

User's Guide

WebScan

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1

Introducing WebScan

What is WebScan?

McAfee's WebScan provides virus protection from the Internet, automatically scanning files that are downloaded through Web browsers or attached to e-mail. The anti-virus function of WebScan is activated anytime you perform the following:

- Download files from the Internet with any of the following supported browsers:
 - Microsoft Internet Explorer
 - Netscape Navigator
 - SPRY Mosaic
 - Netcom NetCruiser
 - America Online Web Browser
- Save files to disk that have been attached to Simple Mail Transport Protocol (SMTP) e-mail or Pegasus Mail messages.
- Receive files attached to cc:Mail messages.

You are alerted if a possible virus is detected, and you then are given the option of saving these files to your hard drive or deleting them. If you decide to save files in which WebScan has detected possible viruses, we strongly recommend you use McAfee's VirusScan software to clean the infected files.

 For additional product information, see *"Preview of McAfee's product line"* on page 13.

WebScan also provides easy access to the Internet for the home computer user. Using the applications bundled with WebScan, you can send and receive electronic mail messages and connect to, browse, and download files from the Internet.

WebScan Components

WebScan contains these components:

- Scanning engine
- cc:Scan
- Pegasus Mail
- Web Browser

The following sections provide a brief description of each component.

Scanning Engine

The WebScan anti-virus component scans for viruses as you download files from the Internet or save e-mail attachments, protecting your system from infection.

The WebScan progress meter is displayed during the scan. If no viruses are found, you can save the file to disk. If a virus is found in the incoming file, WebScan intercepts it before it has a chance to infect your system. Then, WebScan displays a message alerting you to the virus and gives you the option of deleting the file or saving the file to disk.

 *If you choose to copy a file to your hard drive that WebScan has intercepted because of a virus, we strongly recommend running McAfee's VirusScan software to clean the virus. For additional product information, see ["Preview of McAfee's product line"](#) on page 13.*

WebScan scans for viruses in executable and Microsoft Word document files. If you choose to download and save a zipped (.ZIP, .ARJ, .ARC) file, WebScan also scans any executable files, compressed files, or Microsoft Word document files contained in the zipped file.

When you install WebScan, your system is searched to determine the type of browser you currently have installed. Then, the WebScan component is automatically “connected” to any of the following browsers:

- Microsoft Internet Explorer
- Netscape Navigator
- SPRY Mosaic
- Netcom NetCruiser
- America Online Web Browser

You can also manually add WebScan as an automatic component to other Internet browsers, if you wish.

cc:Scan

If you are using cc:Mail, this background application runs upon start up of Windows. The cc:Scan component continuously monitors new messages in your cc:Mail inbox. As new messages are received, cc:Scan scans attachments for viruses.

If a virus is found, the sender and the receiver of the message, and optionally the receiver’s System Administrator, are notified of the incident:

- Sender—An urgent message is displayed that the mail item is infected
- Receiver—An urgent message is displayed that the mail item is infected, the item is removed from the receiver’s inbox, and it is either deleted or moved into a special quarantine folder called Infected Files.
- System Administrator—The receiver’s cc:Mail System Administrator is notified if this option is selected.

Pegasus Mail

Pegasus Mail is the WebScan e-mail component, which offers ease of use with maximum power and functionality. Using Pegasus Mail, you can:

- Send and receive messages with attachments, and view these attachments with your choice of viewers.
- Create distribution lists and address books to simplify addressing messages to multiple users.
- Organize received messages into folders and trays for easy retrievability.
- Browse through and post notices to public noticeboards, the place where all users can view and reply to them as needed.

Web Browser

WebScan provides Microsoft Internet Explorer as a Web Browser. Internet Explorer is a sophisticated graphical Internet browsing application automatically installed on your system.

The Web Browser features bookmarks and advanced menu support, which allow you to incorporate your own Internet “finds” into the Browser and quickly jump to the information you want to access. Using Internet Explorer, you can:

- Add Web documents to bookmarks, which allow you to mark and easily revisit your favorite Internet sites.
- Configure preferences (colors, fonts, default home pages), viewers, and options.
- Quickly access documents you have already browsed in the current session.
- Easily connect to the last Web sites you accessed.
- Search for keywords in any document you are browsing.
- Print Web document text and graphics.
- Drag and drop Web Browser documents into other Windows applications.

Key Features and Benefits

WebScan integrates the world's best virus detection with a popular and easy-to-use electronic mail package and Internet browser. The table below outlines the key features and benefits of using WebScan.

Key Features	Benefits
WebScan	
Virus protection	Consistently detects over 96% of the 6,500+ known viruses on a list maintained by independent testing labs.
cc:Scan	
Continuously scans new messages in cc:Mail inbox for viruses	Eliminates the possibility of virus contamination from messages received in cc:Mail.
Scans messages prior to users opening them	Prevents infected messages from being forwarded to other users within the organization and proactively contains viruses.
Pegasus Mail	
Electronic mail distribution lists and address book	Makes it easy to address and send electronic mail messages.
Electronic mail organization	Allows you to organize received messages in folders and place the folders in trays for efficient organization of incoming messages.
Public noticeboards	Puts you in touch with a variety of Pegasus Mail users and lets you respond to topics of interest.
Microsoft Internet Explorer	
Web Browser	Allows you to navigate through the World Wide Web.

Key Features	Benefits
Bookmark support	Allows you to add Internet documents to bookmarks, which make it easier to access the information you want.
Setup preferences	Allows you to choose color, fonts, and the default home page to configure the browser to your preferences.
Print capabilities	Provides the ability to print an entire Internet document, including graphics.
Extensive drag-and-drop support	Drag and drop Internet documents to other Windows applications.
Navigation to other resources	Allows you to jump directly to the next or the last document you viewed, or to your home page, just by clicking a button.
Dial-up Internet connection	Allows you to use your modem to connect to the Internet and allows you to alternate between existing Internet connections.

Where To Go From Here

This Getting Started guide gives you the instructions you need to install and start using WebScan, as well as become familiar with other McAfee products. The table below shows where you can find the instructions for the tasks you want to perform.

