

# Scanning for Viruses

Most antivirus clients on campus actively scan incoming files for problems, but it often becomes necessary to perform a full system scan. Follow these steps to do so.

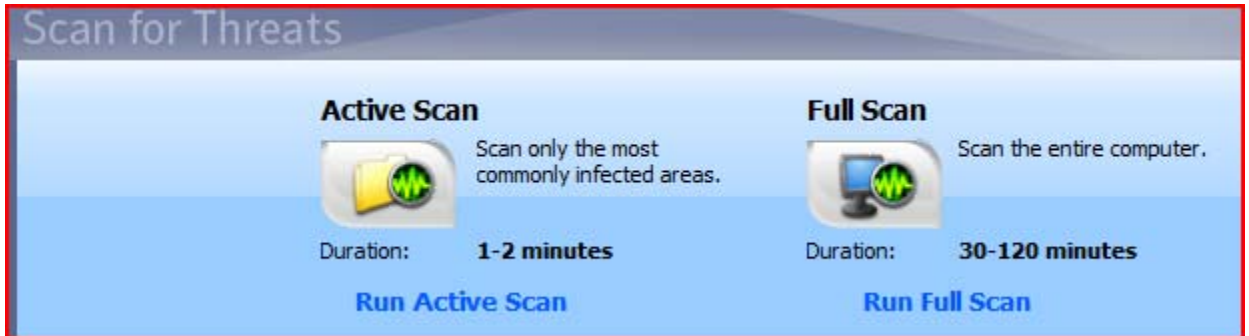
1. Open the Symantec Endpoint Protection program from the system tray. You can double click on the yellow shield to open the program up. (It will have a green dot on it if it is a managed client). If the system tray icon is not visible, you can open the program up from the programs section on the start menu.



2. Once you have the client open, click on the Scan for threats button along the left hand side to start the scan process.



3. There are two types of scans to select from. An “Active Scan” scans common places on your computer for viruses such as program startup locations, and actively running processes. A “Full Scan” will scan your entire computer (A full scan can take in excess of 60 minutes to run depending on hard drive size).



4. The following window will appear showing the progress and the elapsed time. The results will be shown when the scan is complete.

