

Commuter Quick Start

Introduction

We know you are eager to get started using McAfee Commuter as soon as possible, so we have provided this quick start document. This booklet contains an overview of Commuter and its components, installation instructions, and instructions for performing simple tasks on each component.

Overview of Commuter

Commuter is an integrated suite of personal productivity tools for the desktop user as well as the mobile user. Designed to enhance productivity in and away from your office, Commuter consists of the components listed below.

Commuter Components

To help you manage your personal desktop, McAfee Commuter offers the following features:

- VirusShield and VirusScan 95, which scan, on-access or on-demand, for most computer viruses and clean them.
- SmartStor, which allows you to automate your back up to local drives, network drives, SCSI tape drives, or FTP servers on the Internet.
- ImageStor which provides disaster recovery of your bootable files.
- Pegasus Mail for managing email and sending messages across the Internet.

- Dashboard 95 for managing your desktop.
- Sidekick 95 which acts as a personal organization, contact tool and expense management tool.

The preceding features complete a software suite that takes care of most of your personal desktop management needs.

Installing Commuter

To install McAfee Commuter on your Windows 95 system, complete the following steps.

- | Step | Action |
|------|---|
| 1. | Log onto a Windows 95 workstation.

<i>✎ Before you begin installing Commuter, quit all Windows applications.</i> |
| 2. | Insert the Commuter installation CD or diskettes into the appropriate drive. |
| 3. | Double-click the SETUP.EXE program in Windows Explorer or enter the following command in the Start/Run command line: |

```
x:\setup
```

where *x* is the drive designation of your CD or floppy drive.

The McAfee Commuter setup screen is displayed. If you have a previous version of any of Commuter's components, the setup program asks you if you want to uninstall that version. For example, if you already have McAfee VirusScan on your computer, you can choose whether to uninstall the old version of VirusScan or quit the installation.

- | | |
|----|---|
| 4. | Click Continue to begin the installation.

Response: The McAfee Software License Agreement is displayed. |
| 5. | Click Yes to accept the terms of the agreement and continue with the installation. If you do not accept the terms of the agreement, the installation will end.

Response: The Welcome screen is displayed. |

Action: Click Next to continue.

6. Enter your name and the name of the your company in the fields provided in the User Information screen. Click Next to continue.
7. In the Setup Type screen, specify whether you want a typical installation, a compact installation, or a custom installation.

 *ImageStor is available only by selecting custom installation.*

Response: Your installation settings are displayed.

Action: If any of these settings are not what you want, click Back to go back and change them. Click Next to confirm the settings and continue.

Response: The Commuter files are copied to your computer, and the necessary changes are made to the Windows 95 Registry.

 *During installation, VirusScan automatically scans your system for viruses. If any are found, the installation will stop.*

8. If you are ready to restart your computer, select Yes on the Installation Complete screen. If you select No, you must restart your computer later for all the installation changes to be complete.

Managing Your Desktop Using Dashboard 95

Dashboard is a high-powered, convenient utility that speeds up all your work with Windows 95. It's an on-screen set of buttons, icons, and gauges for working with Windows quickly. You can launch programs from Dashboard with just the click of a button or a keystroke or two, or you can print or fax a file by simply dragging it to a Dashboard icon.

A set of virtual screens shows which programs you're working with; you can switch back and forth among them with a single click. Glancing at a gauge, you can instantly check how much memory is left in your computer. Dashboard even has an alarm clock with a built-in snooze alarm.

To use Dashboard to make your Windows 95 navigation easier, complete the following steps.

Step

Action

1. From your Windows 95 Start menu, select **Programs/McAfee Commuter/Commuter**.

 *The first time you run Dashboard, it finds the programs you have installed on your system and arranges them into Quick Launch groups so you can launch them from the Dashboard console with a single click of the mouse.*

Response: Dashboard 95 is displayed. The Dashboard user interface includes Quick Launch icons so you can start applications with a single click; Extended Screens, which allow you to create multiple desktops, system resource gauges, printers and other output devices, games, and Dashboard utilities; and a clock.