If you want to . . .	See . . .
Install WebScan	“Installing WebScan” on page 19
Learn to use Pegasus Mail	“Using Pegasus Mail” on page 42
Learn to use the Web Browser	“Using the Web Browser” on page 47
Review real-life examples of using WebScan	“Making WebScan Work for You” on page 50
Learn more about other McAfee products	“McAfee at a Glance” on page 13

McAfee at a Glance

McAfee's Mission

McAfee's mission is to help our customers operate their computers and networks more efficiently and economically. We do this by offering a variety of tools—from our family of anti-virus products to our network and asset management tools. Our electronic distribution system lets you evaluate our software before purchasing it, and our products are supported by an award-winning technical support staff.

McAfee is committed to developing products that are compatible with enterprise-wide network tools and industry-standard databases. Read on to discover how our products can help you work smarter.

Preview of McAfee's product line

The McAfee family of anti-virus products is a collection of workstation and server-based software packages. We provide the most comprehensive suite of network security management tools available today—not only in terms of the extensive functionality these products put at your fingertips, but also the wide range of operating systems, workstations, and network systems they support.

McAfee provides a single source for the most extensive and best integrated line of network management tools on the market. Using these tools allows you, as the LAN administrator, to automate tasks required to manage assets and protect the integrity of your network, both now and in the future.

We continually update our product line to include the tools you need to be effective in this fast-paced and challenging computing environment. Use the table below to find the McAfee product that best suits your needs.

To automate. . .	McAfee offers. . .
Virus protection	<p>VirusScan—world's #1 selling anti-virus product for PC desktops (DOS, Windows 3.1x, Windows NT, Windows 95, OS/2, Macintosh, and Unix).</p> <p>NetShield—server-based anti-virus product that protects against virus infections on NetWare and Windows NT servers.</p> <p>WebScan—virus protection from files downloaded from the Internet or copied from e-mail messages. Also, provides instant access to the Internet.</p> <p>WebShield—the anti-virus tool that scans all inbound and outbound Internet e-mail, file transfers, and Web-browsing traffic from a dedicated IBM PC-compatible system.</p>
Security management	<p>WebCrypto—information privacy for e-mail and attachments, offering 40- and 160-bit encryption keys and secure password management.</p> <p>PCCrypto—encryption for data on your personal computer, with 40- and 160-bit keys and secure password management.</p> <p>NetCrypto—encrypted TCP/IP network communication across UNIX and Windows-based computer networks for data privacy.</p>

To automate. . .	McAfee offers. . .
Network and asset management	<p>Saber LAN Workstation—integrated LAN management tool that incorporates the best of McAfee’s asset, desktop and configuration, support, and storage management products, as well as integrated software metering, asset management, software distribution, and help desk components.</p>
Desktop configuration management	<p>SaberTools—centralized management of Windows desktops (Windows 3.1x, Windows NT, Windows 95) in NetWare and Microsoft NT environments.</p> <p>Remote Desktop 32—a remote control product for Windows NT and Windows 95 that allows network administrators to remotely manage distributed 32-bit Windows NT and Windows 95 client or server systems.</p>
Storage management	<p>WebStor— provides automated personal back up and file restore capabilities using an existing disk drive, the company network, the Internet, or the McAfee Personal Vault as a data repository.</p>
Help desk management	<p>VycorEnterprise—problem management, solution, and even prevention across your enterprise.</p>

How To Contact Us

Customer service

To order products or obtain product information, we invite you to contact our Customer Care department at (408) 988-3832 or at the following address:

McAfee, Inc.
2710 Walsh Avenue
Santa Clara, CA 95051-0963
U.S.A.

Technical support

McAfee is famous for its dedication to customer satisfaction. McAfee has continued this tradition by investing considerable time and effort to make our website a valuable resource for updating McAfee software and obtaining the latest news and information. For technical support information and issues, we encourage you to visit our website first.

World Wide Web <http://www.mcafee.com>

If you do not find what you need or do not have access to the Web, try one of McAfee's automated services.

Automated Voice (408) 988-3034
and Fax Response 24 hours
System

Internet support@mcafee.com

McAfee BBS (408) 988-4004
1200 bps to 28,800 bps
8 bits, no parity, 1 stop bit
24 hours, 365 days a year

CompuServe GO MCAFEE

America Online	keyword MCAFEE
Microsoft Network (MSN)	MCAFEE

If the automated services did not solve your problem, you may contact McAfee Monday through Friday between 6:00 A.M. and 6:00 P.M. Pacific time.

Phone (408) 988-3832

Fax (408) 970-9727

To speed the process of helping you use our products, please note the following before you call:

- Product name and version
- Computer brand, model, and any additional hardware
- Operating system type and version
- Network type and version
- Specific steps to reproduce the problem, if applicable

McAfee training

For information about scheduling on-site training for any McAfee product, call (800) 338-8754.

International contact information

To contact McAfee outside the United States, use the addresses and numbers below.

McAfee Canada

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Unionville, Ontario

Canada L3R 2G9

Phone: (905) 479-4189

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Fax: (0) 31 20 6810229

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Road

Bracknell, Berkshire

RG12 2TH United Kingdom

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Fax: 44 1344 306902

Before You Start



System requirements.

Review the basic requirements for installing and running WebScan. You need:

- Windows 3.1x or Windows 95
- FILES=50 or higher in CONFIG.SYS
- 4MB RAM
- 9MB available hard disk space (typical installation)

If you plan to install the dial-up Internet connection component, you need:

- A modem capable of 9600 baud or faster connected to a telephone line.
- External modem powered on. Internal modems power on automatically.
- The communications port identified to which the modem is connected. You'll need to select the appropriate COM port during installation.

✍ If you intend to use WebScan across a TCP/IP network and plan to switch to using a modem later (for example, a laptop), make sure you install WebScan when you are connected to your TCP/IP network.

Installation Procedure

To install WebScan, follow the procedures outlined below.

