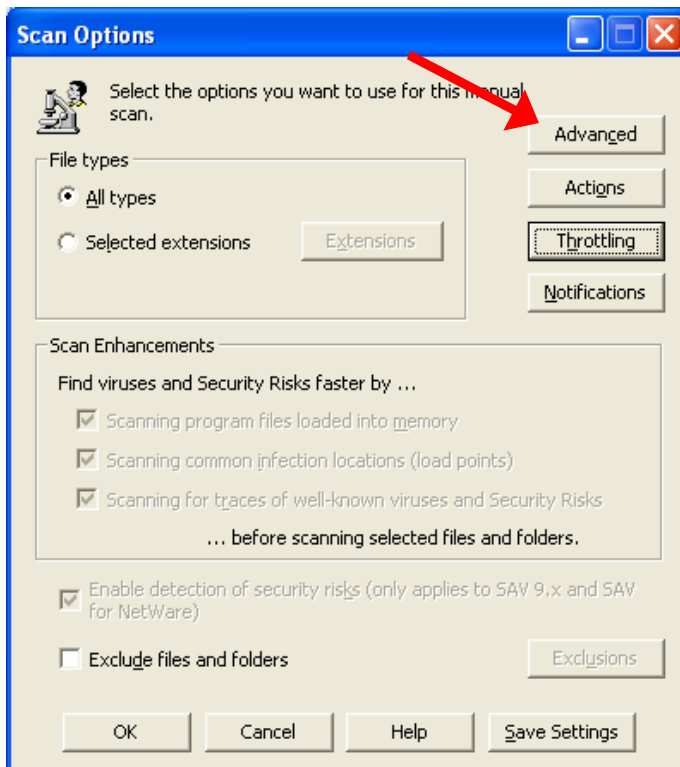


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8. Click on 'Options'

