

Virus Defense Checklist

Are you protected?

Is your anti-virus software properly configured to protect you from catching and spreading dangerous computer viruses?

Complete the following checklist once a month for each computer.

1	Do you have an Anti-Virus program installed on the computer? For example, Norton Anti-Virus or McAfee VirusScan	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

2	Is the program set to scan every file as it is accessed? For example, the Real-Time Protection feature in Norton	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

3	Is the program set to perform complete scans of your system at scheduled times? Schedule daily scans for a time when you won't be using the computer (e.g. 2 a.m.)	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

4	Do you have the program set to download and install the latest virus definitions? This is the "brains" of the anti-virus program, and needs to be updated regularly.	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

5	What is the version number and date of the virus definition file currently being used?	Date & Version	
		<input type="text"/>	

6	Do you carefully examine the file-name and file-type of each e-mail attachment before clicking on it? Beware of files that end in the following extensions: .pif, .exe, .vbs, .scr, .bat	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

For more information on viruses and tips on how to protect yourself, check out the following article:
<http://www.webtech.on.ca/virus.htm>

Even the best anti-virus program can make a mistake, so remember - you are the last line of defense!

