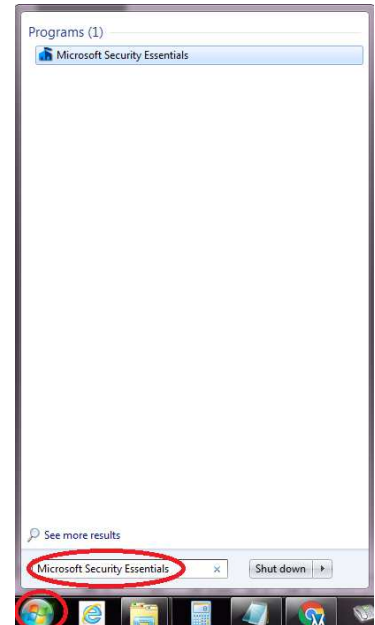


VM3COP20.61 - Scanning for Viruses and Malware

All PC's should be scanned for viruses and Malware once per week to maintain the security of the Viamed network.

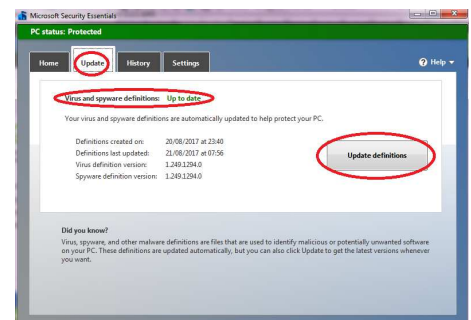
Anti-Virus

1. Click on the Windows button to open the menu. In the search box, type "Microsoft Security Essentials". The application will appear at the top of the menu, click on it.

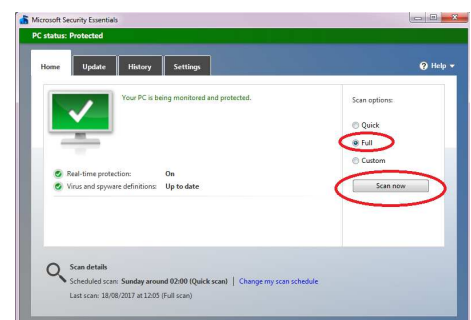


2. The application will open. Click on the 'Update' tab, there will be a message at the top stating whether or not the database is up-to-date. If it is not up to date, click the 'Update definitions' button.

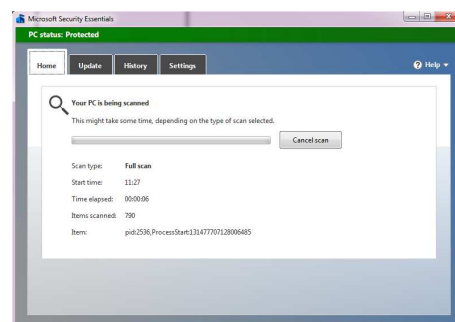
When it has updated, click on the 'Home' tab and continue to step 3.



3. Click 'Full' and then click 'Scan now'. This will begin the virus scan.

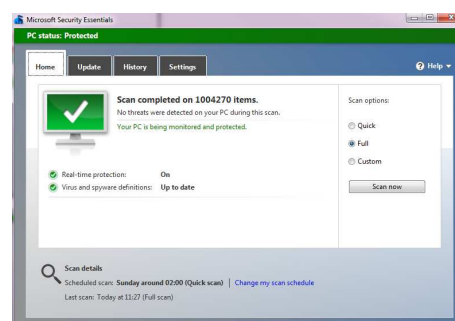


4. You will be presented with this screen. The scan will take some time but you can leave it running in the background and carry on with your normal tasks.



Note: As the scan can take more than an hour depending on how many files there are to scan, it is recommended to start the scan in the morning.

If the scan completed and no threats have been found, you will see a screen like this. No action is required and you can close the application.



If a threat has been detected, click the 'Clean PC' button. When complete, the application can be closed.

Anti-Malware

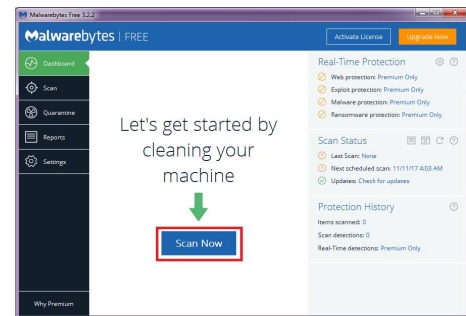
1. Click on the Windows button to open the menu. In the search box, type "Malwarebytes". The application will appear at the top of the menu, click on it.

Note: If the application cannot be located, it may not have been installed. Contact the I.T. department – do NOT install new software yourself.

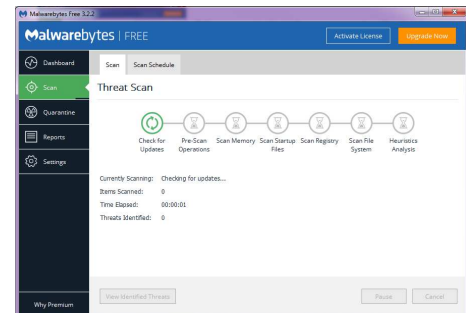


2. The application will open. You may see a message at the top saying that the database is out of date; click 'FIX NOW' if you see this message. This will update the database and complete a more thorough scan.

3. If the message doesn't appear, or when the database has been updated, click the blue 'Scan Now' button at the bottom.

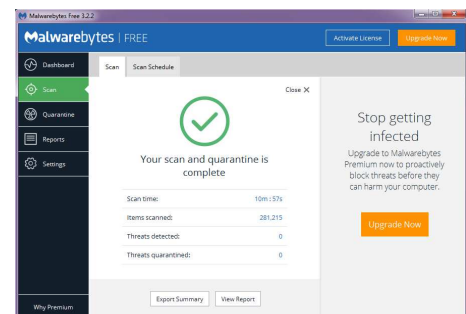


4. You will be presented with this screen. The scan will take some time but you can leave it running in the background and carry on with your normal tasks.



Note: As the scan can take more than an hour, depending on how many files there are to scan, it is recommended to start the scan in the morning.

If the scan completed and no threats have been found, you will see a screen like this. No action is required and you can close the application.



If a threat has been detected, click the 'Apply Actions' button. When complete, the application can be closed.