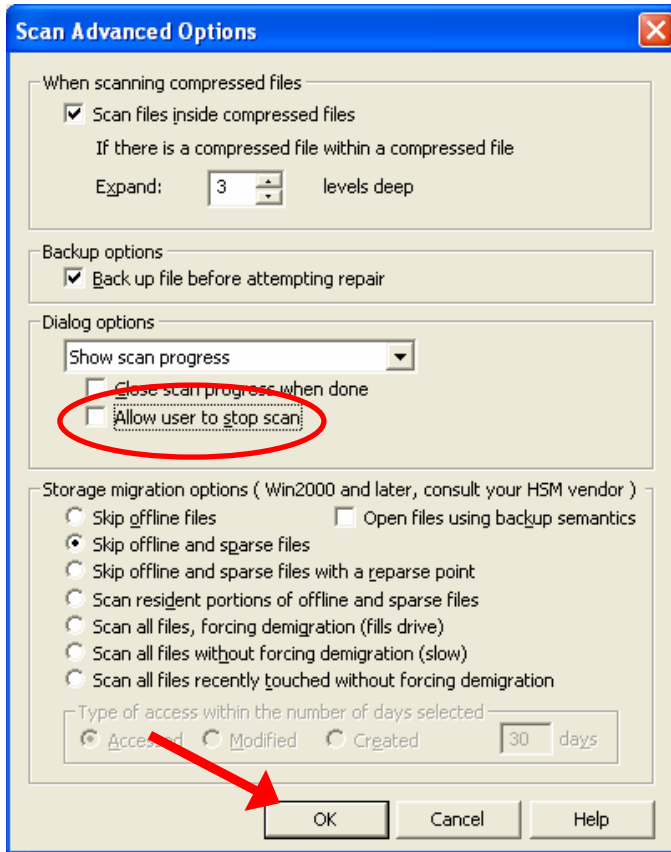


9. Click 'Advanced'

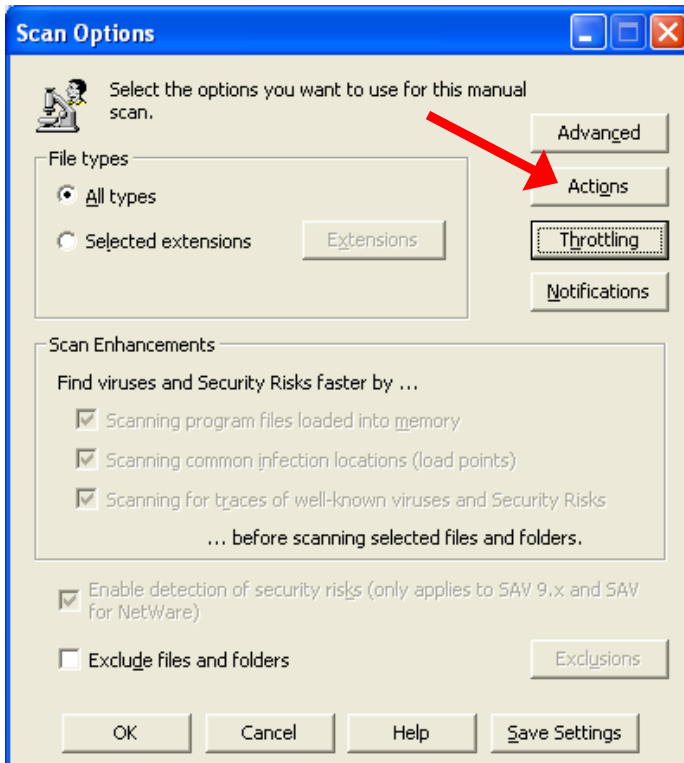


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10. Uncheck the box that says ‘Allow user to stop scan’ and click ‘OK’