Across the top are program tabs; clicking one of these opens a menu for the program it represents. Across the bottom are program group tabs; clicking one of these changes the program icons displayed in the Quick Start area.

2. Click any Quick Start icon to start that program, or select a program from its associated menu.
3. Click the wrench icon on the right side of the Dashboard to customize the Dashboard.

For more information, see Dashboard's online help system. Select the question mark icon on the top left of the Dashboard panel.

Scanning for Viruses Using VirusScan 95

VirusScan and VirusShield help protect one of your most important assets—the information on your personal computer or local area network. You can use VirusScan to detect and remove viruses and to clean, move, or delete virus-infected files. VirusShield continuously monitors and protects your system against viruses.

VirusShield automatically scans boot records, boot sectors, and system files for viruses when you turn on or reset your PC. It also checks specified files when they are accessed, and program files when they are run. Additionally, you can scan—on demand—any set of files you want.

VirusScan is an important element of a comprehensive security program that should include a variety of safety measures, such as regular backups, meaningful password protection, training and awareness. We urge you to set up and comply with such a security program in your organization.

Using VirusScan to scan files on demand

To use VirusScan to scan files on demand, complete the following steps.

- | Step | Action |
|------|---|
| 1. | Click the lower McAfee Commuter tab in Dashboard. The Commuter program icons appear in the quick launch area. |
| 2. | Click the VirusScan 95 icon to launch the program.

Response: VirusScan scans your memory for viruses, then the VirusScan user interface is displayed. |
| 3. | Use the Where & What, Actions, and Reports pages to determine what files VirusScan scans, what it does with infected files, and how it reports the results of the scan. |

Using VirusShield to configure on-access scanning

To use VirusShield to configure on-access scanning, complete the following steps.

- | Step | Action |
|------|--|
| 1. | Click the lower McAfee Commuter tab in Dashboard. The Commuter program icons appear in the quick launch area. |
| 2. | Click the VirusShield icon to launch VirusShield Configuration Manager.

Response: The VirusShield status window is displayed. It tells you how many files have been scanned, found infected, deleted, and cleaned. |
| 3. | Select Properties from the VirusShield status windows. |
| 4. | Use the Detection, Actions, Reports, and Exclusions pages to determine what VirusScan scans, what it doesn't scan, what it does with infected files, and how it reports the results of the scan. |

Backing up Data Using SmartStor

SmartStor is McAfee's backup and data management utility for Windows 95. With SmartStor, you can back up your data to a designated FTP server on the Internet, a mapped network drive, or a local disk drive. You can back up files immediately (on demand), set predetermined times for regularly scheduled backups, or schedule data backups to run while your computer is idle.

If you selected a custom installation and chose the ImageStor option, ImageStor is available for disaster recovery and FTP Icon Connection to FTP servers on the Internet.

 *You must have a dedicated or dial-up Internet connection and at least one established account with an FTP server to back up files via the Internet.*

Use the Configuration Wizard to define a backup configuration that includes your entire hard drive; use the advanced features of the Protection Manager to select specific files, schedule or automate your backup, or define multiple backup configurations.

To back up your data, complete the following steps.

Step	Action
1.	Define your backup repository destination (local drive, LAN server, or FTP server).
2.	Define your backup schedule.
3.	Select the drive, directories, or files to backup.

Your designated files will be backed up on the schedule and to the location you define. You can always backup files on demand by using drag and drop operations, the **Start/Backup Now** command, the Windows Explorer **File/Backup Now** command, Context menus **Backup Now** command, or through the Properties Sheet SmartStor File Info tab.

Restoring files from your backup repository is easy. SmartStor is integrated seamlessly with Windows Explorer, so you can restore files using drag and drop operations, the Windows Explorer **File/Restore Files** command, Context menus **Restore Files** command, or through the Properties Sheet SmartStor File Info tab.

