

Read This First

Getting Started

This Getting Started card gives procedures for a standalone install of the Norton AntiVirus Corporate Edition client and explains five key tasks:

- Update virus protection
- Schedule a weekly scan
- Increase realtime protection
- Create rescue disks (Window 95/98)
- Manage the Quarantine

Norton AntiVirus Corporate Edition

Norton AntiVirus safeguards computers from virus infection. Computers are protected from viruses that spread from hard drives, floppy disks, email attachments, or that travel across networks.

No separate programs or options changes are necessary for Internet-borne viruses—File System Realtime Protection scans program and document files automatically as they are downloaded.

Norton AntiVirus is preset to clean a virus from an infected file upon detection. If the virus cannot be removed, the preset backup action is to quarantine the infected file so that the virus cannot spread.

The Symantec AntiVirus Research Center (SARC) is the strength behind Norton AntiVirus protection. SARC researchers disassemble each virus sample to discover its identifying features and behavior. With this information, they develop a virus definition that

Installation

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The Norton AntiVirus Corporate Edition 7.0 client program is installed on all Win32 computers for standalone protection (Windows 9x, Windows NT 4.0 Workstation or Server, and Windows 2000).

Before installing

Norton AntiVirus Corporate Edition 7.0 detects and automatically uninstalls Norton AntiVirus 4.0 or later and Intel LanDesk VirusProtect 5.01 or later. If you have an earlier version of Norton AntiVirus or LANDesk VirusProtect installed, uninstall it before installing the new Norton AntiVirus.

System requirements

Norton AntiVirus for Windows 95/98/NT/2000

- Windows 95/98, Windows NT 4.0 with Service Pack 3 or higher, or Windows 2000
- 16 MB RAM minimum
- Intel 486 processor (Pentium or faster recommended)
- 40 MB of free disk space to install
- 30 MB of free disk space after install

Installing


To install a standalone Norton AntiVirus Corporate Edition client:

- 1 Do one of the following:
 - For Windows 95/98 or Windows NT/2000, insert Disk 2 and choose **Install Norton AntiVirus Client Locally**.
CDSTART.EXE on the CD automatically displays the installation screen.
 - Run the Setup program from Disk 2.
Windows 95/98: SETUP.EXE is in the \Navcorp\Rollout\Clients\Win95 folder.
Windows NT/2000: SETUP.EXE is in the \Navcorp\Rollout\Clients\Winnt folder.
- 2 Follow the on-screen instructions.

What you have to do

Your Norton AntiVirus Corporate Edition client may be either a standalone or an administrator-managed installation. If your installation is part of a network-wide installation managed by the Symantec System Center, some options may be locked, dimmed, or not appear at all, depending upon your administrator's antivirus policy.

To open Norton AntiVirus:

- On the Windows taskbar, double-click the Norton AntiVirus Corporate Edition icon. 
- Click Start, point to Programs, point to Norton AntiVirus Corporate Edition, and click Norton AntiVirus Corporate Edition.

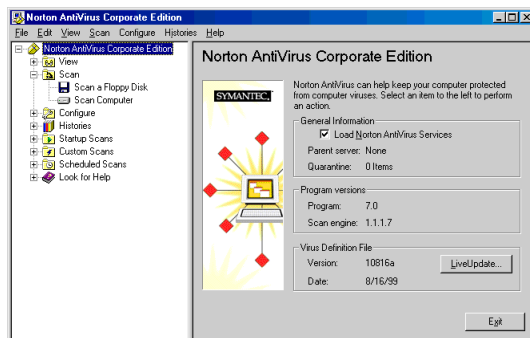
1. Update virus protection

Norton AntiVirus relies on up-to-date information to detect and eliminate viruses. The most common reason virus problems occur is that virus definitions files aren't current. At least weekly, and whenever a destructive new virus threatens, Symantec makes updated definitions available.

With the LiveUpdate feature, Norton AntiVirus connects to a special Symantec Internet site to download and install updated virus definitions files automatically. An Internet connection is required.

To update virus protection immediately:

- 1 Open Norton AntiVirus.
- 2 In the left pane, click Norton AntiVirus Corporate Edition.
- 3 In the right pane, click the LiveUpdate button.



To schedule automatic LiveUpdates:

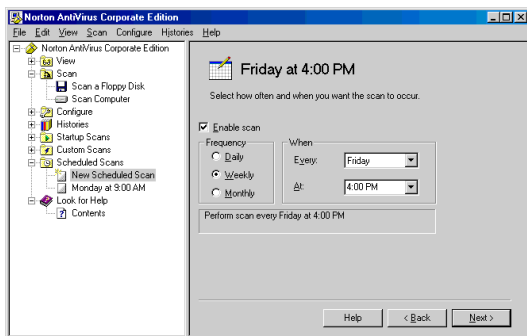
- 1 Open Norton AntiVirus.
- 2 From the File menu, choose Schedule Updates.
- 3 Check Enable Scheduled Automatic Updates.
- 4 Click Schedule to specify the frequency, day, and time for the LiveUpdate to run.

