

# ***Virus Procedures***

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## **What is a virus?**

A virus is a software program that infects computer disks and disrupts the operation of your PC. Viruses range from those that simply display a message or play a tune to those that destroy all data on the disk. In addition to infecting a specific file on your disk, some viruses are programmed to replicate and attach themselves to other files. Some viruses are undetectable, lying dormant until a specific date or other condition is met. That is why it is so important for you to scan any data you are about to load onto your PC for viruses.

## **Where do viruses come from?**

Viruses come from various sources such as:

- Copying, installing, or running a program from an infected floppy disk
- Running infected programs from a network
- Running infected programs downloaded from a bulletin board or Internet

## **Why check for a virus?**

To protect your data and keep viruses from spreading, the following guidelines and procedures are recommended:

- Limit access to your PCs
- Keep strict control over passwords
- Never download programs from non-regulated public bulletin boards
- Never load any software unless purchased under the guidelines of the IT Non-Standard Departmentally Acquired software process or obtained through Information Technology
- Frequently operate anti-viral software
- Scan any new flash drive before using it on your PC
- Always back up your files on a regular basis
- Never try to fix the effects of a virus yourself. If you suspect that a virus has infected a file, call the IT Service Center.

## **When is your PC automatically checked for a virus?**

On boot up, VirusScan will automatically check executable files, macros, and compressed files on the C: and D: drives. If viruses are found, they will automatically be cleaned, and an entry is written to a log on the C: drive. You will not receive a notification that this has been done.

# Virus Procedures

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In addition, all files that are loaded from flash drives, downloaded from the Internet or copied from servers, are also automatically scanned and cleaned.

## When do you need to re-run the VirusScan software during the day?

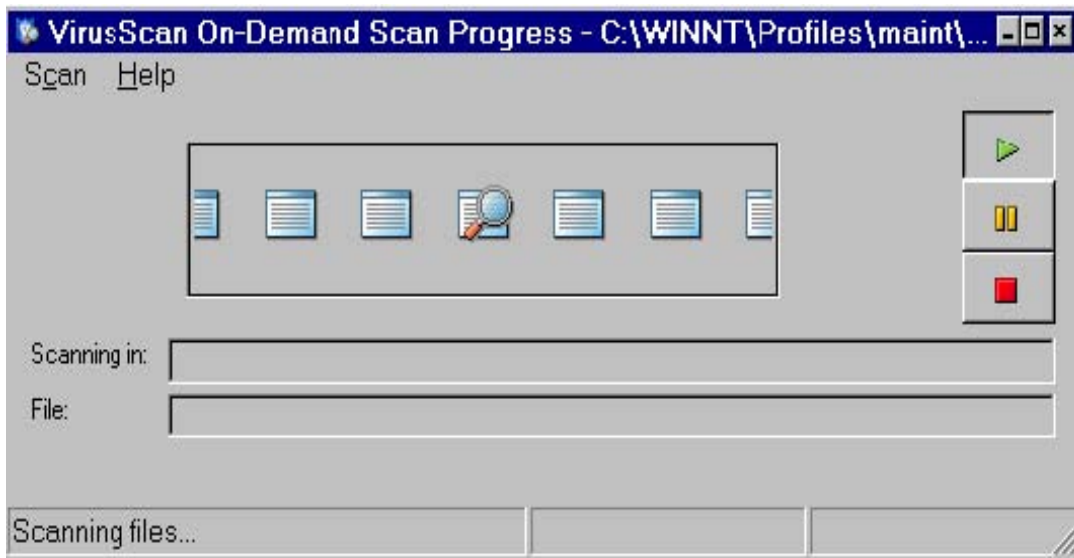
Even though VirusScan is automatically working behind the scenes, as a double precaution and for your own peace of mind, it is recommended that VirusScan be re-run during the day anytime you:

- Download anything from the Internet
- Want to use a flash drive that has been on a computer outside of the County network
- Receive a virus alert message

## How can you run the Virus Scan software on your C: and D: drives?

To run the VirusScan software and check for a possible virus on your C: drive, follow the steps below:

1. From the **Desktop**, right click the **Start** button.
2. Click **Scan for Threats**.



3. When the VirusScan is complete, a list will be compiled of files that were infected and their current status.

If a virus was found, VirusScan will automatically attempt to clean the virus and report on the status upon completion.

If no virus was detected, the status bar will indicate *No Infected items were found*.