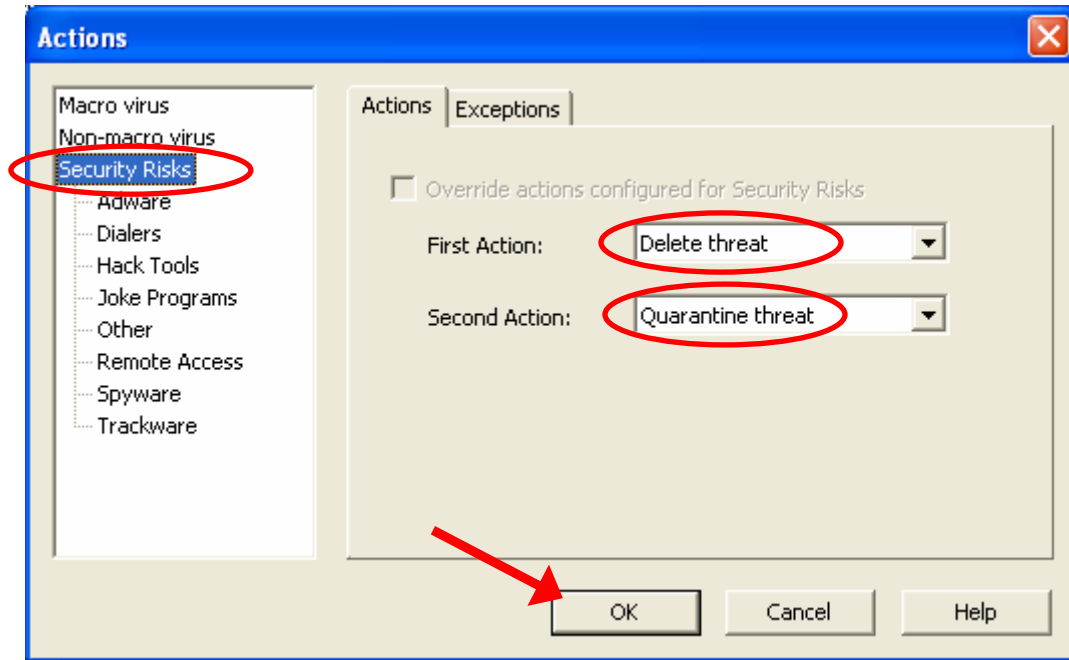


11. Click ‘Actions’

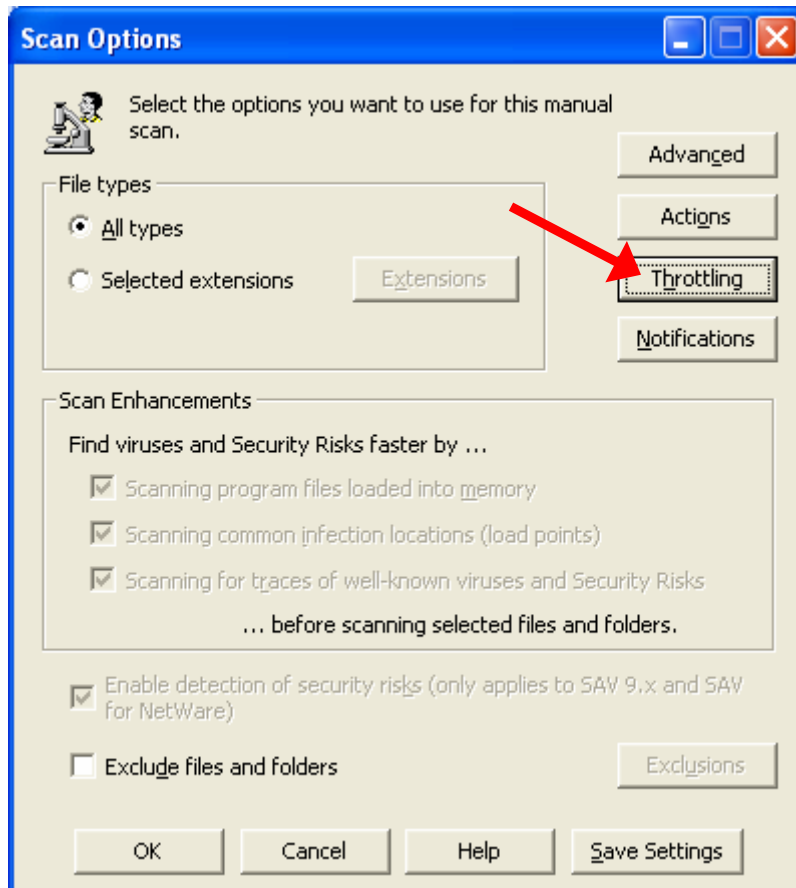


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12. In the left window, click 'Security Risks.' Select 'Delete threat' for the First Action and 'Quarantine threat' for the Second Action. Click 'OK'