Step	Action
1.	Start Windows.  <i>It is recommended that you quit all other Windows applications before running Setup.</i>
2.	Do one of the following: <ul style="list-style-type: none">▪ If you are installing from CD-ROM, insert the CD.▪ If you are installing from files downloaded from a BBS or the McAfee Web Site, decompress the zipped files into a directory on your local drive.
3.	Select Run from the Start menu in Windows 95, or select File/Run in Windows 3.1x. <ul style="list-style-type: none">▪ If you are installing from CD-ROM, type: <code>x:\setup.exe</code> where <i>x</i> is the drive containing the CD-ROM. Click OK.▪ If you are installing from downloaded files, type: <code>x:\path\setup.exe</code> where <i>x:\path</i> is the location of the files. Click OK. <p>Response: The Welcome screen is displayed.</p>

4. Click Next.

Response: The Setup Type dialog box is displayed (Figure 2-1).

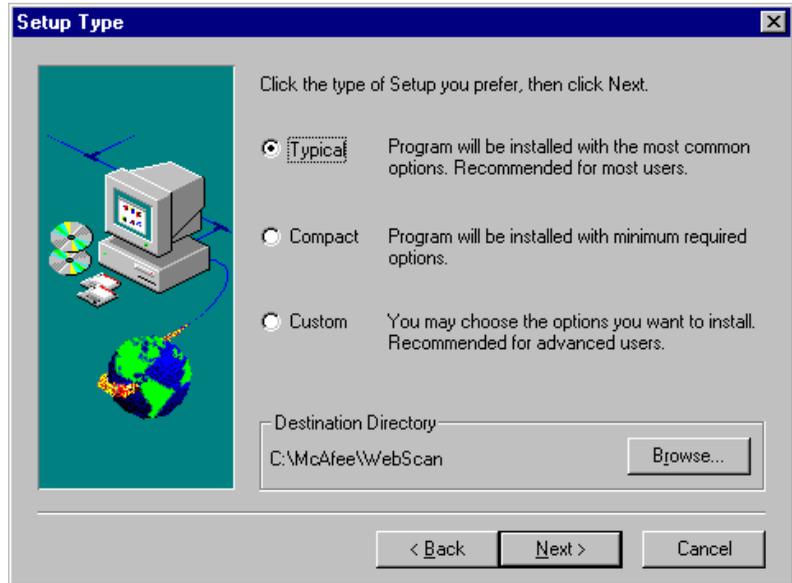


Figure 2-1. Setup Type Dialog Box

5. Select a destination directory for the WebScan files. Click Browse to navigate to a directory or accept the default path (C:\MCAFEE\WEB-SCAN in Windows 3.1x; C:\PROGRAM FILES\MCAFEE\WEBSCAN in Windows 95).
6. Select an installation type:
 - To install all components of WebScan, select Typical.
 - To install WebScan's essential components, select Compact.
 - To choose the WebScan components you wish to install, select Custom.

7. Click Next.

Response: If you selected Custom, the Select Components dialog box is displayed. Skip to Step 8.

Response: If you selected Typical, the Configure Internet Connection Settings dialog box is displayed. Skip to Step 11.

Response: If you selected Compact, the Confirm Installation Settings screen is displayed. Skip to Step 14.

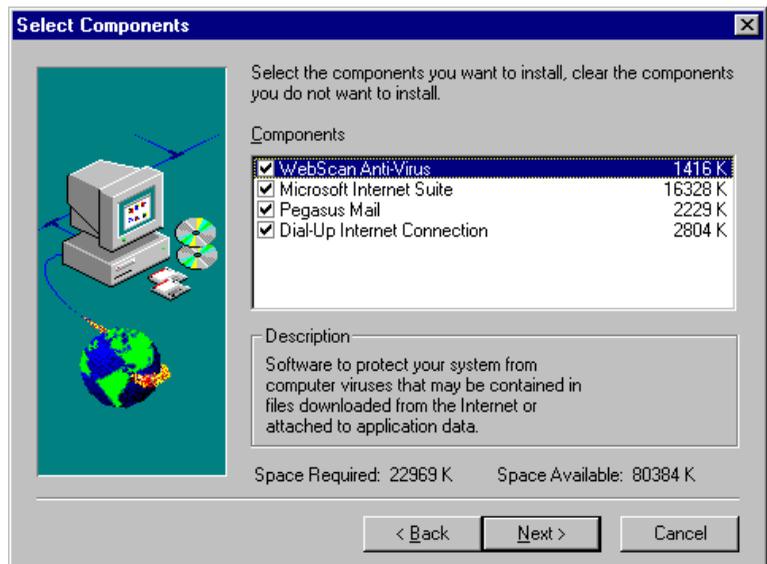


Figure 2-2. Select Components Dialog Box

8. In the Select Components dialog box (Figure 2-2), place a checkmark next to the components you want to install, or remove checkmarks from the components you do *not* want to install.
9. Click Next.

10. The Installed Applications Found dialog box (Figure 2-3) lists any recognized applications currently installed on your system that WebScan can protect from viruses. Select the applications from this list to link to WebScan and click Next.

