

# McAfee VirusScan



## Schedule Automatic Scans or On-Demand Scans

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=Shortcut =Advice =Caution

McAfee VirusScan is provided by Towson University for free to all students, faculty, and staff. This document describes how to schedule a future scan. You can have your computer automatically scan itself for viruses during a time you know you will not be sitting at your desk. McAfee must first be installed on your computer. For more information on installing McAfee, go to

[http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/Tuning%20Up%20PC/McAfee\\_80i.pdf](http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/Tuning%20Up%20PC/McAfee_80i.pdf)

### Process Summary

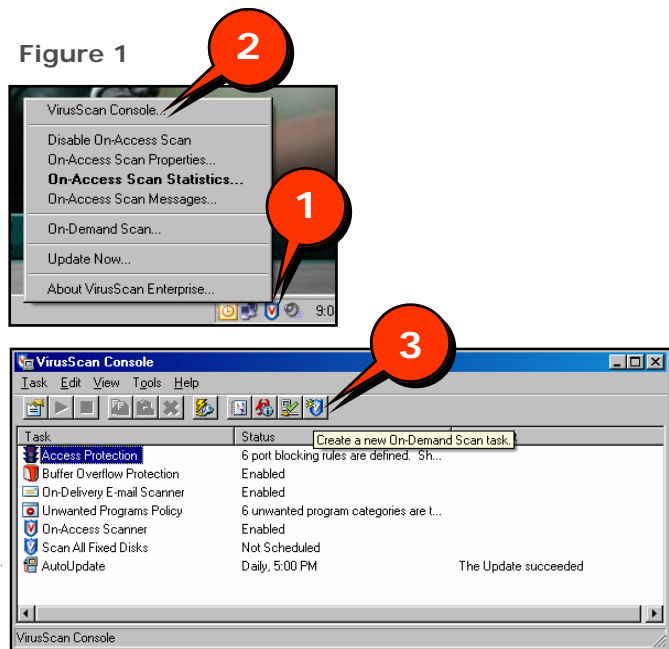
1. Creating a New Task
2. Scheduling

If you have McAfee installed, you can schedule a new scan. You are required to have administrator rights on your computer to schedule a VirusScan Task.

### Creating a New Task

1. Right click on the blue McAfee VirusShield in the task bar on the lower right of your screen (**Figure 1, 1**).
2. Left click on **VirusScan Console** (**Figure 1, 2**).
3. Click the **Create a new On-Demand Scan task** (**Figure 1, 3**).
4. Give the task a name and hit enter on the keyboard.

Figure 1

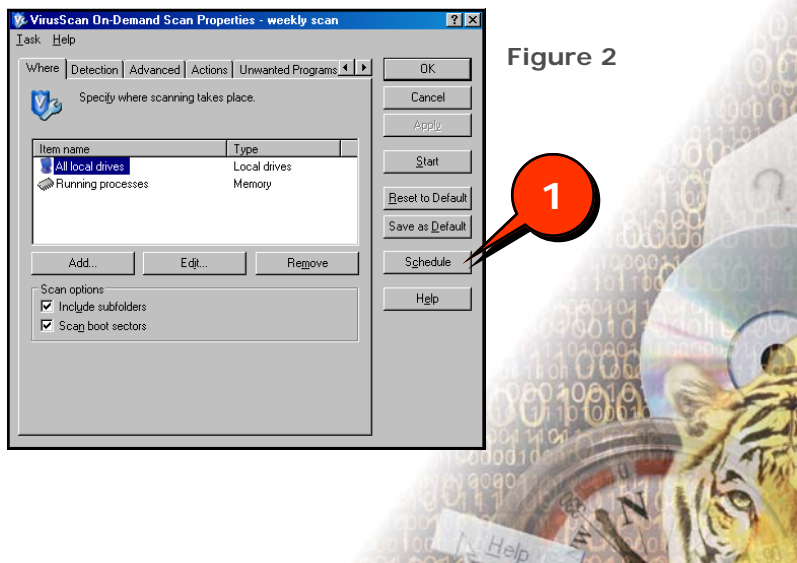


### Scheduling

The new task window will pop-up:

1. Click on the **Schedule** button (**Figure 2, 1**).
2. Under **Schedule Settings** place a check mark in the Enable box.
3. Click the **Schedule** tab. Fill in the day and time to perform the scan and click **Apply**.
4. Click **Ok**.
5. Close the window.

Figure 2



## On-Demand Scanning

Whether or not you schedule scans, McAfee enables its users to also do on-demand scans. These are scans which are performed right at the present time.

1. Right click on the blue McAfee VirusShield in the task bar on the lower right of your screen (**Figure 1, 1**).
2. Click **On-Demand Scan**.
3. Highlight **All Local Drives** to scan all local drives on your computer or choose another option from the menu.
4. To perform a complete search of your computer, click Add and add **My Computer** (**Figure 3, 1**).
5. Leave the other default settings. Changing these is convenient only if you have singled out a suspicious folder or file that you want to scan.
6. Click **Start** (**Figure 3, 2**).

Figure 3