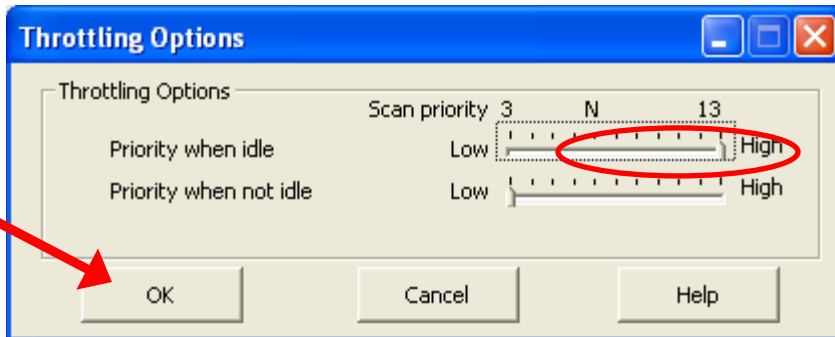


13. Click 'Throttling'

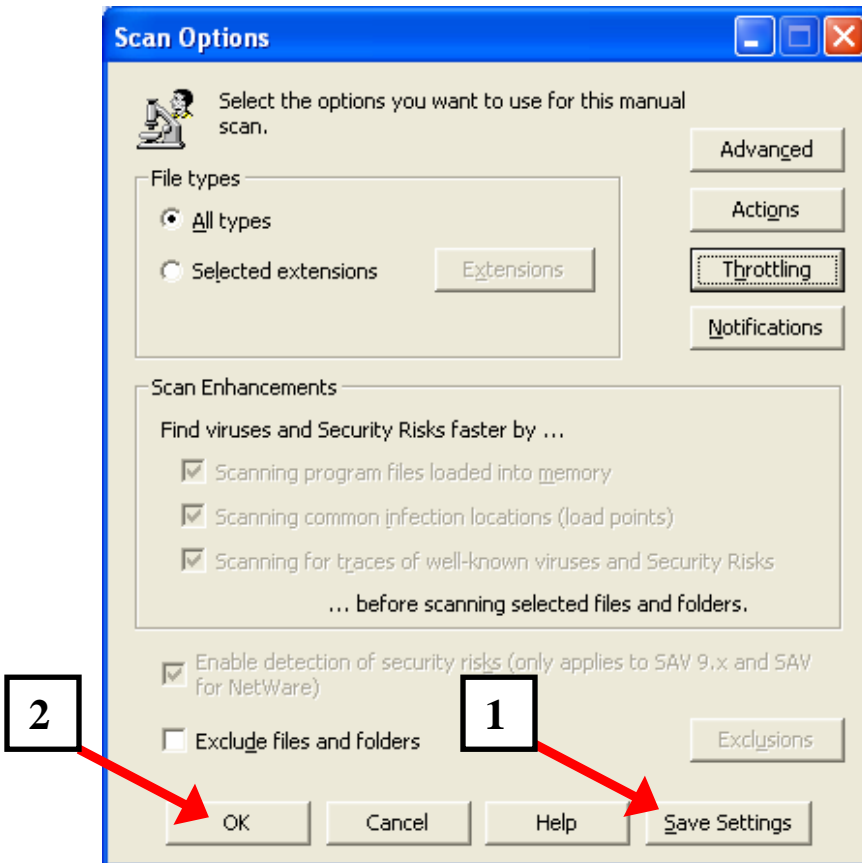


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14. For the 'Priority when idle' setting, slide the bar to the right, all the way to 'High.' Click 'OK'