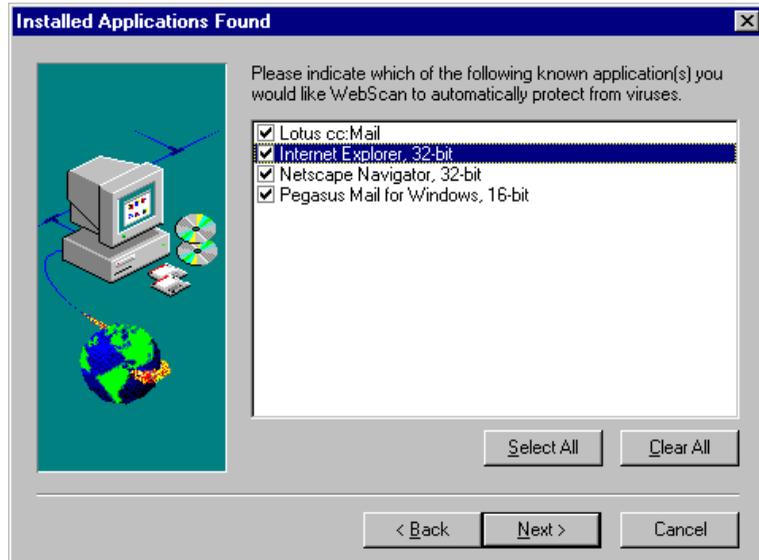


Figure 2-3. Installed Applications Found Dialog Box

11. The Configure Internet Connection Settings dialog box (Figure 2-4) allows you to set up your Internet connection.

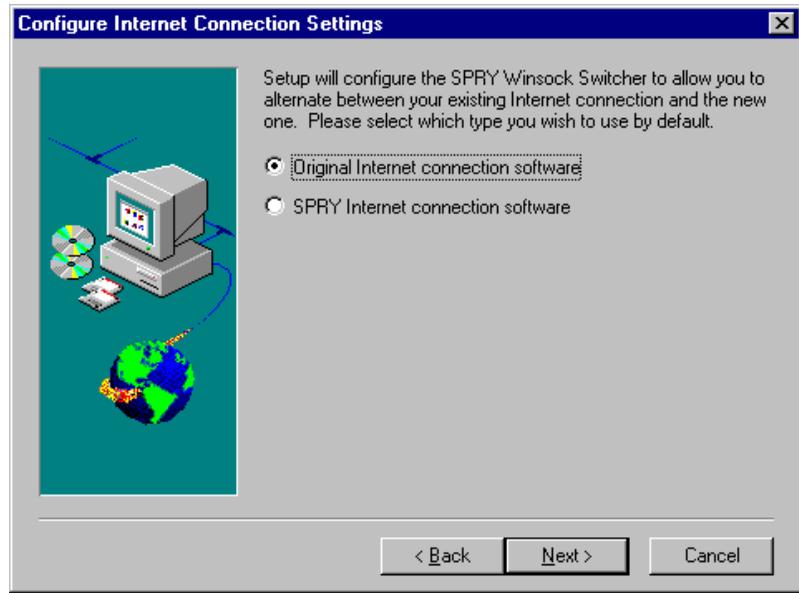


Figure 2-4. Configure Internet Connection Settings Dialog Box

12. Do one of the following:
 - If you already have an Internet connection, select the Original Internet connection software option.
 - If you are *not* connected to the Internet or if you wish to use the new software instead of your existing software, select the SPRY Internet connection software option.
13. Click Next.

If you selected the Custom installation option, you are prompted to select a program folder for WebScan. Enter the name you wish to use to label WebScan's program folder or select an existing name from the list. Click Next.

Response: The Confirm Installation Settings dialog is displayed.

14. Scroll through the list and confirm your installation settings. Click Next to accept the settings.

Response: The WebScan files are copied to the location you specified and the product is configured. WebScan is now linked to the applications you selected.

15. Click Yes to review the What's New file for information of the current release of this product.
16. Review file modifications made during your WebScan installation. Click Next.

 *If you have Lotus cc:Mail installed on your system, you will be prompted to configure cc:Scan, WebScan's cc:Mail attachment scanning component. See ["Setting Up cc:Scan" on page 26](#).*

17. Click Finish.

 *If you currently have an Internet service provider, the installation process is complete. Follow the procedure under ["Setting Up Pegasus Mail" on page 35](#). If you don't have an Internet service provider, continue with ["Setting Up Your Modem" on page 28](#) and ["Creating an Internet Access Account" on page 33](#).*

Setting Up cc:Scan

The Select Desired Configuration dialog box (Figure 2-5) allows you to enable or disable cc:Scan settings.



Figure 2-5. Select Desired Configuration Dialog Box

To set up cc:Scan, follow the procedures outlined below.

- | Step | Action |
|------|---|
| 1. | Select Send Infection Alerts to Administrator if you want cc:Scan to automatically notify the cc:Mail administrator when a virus infection is detected. If you select this option, specify the administrator's address in the Administrator Address text box.

<i>If you leave this box blank, the alerts will be sent to the default administrator, if one has been indicated.</i> |
| 2. | Select Move Infected Mail to Infected Files Folder if you want cc:Scan to move infected messages to the Infected Files folder within cc:Mail (The folder will be created if it does not exist). If this option is not selected, infected messages will be deleted. |

3. Select Permit Shutdown of cc:Scan to allow the shutdown of the cc:Scan program.
4. Enter the minimum time interval (in minutes) between subsequent checks of your cc:Mail inbox for attachments.
5. Do one of the following:
 - Click Save to record your configuration selections and exit the Configuration Management program.
 - Click Cancel to ignore any configuration selections and exit the Configuration Management program.

Setting Up Your Modem

If you just installed WebScan and opted to use SPRY Internet connection software, WebScan Setup automatically launches the SPRY Account Creation Utility.

You can also access the SPRY Account Creation Utility by double-clicking the icon within the WebScan program folder.

Take the following steps to set up your modem for Microsoft Internet Explorer.

Step

Action

1. Open the SPRY Account Creation Utility or click OK to begin setup.

Response: The Before You Get Started dialog box (Figure 2-6) is displayed.



Figure 2-6. Before You Get Started Dialog Box

- Verify that you have a 9600 baud or faster modem, that it is powered on, and that it is connected to a working phone line.

2. Click OK.

Response: The Communications Port Setup dialog box is displayed (Figure 2-7).



Figure 2-7. Communications Port Setup Dialog Box

3. Select your communications port settings.

✍ Be sure to choose the highest speed your modem will support (at least 9600 is required). If your modem speed is not listed, specify the closest speed of greater value. For example, select 19,200 if you own a 14,400 baud modem.

4. Click OK.

Response: The Modem Setup dialog box is displayed (Figure 2-8).

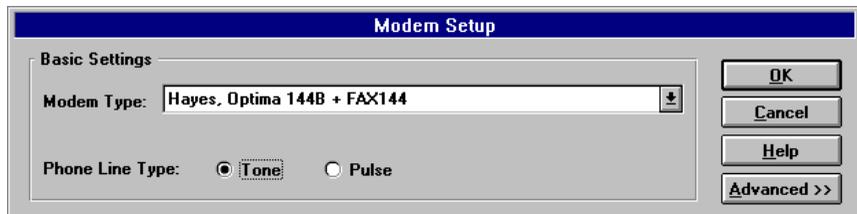


Figure 2-8. Modem Setup Dialog Box

- Enter the type of modem and the type of phone line.
- Select the type of modem you have installed and the type of phone line it uses (tone or pulse).

