# Virus Protection

## 1. What are Viruses?

**Viruses** are hidden programs which can upset your computer causing it to slow down, malfunction or even crash.

One way in which they do this is to send you an **email** to persuade you to download a program on to your computer. This could put some sort of problem on your computer without your knowing (and which may spread to other computers).
This might be done by you clicking on a weblink in the **email**. The answer is not to do this unless you are sure it is a safe website.
**Or** it might be done by asking you to open an **attachment**.

## 2. What is Virus Protection?

Virus protection is a way of preventing viruses having an effect on your computer.

It works by scanning items such as emails and their attachments as they enter your computer to see whether they contain viruses. If they do you will receive an alert and you can take appropriate action such as deleting them.

Another way of viruses entering your computer is from a website. Again, if you download a file from a website, Virus protection should scan the file as it enters your computer.

Be particularly careful if an unexpected/unknown file with

**PTO**

the suffix .exe (executable file) is received (**either** as an attachment **or** by downloading) as that may be a program which could cause problems in your computer.

The virus protection should also stop websites from putting hidden **mal**icious soft**ware** links (malware) into your computer.

You can also scan individual files on your computer or all your computer files at any time to check for viruses.

3. **Which Virus Protection should I use?**

One of the most useful pieces of free **Anti-Virus software** is called AVG Free.

You can download this from [http://free.avg.com/](http://free.avg.com/) Because it is free you only get the updates as scheduled but for home use this is usually sufficient.

Follow the link and you will be offered the Free version or a free trial of the Full version.
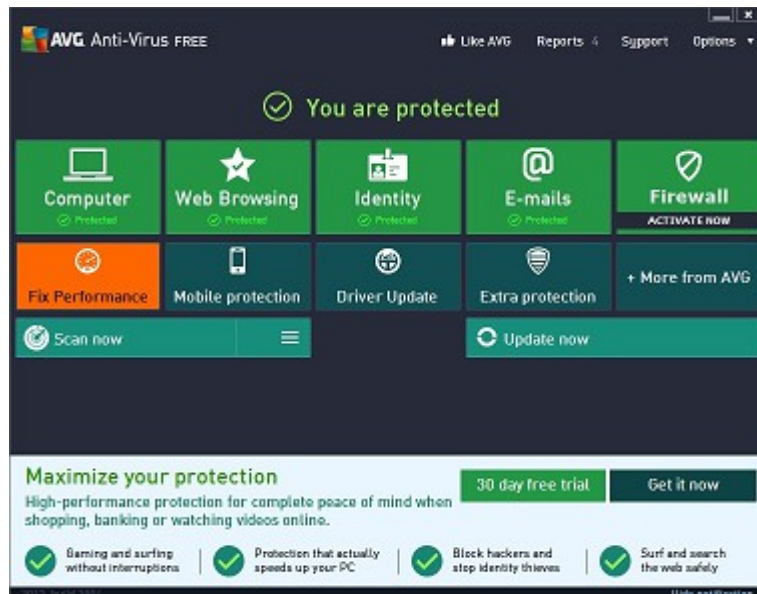Do **not** install the free trial of the Full version as you will have to pay for it after 30 days.

Left-click on the AVG Antivirus FREE Download and follow the instructions.
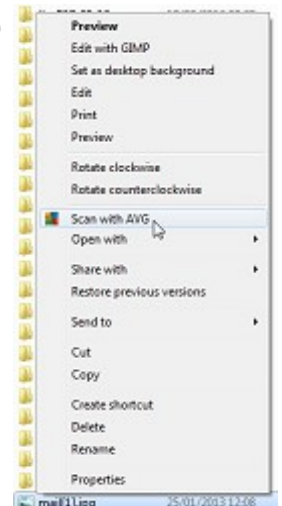
Find out more about AVG by opening the program and following the links to different functions. Here you can see your status and can set up frequency of scanning and updating by selecting from the Menu under Options "Advanced Settings…" then "Schedules" then "Scheduled scan" or "Program update schedule".

When first downloaded there is the option of watching a welcome video which highlights the free support available.

## 4. **Using Virus Protection**

Once installed do a full scan with AVG Free and then set it up to do regular scans, say once a week. It will scan all your **files**. If a **virus** is found it will flag this up for you to take the appropriate precautions such as deleting the **file**. It can also be used to scan any particular **Folder** or drive. This is done by right-clicking on the **file** (in the **Folder**) and an option to Scan is given. Left-click on this. If everything is alright then a message comes up e.g. "No threats were found". Close this Window and then you can open the **file** from the **Folder** in the normal way.

If a **virus** is found then on no account should the **file** be opened. It and the original **email** should be deleted immediately. Take care and stay safe!