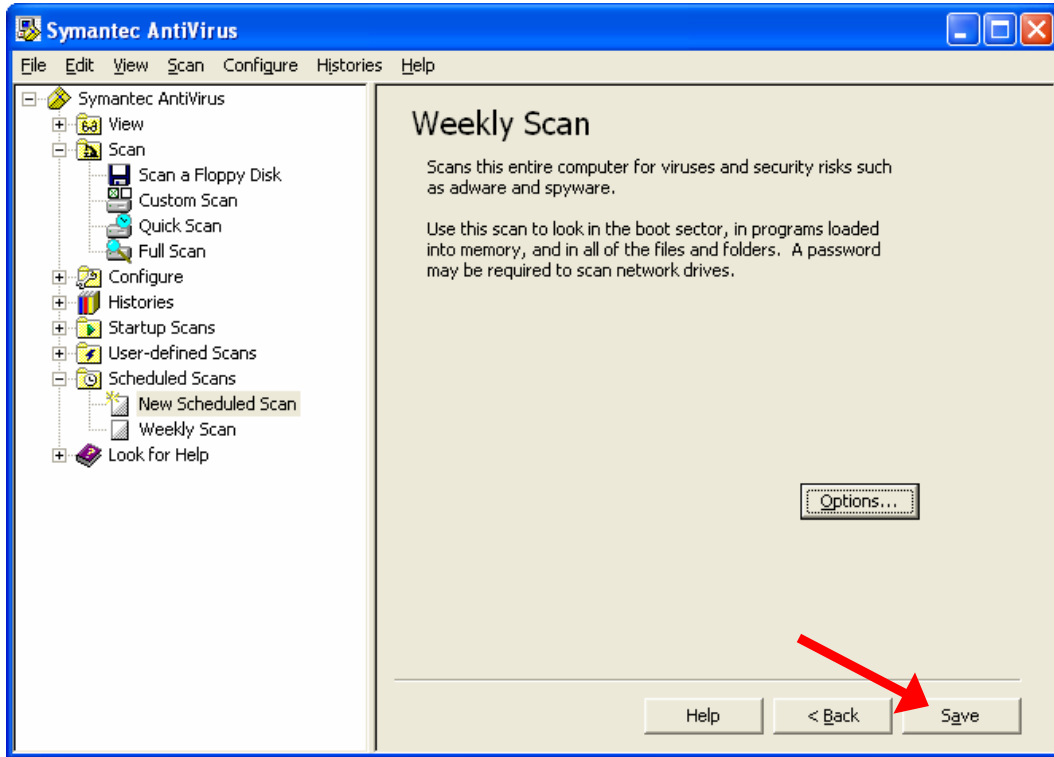


15. Click 'Save Settings' and then click 'OK'

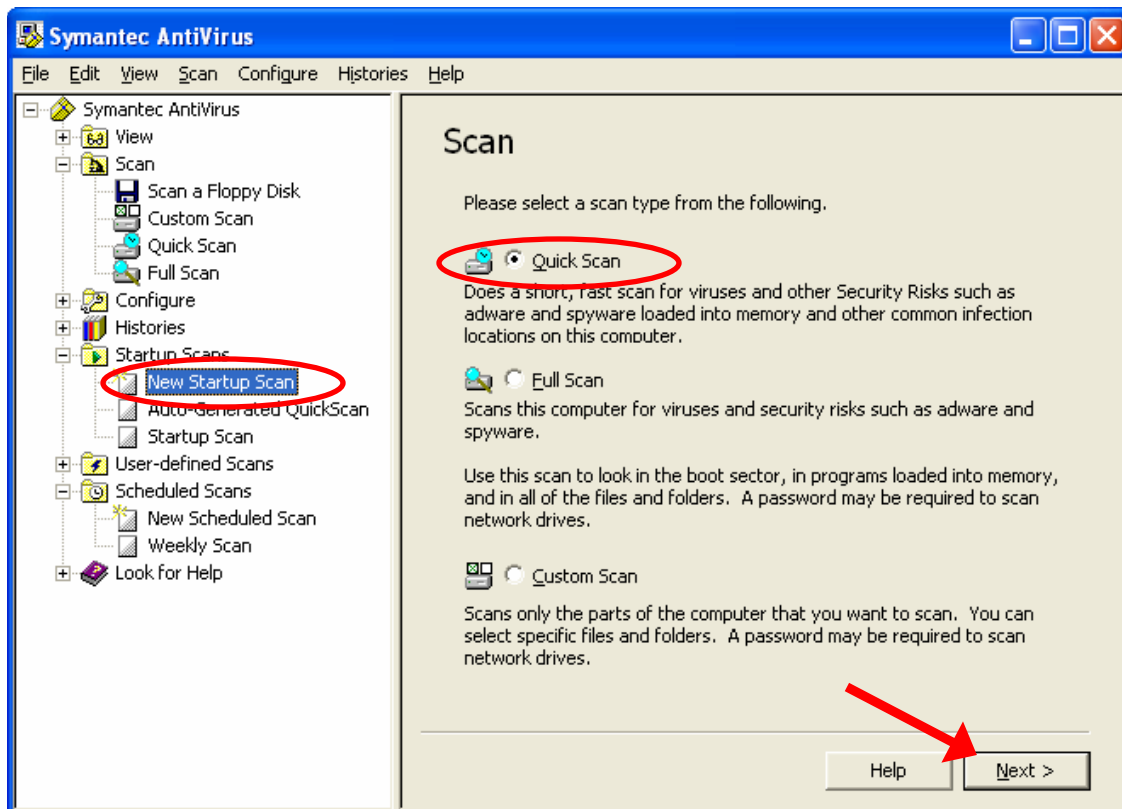


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16. Click 'Save'