If your modem type is not listed, choose a compatible modem, or choose "Hayes, Optima 144B + FAX144" (most modems are compatible with this setting). Contact the modem manufacturer to help you determine compatible modem choices.

5. Click OK.

Response: The Software Registration dialog box is displayed (Figure 2-9).

Software Registration

Register the easy way!

Registering as a new user online via our toll-free number is easy and ensures that SPRY can provide you with efficient product support and timely notification of Internet Bulletins and software updates. This information will also be used to set up an InterServ Instant Access account if you choose that option.

You must register now in order to use your software. Your registration information is confidential and will not be disclosed.

First Name:

Company Name:

Address Line 1:

Address Line 2:

City: Postal Code:

Country/Region:

Day Phone: Evening: Fax:

CompuServe
SPRY/Internet Division

Figure 2-9. Software Registration Dialog Box

Action: Register your software by providing the appropriate information. Registering will allow you to receive timely upgrades and technical support.

6. Click OK.

Response: The Dial Modifiers dialog box (Figure 2-10) is displayed.

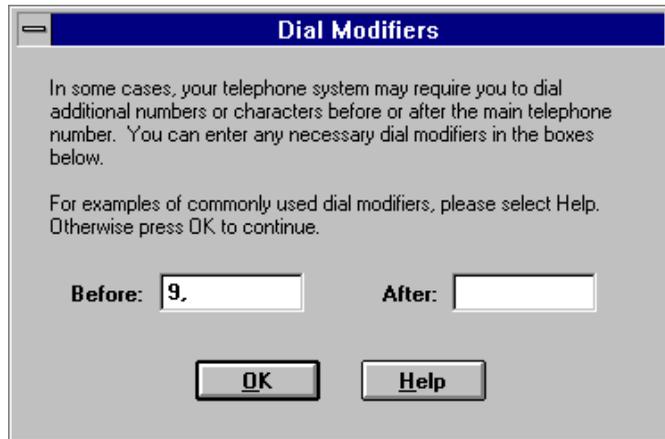


Figure 2-10. Dial Modifiers Dialog Box

7. If you have special dialing requirements—for example, you must dial a certain number to access an outside line, disable call waiting, or enter a long distance code—you need to configure dial modifiers. Specify the appropriate dial modifiers in the Before or After text boxes and click OK.

Examples of Dial Modifiers

To...	Type...	In...
Access an outside line	9	Before
Pause during dialing	,	Before
Disable Call Waiting	*70	Before
Use a calling card	Card Number	After

- Click OK to verify that your modem is working and that you have a phone line available.

Response: The system dials for pricing and usage information, then disconnects. The Select a Pricing and Access Option dialog box (Figure 2-11) is displayed.

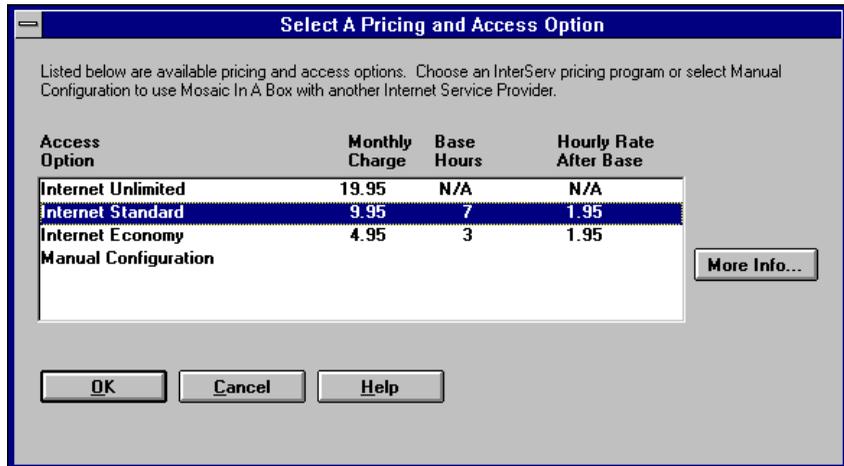


Figure 2-11. Select a Pricing and Access Option Dialog Box

 Click *More Info* for a detailed description of each of the access options, including special offers.

- Click OK and continue with “[Creating an Internet Access Account](#)” on [page 33](#).

Creating an Internet Access Account

Before you start exploring the Internet, you need to set up an access account with an Internet service provider. If you do not already have Internet access, follow the steps below to set up an account.

Step

Action

1. Follow the steps outlined in [“Setting Up Your Modem” on page 28](#).
2. Do one of the following:
 - Select Manual Configuration to set up communications with a provider other than InterServ.
 - Select one of the instant access methods available with the provider InterServ by double-clicking Internet Unlimited, Internet Standard, or Internet Economy.

1. Click OK.

Response: SPRY dials a toll-free number to complete your registration.

Action: Click OK.

2. Continue the setup process by doing one of the following:
 - If you selected Manual Configuration, verify your Internet address, user name, password, and dial-in information. Then, continue with the procedure under [“Setting Up Pegasus Mail” on page 35](#).
 - If you are creating an account with InterServe, take the following steps:
 - Select an Internet access number from the list.
 - Enter your credit card information for Internet billing.
 - Enter your desired e-mail user name plus two alternate user names.

 *If your user name is already taken, your second or third choice is used. Or, if all of your choices are currently in use, your first choice is used and a number is appended to the end of the user name.*

3. When your account information is displayed, click Print for a hard copy (if your system has access to a printer). Then, click Save to save the information in a file. By default, the file is saved as \DATA\PASSWORD.TXT.
4. When the Installation Complete dialog box is displayed, click OK to display the WebScan program group. Then, follow the procedure under [“Setting Up Pegasus Mail” on page 35](#).