2. Schedule a weekly scan

A scheduled scan, which ensures that your computer remains virus-free, is a key component of virus protection. At the very least, schedule a scan to run once per week to ensure that your computer remains virus-free.

To schedule a scan:

- 1 Open Norton AntiVirus.
- 2 In the left pane, click Scheduled Scans.
- 3 In the right pane, click New Scheduled Scan.
- 4 Enter a scan name and description, then click Next. For example, call the scan "Friday at 4."
- 5 Specify the frequency for the scan, then click Next. For example, select Weekly for the Frequency and choose Friday and 4:00 PM.



- 6 Click the boxes in the tree control to specify where to scan. For example, check each of your hard disks.
- 7 Click Save.

Your computer must be turned on when the scan is scheduled to take place.

3. Increase realtime protection

Norton AntiVirus File System Realtime Protection is preset to scan only files commonly at risk of infection. Norton AntiVirus completes scans faster by scanning only files with selected extensions such as .EXE, .COM, .DLL, .DOC, and .XLS.

In a high-risk environment or after you've been subjected to a virus attack, you may decide to increase File System Realtime Protection to scan all files, regardless of extension.

To change File System Realtime Protection settings:

- 1 Open Norton AntiVirus.
- 2 In the left pane, click Configure.
- 3 In the right pane, click File System Realtime Protection.
- 4 In the File Types group box, select All Types.
- 5 Click Close to save your settings.

4. Create rescue disks

Windows 95/98 only: Rescue disks, which help you recover from boot viruses, are an important part of virus protection for Windows 95/98 computers. You must make rescue disks before the computer is infected. Without rescue disks, an infected computer could be unrecoverable.

Because boot viruses are a much smaller risk under Windows NT/2000, rescue disks are only created for Windows 95 and Windows 98 computers. Rescue disks are not created for NEC PC98xx computers.

To create rescue disks for Windows 95/98:

You need five 1.44 MB floppy disks that are either new or do not contain any files you want to keep.

- 1 Click Start on the Windows taskbar, point to Programs, point to Norton AntiVirus Corporate Edition, and click Rescue Disk.
- 2 Follow the on-screen directions.

You'll be prompted when it's time to change disks and what to label them.

5. Manage the Quarantine

Sometimes Norton AntiVirus detects an unknown virus that can't be eliminated with the current set of virus definitions. Or, you have a file you think is infected that is not being detected. The Norton AntiVirus Quarantine safely isolates virus-infected files on your computer to prevent their spreading.

Files arrive in the Quarantine in one of two ways:

- Norton AntiVirus is configured to move infected items detected during Realtime Protection or a scan to the Quarantine.
- You manually add it to the Quarantine.

The Norton AntiVirus preset options for Realtime Protection and all scan types are to clean a virus from an infected file on detection, but to place the file in the Quarantine if it cannot be cleaned.

To manually add a file to the Quarantine:

- 1 Open Norton AntiVirus.
- 2 In the left pane, click View.
- 3 In the right pane, click Quarantine.
- 4 Click the Move To Quarantine button.
- 5 Locate the file and click Add.



Treating files in the Quarantine

If a file is placed in the Quarantine, the first step is to update your virus definitions and scan again. If the virus still can't be removed, submit the infected file to the Symantec AntiVirus Research Center (SARC) for analysis. New virus definitions files will be developed to detect and clean the virus from the file and returned to you by email. After the new definitions are installed, scan the file once more.

To rescan a file isolated in the Quarantine:

- 1 Open Norton AntiVirus.
- 2 Update your virus definitions.
- 3 In the left pane, click View.
- 4 In the right pane, click Quarantine.
- 5 Select the file in the Quarantine listing and do one of the following:

- Right-click the file and choose Clean from the popup menu.
- Click the Clean button.



- 6 Click Start Clean.

The file is scanned again with the new definitions and replaced at its original location.

Note: In a managed network, virus definitions updates are usually rolled out by your network administrator. Your local Quarantine will be aware when updated virus definitions arrive and take an automatic action configured by your administrator. For example, the action may be to silently scan, clean, and restore files from your Quarantine.

Submitting a potentially infected file to SARC for analysis

The Symantec AntiVirus Research Center (SARC) analyzes your file to make sure it is not infected. If a new virus is discovered in your submission, SARC will create and send you special updated virus definitions to detect and eliminate the new virus. You must have an Internet connection to submit a sample and an email address to receive a reply.

Note: In a managed network, submissions to SARC are usually handled by your network administrator from a centralized network Quarantine. In this case, the Submit To SARC button may not appear in your client version of Norton AntiVirus.

To submit a file to SARC from the Quarantine:

- 1 Open Norton AntiVirus.
- 2 In the left pane, click View.
- 3 In the right pane, click Quarantine.
- 4 Select a file and click Submit To SARC.



Follow the directions in the wizard to collect the necessary information and submit the file.

You are notified by email with the results of the analysis, and, if appropriate, updated virus definitions.