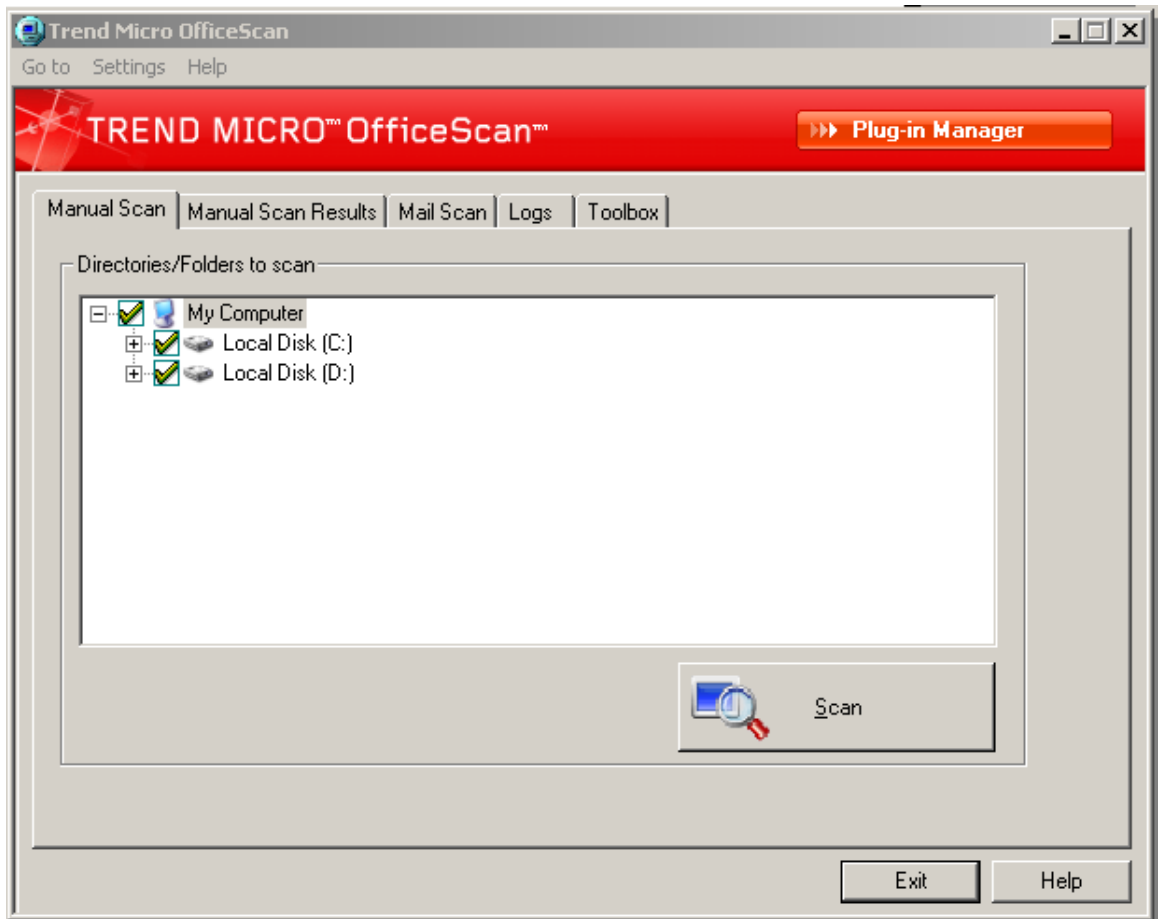


**To use Trend Micro OfficeScan to perform an antivirus scan on your Windows computer, follow these steps:**

1. Right-click on the Trend Micro OfficeScan icon (blue color), located in the right-hand portion of your system tray.

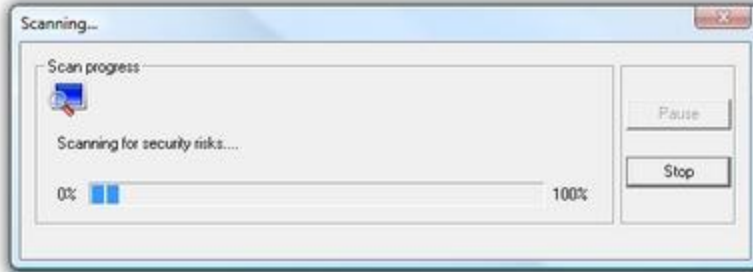


2. Select **OfficeScan Console**. The Trend Micro OfficeScan window will appear. The **Manual Scan** tab should automatically be selected. Select your hard drive (usually only C:)

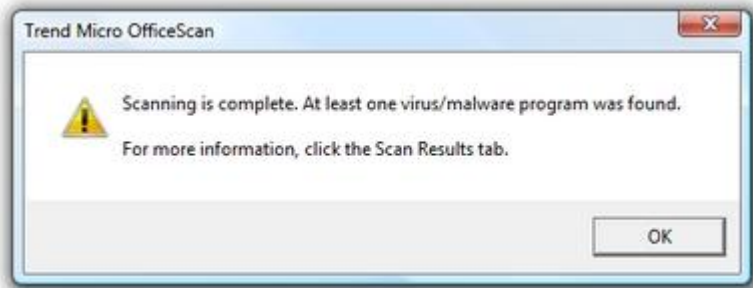


3. Press the **Scan** button to begin the antivirus scan.

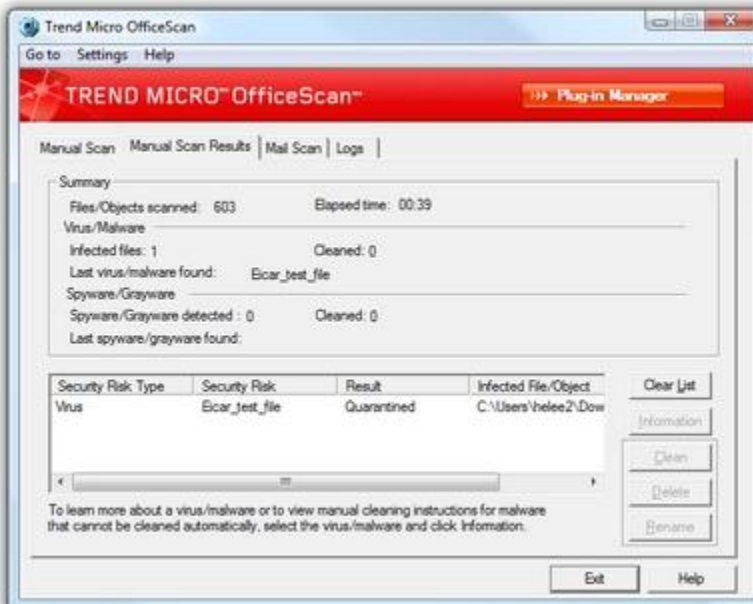
4. The **Scanning...** window will appear, and display OfficeScan's progress as it checks your hard drive for viruses. Depending on the number of files being scanned, the antivirus scan can take some time to complete. It is best not to interrupt this process.



5. When the virus scan is finished, OfficeScan will display a "**Scanning is complete**" message.
- If your machine is free of viruses, OfficeScan will indicate that no security risks were found. Press the **OK** button to close the window.
  - If any viruses were detected, OfficeScan will indicate that it found something. Press the **OK** button to view the list of threats.



6. If viruses were identified, OfficeScan will automatically display the **Manual Scan Results** tab. The list of security risks on your computer is at the bottom half of the window.



7. If there are any items present in the list, select them and press the **Delete** button. This will remove the infected file(s) from your computer.
8. When you are finished, close OfficeScan by pressing the **Exit** button.