Setting Up Pegasus Mail

Pegasus Mail is WebScan's e-mail component. You will be prompted to configure Pegasus Mail settings the first time you run the program. To configure Pegasus Mail, take the following steps:

Step

Action

1. Double-click the Pegasus Mail icon in the WebScan program group.

To start Pegasus Mail, you can also run the program WPMAIL.EXE. If you installed to the default directory during installation, this file was copied into the directory C:\MCAFFEE\WEBSCAN\EMAIL.

Response: The Setting Up Mailboxes dialog box (Figure 2-12) is displayed.

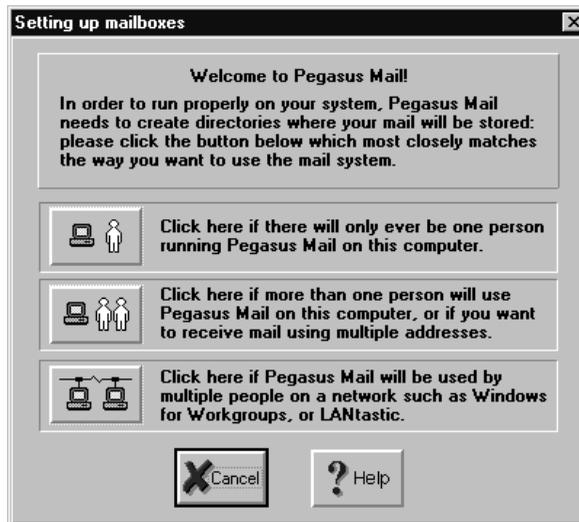


Figure 2-12. Setting Up Mailboxes Dialog Box

2. Select a mode for storing your mail:
 - Click the Single mode if only one Pegasus Mail user is on your machine and there is only one mail account.
 - Click the Multi-user mode if more than one person will be using Pegasus Mail on your machine and each user will have separate mail folders and address books.
 - Click Network mode if Pegasus Mail will be used by multiple people on a network.
3. Select a destination for mail files.
4. If you selected the Multi-user or Network mode, you will be prompted to create a directory of Pegasus Mail users. Add the names of people who will be using Pegasus Mail, taking note that Administrative users can later add or remove other users by selecting Manage Users from the Address menu. Click OK when finished adding users.
5. If you intend to use Pegasus Mail's built-in TCP/IP messaging capabilities and you have WINSOCK.DLL on your system, the first time you run Pegasus Mail, you are asked if you wish to reconfigure it to use your WINSOCK.DLL. If you select Yes, the Network Configuration screen is displayed.

 *You can also access this screen at any time by selecting Network Configuration from the File menu.*
6. Set your network configuration, by providing the following information:
 - **POP3 host**, which is the name of the host machine where Pegasus Mail looks for your mail. If your site has a name server, enter your machine's name, for example, internal.acme.com.
 - **User name**, which is your login name.
 - **Password**, which is your password for Pegasus Mail.
 - **SMTP host**, which is the name of the machine that Pegasus Mail uses to send mail.

7. Click OK.

Response: Pegasus Mail is configured.

Setting Up Microsoft Internet Explorer

Internet Explorer is WebScan's Web Browser. The first time you use Internet Explorer, you will need to set up your Internet connection. Internet Explorer provides a Wizard to lead you through this process. Take the steps outlined in this section to set up your Web Browser.

Step	Action
------	--------

1. Double-click the Internet Explorer icon.

Response: The Internet Connection Wizard (Figure 2-13) is displayed.

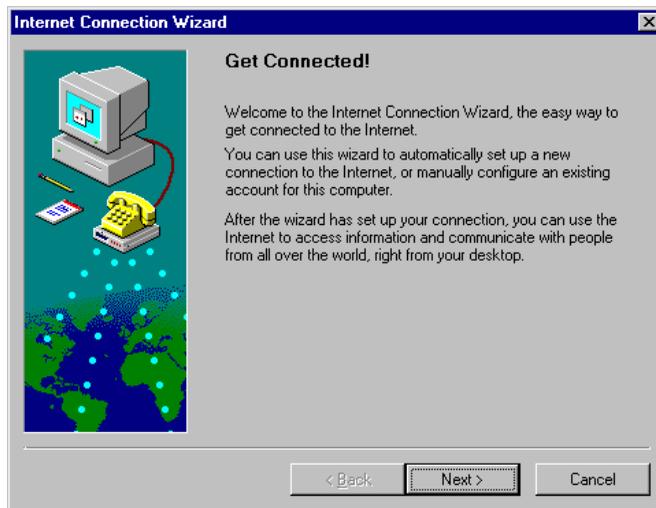


Figure 2-13. Internet Connection Wizard

2. Click Next.

Response: The Setup Options dialog box (Figure 2-14) is displayed.

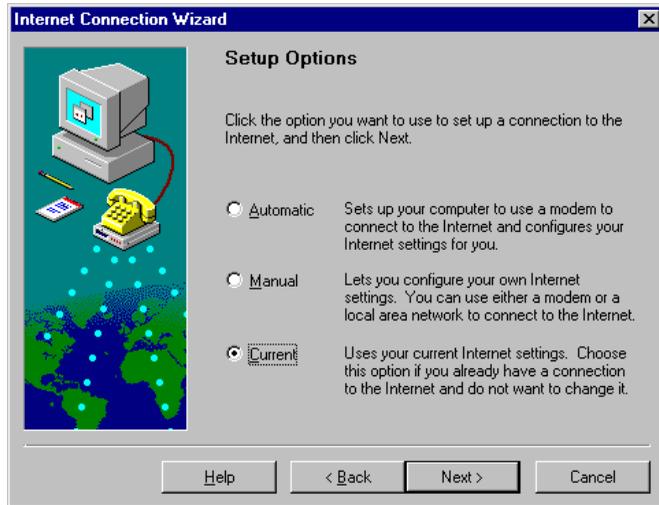


Figure 2-14. Setup Options Dialog Box

3. Select the option you want to use to connect to the Internet. If you just used SPRY to create an Internet Account, or if you had an existing Internet service provider before installing WebScan, click Current.