Detailed information for using the SmartStor Configuration Wizard and Protection Manager is contained in the SmartStor online help file. (Select **Help/Help Topics** or the 'What's This' context sensitive help button.)

Using Pegasus Mail to Send Internet Mail

Pegasus Mail is an email system that is fully internet compatible and has all the features you need to manage your email. 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 notice boards where many users can view and reply to them as needed.

 *You must have an Internet service provider in order to use Pegasus Mail to send Internet messages*

To set up Pegasus Mail and send an Internet message, complete the following steps.

- | Step | Action |
|------|--|
| 1. | Click the lower McAfee Commuter tab in Dashboard.

The Commuter Quick Launch icons appear. |
| 2. | Click the Pegasus Mail icon to launch the program. |
| 3. | Click the button corresponding to the number of people that will use Pegasus on this workstation. |
| 4. | Enter the path to the directory where you want to store Pegasus Mail's files.

Response: Pegasus Mail is started. |
| 5. | Select File/Network Configuration . |

6. Enter the TCP/IP socket time-out, the host for outgoing mail, the host for incoming mail, your user name, your password, and any other options you want.

 See your system administrator for the names of hosts and other configuration settings
7. Select **File/New Message**, then enter the Internet address of the recipient of your message and recipients of copies (CC) of your message.
8. Type the text of your message in the space provided.
9. Select any options you want to use for this message, such as “Urgent” or “Encrypt.”
10. Click the Send icon to send the message.

See Pegasus Mail's online help for more information.

Scheduling Events Using Sidekick 95

Sidekick 95 is a personal organizer, contact management tool, and expense report generator. With Sidekick 95, you can:

- Schedule one-time and recurring events and appointments, and set alarms for those events.
- Tell the time in virtually every major city in the world.
- Organize addresses and other information in a simple card database.
- Create documents in a word processor.
- Track expenses in a database and generate reports.
- View a tickler file that helps you remember what has to be done each day, week, or month.

To begin organizing your world using Sidekick, complete the following steps.

- | Step | Action |
|-------------|--|
| 1. | Click the lower McAfee Commuter tab in Dashboard.

Response: The Commuter Quick Launch icons appear. |
| 2. | Click the Sidekick 95 icon.

Response: The Sidekick calendar screen is displayed. |
| 3. | Select, from among the icons along the right side of the window, either the Calendar, Earth Time, Cardfile, Write, Expense, or Reminder icon depending on how you want to use Sidekick. <ul style="list-style-type: none">■ In Calendar, enter your day's schedule in the hourly rows on the right. To change to a different date, click the date on the month calendar at the top; click on one of the arrows before and after the month and year to select a different month or a different year. |

- In **Earth Time**, right-click any of the city names to change cities, find out more information about that city, or to change city setup.
- To use the **Card File**, click the Card File icon, select **Cards/Define Cardfile Fields**, and select the fields to include in this card file.
- To use **Write**, click the Write icon, enter a subject, then begin typing the text of your document in the area provided.
- To use the expense tracker, click the **Expense** icon and enter expense information in the spaces provided on the right.
- To use **Reminder** to keep from missing appointments and events, click the Reminder icon. Activities from your Calendar are displayed in a list so you won't forget anything.
- Click the phone icon to access the telephone dialer. You can use the telephone dialer to dial other computers, servers, and faxes.

For more information, select **Help/Contents** from any Sidekick application.

Other Documentation Available

All components of McAfee Commuter have online Windows help files accessible from the program. From any Commuter application, Select **Help/Contents**.

The following manuals are included as online-viewable PDF files which can be accessed by installing the Adobe Acrobat Reader from the installation CD or diskettes.

Application	Name of online file
VirusScan 95	VRUSSCAN.PDF
Sidekick 95	SIDEKICK.PDF
SmartStor	SMRTSTOR.PDF
Dashboard 95	DASHBRD.PDF

Contacting McAfee

For more information about our products, we invite you to contact our Customer Service department at (408) 988-3832 or the following address:

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