4. From the menu bar, click **Scan...Exit** to close the VirusScan dialog box.

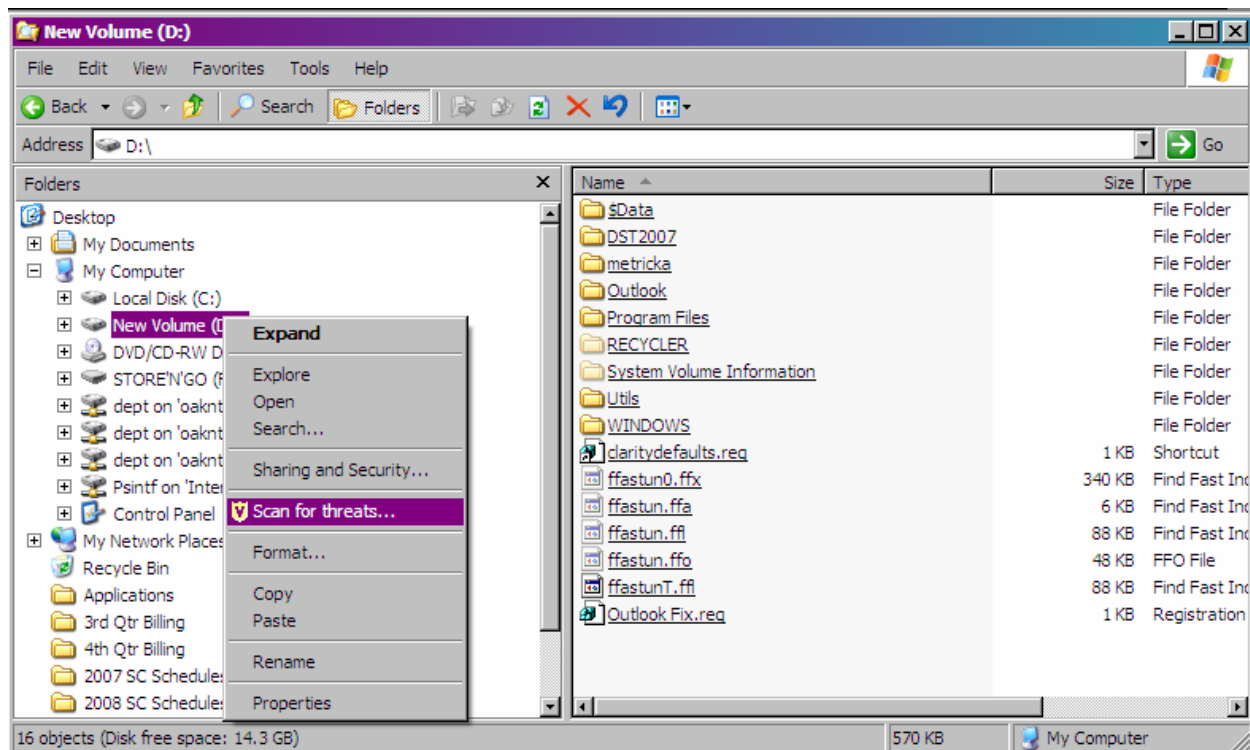
# Virus Procedures

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5. Contact the IT Service Center and report the virus.

To run the VirusScan software and check for a possible virus on your D: drive, follow the steps below:

1. From the **Desktop**, right click the **Start** button.
2. Click **Explore**.
3. Right click the **D: drive**.



4. Click **Scan for threats**.
5. When the VirusScan is complete, a list will be compiled of files that were infected and their current status.

If a virus was found, VirusScan will automatically attempt to clean the virus and report on the status upon completion.

If no virus was detected, the status bar will indicate *No Infected items were found*.

6. From the menu bar, click **Scan...Exit** to close the VirusScan dialog box.
7. Contact the IT Service Center and report the virus.

# ***Virus Procedures***

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## **How can you check for a virus on a flash drive?**

To check for a possible virus on a flash drive, you should follow the steps described below:

1. From the **Desktop**, right-click the **Start** button.
2. Click **Explore**.
3. Right click the **F: drive**.
4. Click **Scan for Threats**.
5. When the VirusScan is complete, a list will be compiled of files that were infected and their current status.

If a virus was found, VirusScan will automatically attempt to clean the virus and report on the status upon completion.

If no virus was detected, the status bar will indicate *No Infected items were found*.

6. From the menu bar, click **Scan...Exit** to close the VirusScan dialog box.
7. Contact the IT Service Center and report the virus.

If you have any problems, please contact the IT Service Center at (248) 858-8812.

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