Response: Internet Explorer setup is complete.

Where To Go From Here

Now that you have successfully installed WebScan, you are ready to explore the features available for using electronic mail and browsing the Internet. The table below shows where you can find the instructions for the task you want to perform.

If you want to . . .	See . . .
Learn to use Pegasus Mail	"Using Pegasus Mail" on page 42
Learn to use the Web Browser	"Using the Web Browser" on page 47
Review examples of using WebScan in day-to-day operations	"Making WebScan Work for You" on page 50
See a directory listing for WebScan	"Directory Listing" on page 53

3

Using WebScan

Getting Started

This chapter gives you an idea of what you can accomplish with the major components of WebScan, as well as provides step-by-step instructions for completing each task. Refer to the following table to find the checklists you want to use.

If you want to ...	Use this checklist...
Send and receive electronic mail messages	"Using Pegasus Mail" on page 42
Access and browse the Internet	"Using the Web Browser" on page 47

Using Pegasus Mail

Pegasus Mail is the WebScan e-Mail tool. It is easy to use and provides maximum power and functionality. Follow the steps below to become familiar with the basic Pegasus Mail functions.

Starting Pegasus Mail

To start Pegasus Mail, take the following steps:

- | Step | Action |
|------|--|
| 1. | Double-click the Pegasus Mail icon in the WebScan program group. |

Response: The main Pegasus Mail screen is displayed. The toolbar (Figure 3-1) can be used as a shortcut to many of the Pegasus Mail commands.



Figure 3-1. Pegasus Mail Toolbar

Creating a message

Follow the steps below to create a message in Pegasus Mail.

- | Step | Action |
|------|---|
| 1. | From the File menu, choose New Message to open the Message Editor window. |

2. Enter the e-mail address of the primary recipients of your message in the To text box. You can enter multiple user names, separated by commas. For this tutorial, include your user name in the list so that you will have a message to read in Step .

 You can also address messages using distribution lists and address books. For details on these methods of addressing, please refer to Pegasus Mail online help.
3. Enter a brief description of your message in the Subject text box.
4. If you want people other than the primary recipients to receive your message, enter their e-mail addresses in the CC text box.
5. Check Confirm Reading if you want to receive a confirmation message when the recipient has read the message.
6. Check Confirm Delivery if you want to receive a confirmation message when the system successfully places your message in the recipient's mailbox.
7. Check Copy Self if you want to keep a copy of the message.
8. Check Urgent if you want to indicate that your message is extremely important. Messages marked "urgent" appear at the top of the mail list in red.
9. Check No Signature if you do not want a signature added to your message. Otherwise, a signature is automatically added to the end of your message, which contains information such as your name, e-mail address, etc.

 Refer to the Pegasus Mail online help for information on creating and editing signatures.

Adding an attachment

To add an attachment to your Pegasus Mail message, follow the steps outlined below.

- | Step | Action |
|------|---|
| 1. | <p>Click Attach in the Message Editor window and enter the following information about the attachment:</p> <ul style="list-style-type: none">▪ Filename. Enter the name of the file to be attached, or select the directory and filename from the lists. For this tutorial, select a text file that can be viewed on the screen.▪ File type. Select the type of file from the drop-down list. This selection is optional and only serves as information for the recipient.▪ Encoding. Encoding helps protect the attached file so that it passes through the system intact and can be understood by the receiving network. For this example, select Mailer Decides. This option allows the system to choose the appropriate encoding option for the sending and receiving system. <p> <i>Please refer to the Pegasus Mail online help for a complete description of encoding options.</i></p> |
| 2. | <p>Click Add to add the attachment to the message.</p> |
| 3. | <p>Click Editor to return to the Message Editor window.</p> |

Sending the message

Click Send to send the message to the recipients. When the message is delivered, recipients will receive the notification, “1 new”, displayed in the lower right-hand corner of their Pegasus Mail screen.

Reading mail

To read new mail, follow the steps outlined below:

Step

Action

1. From the File menu, choose Read New Mail.

Response: The New Mail folder is displayed.

2. Select your new message and click Open.

Response: The Message Reader opens and displays the message.

 *Messages with attachments are displayed as messages with multiple parts. If you click the attachment, you will be given the option of saving the file.*

3. If your message has an attachment, select it and click Save.

Response: The Select a File dialog is displayed.

 *To enable anti-virus protection, you must first download and save your attachments to a disk prior to viewing the files.*

4. Enter the name you want to give to the saved attachment and click OK.

Response: WebScan checks the file for potential viruses.

5. If no virus is found, the file is saved to the name and location specified in the Select a File dialog. If a virus is detected, a message alerts you that there is a virus. Do one of the following:
 - Select No to cancel the save operation and return to Pegasus Mail.
 - If you choose to save the infected file, select Yes to save the file. You can then use the McAfee VirusScan software to clean the file. (Refer to [“McAfee at a Glance” on page 13](#) for more information on how to order our products.)
-  *WebScan checks only program files and Microsoft Word document files. These types of files are also scanned when they are contained in compressed or zipped files (.ZIP, .ARC, and .ARJ).*

Using the Web Browser

The WebScan Web Browser is Microsoft Internet Explorer. It is a graphical browsing application that gives you instant access to World Wide Web sites on the Internet. It features “bookmarks” and advanced menu support, which allow you to incorporate your own Internet “finds” into the Browser and quickly jump to the information you want to access.

Starting the Web Browser

To start your Web Browser, double-click the Microsoft Internet Explorer button from the WebScan program group

Response: Internet Explorer starts, and you are connected to your default home page.



Figure 3-2. Web Browser Displaying McAfee’s Home Page

Browsing the Internet

 To enable anti-virus protection when you download files from the Internet using Microsoft Internet Explorer, you must first open the file, then save it to disk.

To browse the Internet, take the following steps:

Step

Action

1. Position your cursor over a hyperlink on the home page.

 A hyperlink is an emphasized area on a Web page (typically in a different color, font, and/or underlined) that points to another Web page or to a file which can be viewed and/or saved to disk.