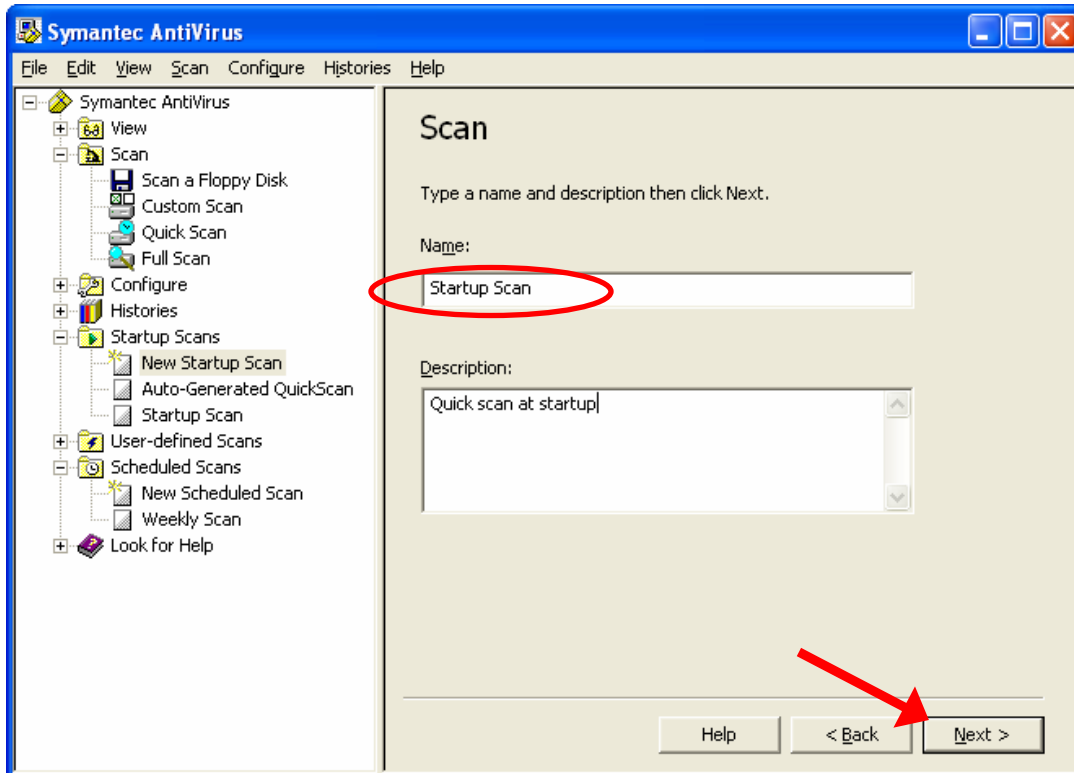


17. Under 'Startup Scan,' click 'New Startup Scan,' click on the radio button for 'Quick Scan' and click 'Next'

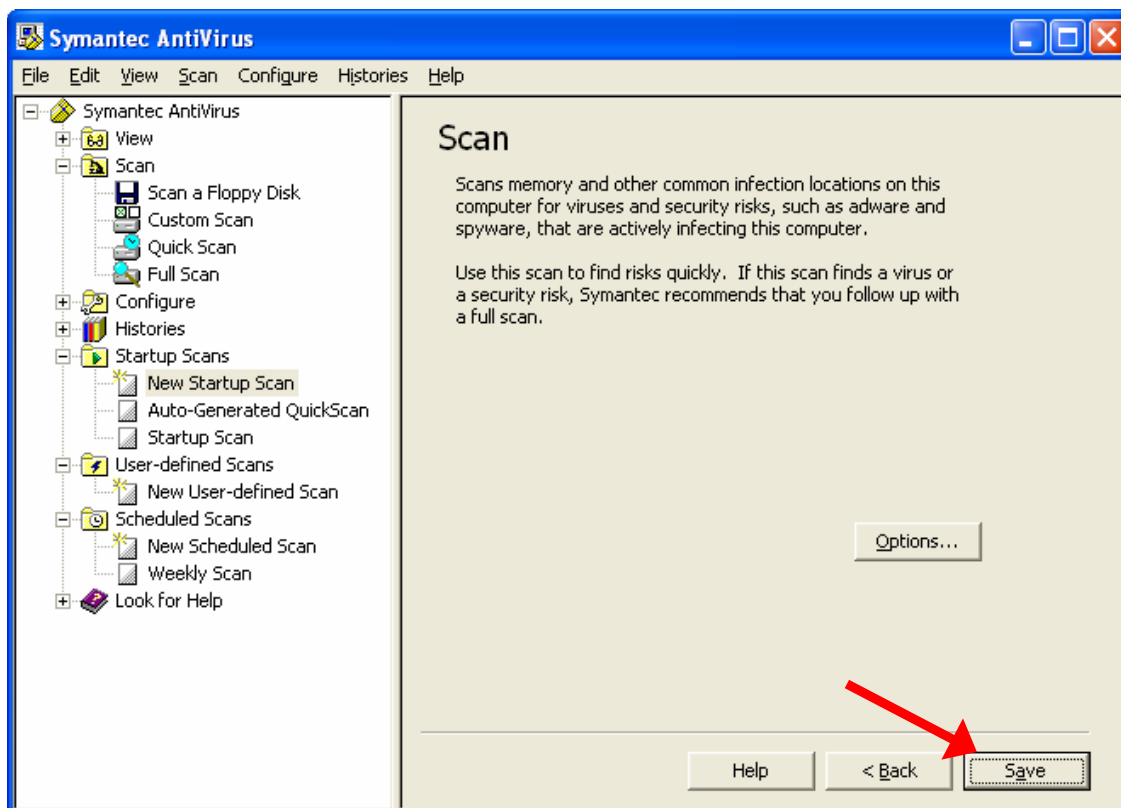


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18. Type 'Startup Scan' in the Name box and click 'Next'



19. Click 'Save'



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20. Click 'Exit' to complete the process.