Response: The arrow changes to a pointing hand, and the location of the resource appears in the Status Bar.

2. Click the hyperlink to open the associated document.
3. Click the Back button on the toolbar to open the last document you viewed.
4. Click the Forward button on the toolbar to open the next document.
5. If you click the Home button on the toolbar, Internet Explorer returns to your designated home page.

Saving files

While Web browsing, you may find files you want to save to disk. To save the files, follow the steps below.

Step

Action

1. Click the left mouse button on the hyperlink for the file you want to save.

Response: An Internet Explorer dialog box will be displayed, asking you if you want to open the file or save it to disk.

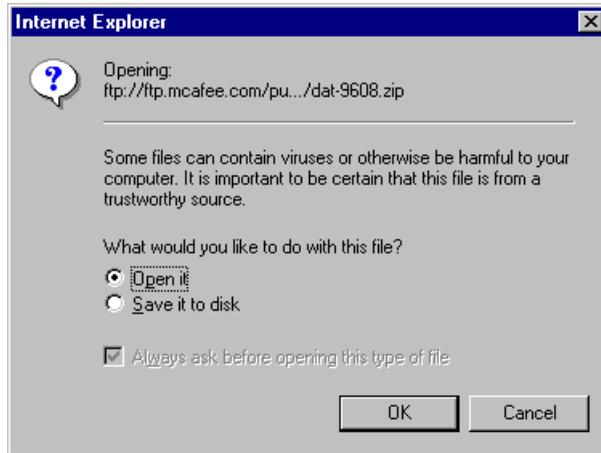


Figure 3-3. Internet Explorer Dialog Box

2. Click Open It.

It is very important that you select to Open the file. If you select Save It to Disk, WebScan will be bypassed and the file will not be scanned.

Response: A WebScan Save As dialog box is displayed.

3. Enter the location and name for the document and click OK to save the file to the specified location.

Response: WebScan checks the file for potential viruses. If no virus is found, the file is saved to the specified location. If a virus is detected, a message alerts you. If a virus is detected, do one of the following:

- Select No to cancel the save operation and return to the Web Browser.
- Select Yes to save the file to your hard drive. You can then use the McAfee VirusScan software to clean the file. Refer to [“McAfee at a Glance” on page 13](#) for more information on how to order our products.

4

Making WebScan Work for You

This chapter provides examples of using WebScan in day-to-day situations. It illustrates the benefits of WebScan, and shows how the product can help you work more efficiently in these situations:

- Using WebScan at work
- Using WebScan at home
- Using WebScan between work and home

Using WebScan at Work

WebScan can help you be more productive at work. You can use the Pegasus Mail features to make your home or small office more competitive by keeping you in touch with your clients and suppliers, worldwide. In addition, you can use WebScan's Web Browser, Microsoft Internet Explorer, to search the World Wide Web for ideas and tools that will make your business more productive.

Sending messages all over the world

Your business partner has just arrived in London for a meeting with a potential client. After the partner left, you realized that the partner forgot to take the most current specifications for your products for which this potential client had specifically asked. Without the updated product specifications, you will lose the client.

With WebScan's Pegasus Mail, you can send the partner the new specifications and attach the updated presentation file in an electronic mail message. The partner can retrieve the message file using Pegasus Mail on his or her laptop.

Downloading a file from the World Wide Web

As manager of a small accounting department, you have been trying to figure out how you can update your company's computers for the least cost. You are tired of asking for advice and getting nowhere. You just want some hard numbers to help you make your decisions. A friend told you about a site on the World Wide Web that has just the information you want.

After finding the information using Microsoft Internet Explorer, you decide to download the Word for Windows document to your PC. As you are downloading, you receive a message from WebScan indicating that the file you have chosen has a virus that could damage your computer. You choose not to download the file and continue your search for the ideal computer upgrade method.

Using WebScan at Home

Using WebScan can help you at home. You can use Pegasus Mail to keep up with friends around the world and to receive important messages from organizations. Microsoft Internet Explorer lets you search the Internet for information and games to make your computer more fun, and maybe even more productive.

Keeping in touch

Your best friend and college roommate has just moved to the Northeast. For a long time you wrote letters to keep up with each other, but the mail became too cumbersome. Because you both have computers with modems, you decided to take advantage of electronic mail, so you bought a copy of WebScan for you and your friend. Using Pegasus Mail, you can now keep up with your friend's every move because you hear from her once a week—or twice sometimes!

Playing great games

When you start up your computer one day, you log into Pegasus Mail and find an electronic mail message from your friend who moved to the Northeast. Using the WebScan Web Browser, Microsoft Internet Explorer, your friend has found a great shareware game on the World Wide Web. He tells you where it is, and you go into Internet Explorer and find the game file. As you are downloading the game, you get a progress message from WebScan. Since the file contains no viruses, WebScan continues to download the game and now you can enjoy your game free from the worry of viruses.

Using WebScan Between Work and Home

You can use WebScan on your laptop when you travel or telecommute. Depending on your specific configuration, you can connect to the Internet through your corporate LAN or directly to the Internet through your service provider.

Making the most of the time you have

When you arrive 30 minutes early to a Friday morning sales call, you decide to use the extra time to check your electronic mail. You connect to a spare phone jack, start your laptop, and dial into your company's LAN, which has existing TCP/IP connections. When WebScan was installed on your laptop, WebScan automatically detected that you were connected to the company LAN and uses the existing TCP/IP connections to configure the product.

Checking your mail, you find that your boss cancelled an afternoon strategy meeting. Because you are closer to home than to the office, you send your boss a mail message telling him or her that you are going to work at home after the morning sales call.

Working from home

Because your company has flex time, you usually take Friday off. But with a product release coming up, you decide that you need to work at home this Friday. Your company posts its product schedules to a private area on CompuServe each Friday morning. With WebScan, you can not only use Microsoft Internet Explorer to download the product schedules, but with Pegasus Mail, you can also check your electronic mail.

Using WebScan from home on your laptop, you can automatically dial into your general service provider and have access to the Internet. After checking the product schedules, you respond to all of your electronic mail, and finish the workday early!

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