
Component Checklists

Getting Started with WebScan Components

This chapter helps you learn to use the major components of WebScan by walking you through the most common tasks you'll perform with them. The checklists in this chapter give you an idea of what you can accomplish with WebScan, as well as giving you 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	"E-mail" on page 28
Access and browse the Internet	"Web Browser" on page 32

E-mail

Pegasus Mail is the WebScan E-mail tool. It is easy to use and provides maximum power and functionality.

Use the steps below to become familiar with the basic E-mail functions.

Your Main Steps:

1. Start Pegasus Mail.
2. Create a message.
3. Add an attachment.
4. Send the message.
5. Read mail.

1. Start Pegasus Mail.

Double-click the Pegasus Mail icon on the WebScan program group.

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



Figure 4-1. Pegasus Mail toolbar

If you want to browse the Internet from within Pegasus Mail, click the Web browser icon and then refer to [“Web Browser” on page 32](#).

2. Create a message.

- A. Select **File/New Message** to open the Message Editor window and address and compose your message.

- B. Enter the E-mail address of the primary recipients of your message in the *To* field. (You can enter multiple user names, separated by commas.) For this example, include your user name in the list so that you will have a message to read in Step 5.
-  *You can also address messages using distribution lists and address books. For details on these methods of addressing, please refer to the online Help or your Pegasus Mail User's Guide.*
- C. Enter a brief description of your message in the 'Subject' field.
- D. If you want people other than the primary recipients to receive your message, enter their E-mail address in the 'CC' field.
- E. Check the 'Confirm reading' option if you want to receive a confirmation message when the recipient has read the message.
- F. Check the 'Confirm delivery' option if you want to receive a confirmation message when the system successfully places your message in the recipient's mailbox.
- G. Check the 'Copy self' option if you want to keep a copy of the message.
- H. Check the 'Urgent' option if you want to indicate that your message is extremely important. Messages marked "urgent" appear at the top of the mail list in red.
- I. If you are running the domestic, retail version of WebScan (you did not download the product and are not running the international version), you can check the 'Encrypt' option if you want your message encrypted (secured). You assign messages a key, which acts like a password. The recipient must enter the key in order to read the message.
- J. Check the 'No signature' option 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 online Help or your Pegasus Mail User's Guide for information on creating and editing signatures.*

3. Add an attachment.

- A. Click Attach in the Message Editor window and enter the following information about the attachment:
- **Filename.** Enter the name of the file to be attached, or select the directory and filename from the lists. For this example, 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.

 *Please refer to the online Help or your Pegasus Mail User's Guide for a complete description of encoding options.*

- B. Click Add to add the attachment to the message.
- C. Click Editor to return to the Message Editor window.

4. Send the message.

Click Send to send the message to the recipients. When the message is sent to you, the message "1 new" is displayed in the lower right-hand corner of your screen.

5. Read mail.

- A. Select **File/Read New Mail**.

Response: The New Mail folder is displayed.

- B. Select your new message and click Open.

Response: The Message Reader opens and displays the message.

- C. Click Attachment to see the file attached.

Response: The Message Attachments list is displayed.

- D. Select the attachment from the list and click Save.

Response: The Select a File dialog is displayed.

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

Response: The WebSafe filter checks the file for potential viruses. If no virus is found, the file is saved to the name and location specified in the Select a File dialog.

 *For maximum anti-virus protection, save your attachments to disk first and then view the files.*

If a virus is detected, a message alerts you that there is a virus. Do one of the following:

- Select “Yes” to save the file. You can then use the McAfee VirusScan software to “clean up” the file. (Refer to [“McAfee at a Glance” on page 10](#) for more information on how to order our products.)

or

- Select “No” to cancel the viewing operation and return to E-Mail.

 *WebSafe checks only program files and Microsoft Word document files. These types of files are also scanned when they are contained in a zipped file (.ZIP, .ARC, and .ARJ).*

Web Browser

The WebScan Web browser is SPRY Mosaic. It is a graphical browsing application that gives you instant access to the Internet. It features “hotlists” and advanced menu support, which allows you to incorporate your own Internet “finds” into the Browser and quickly jump to the information you want to access. Use the examples in this checklist to become familiar with the basic Web Browser features.

Your Main Steps:

1. Start the Web Browser.
2. Browse the Internet.
3. Save documents.

1. Start the Web Browser.

- A. Double-click the Mosaic button from the WebScan program group.

Response: When Mosaic starts, you are connected to your default home page, as shown below.

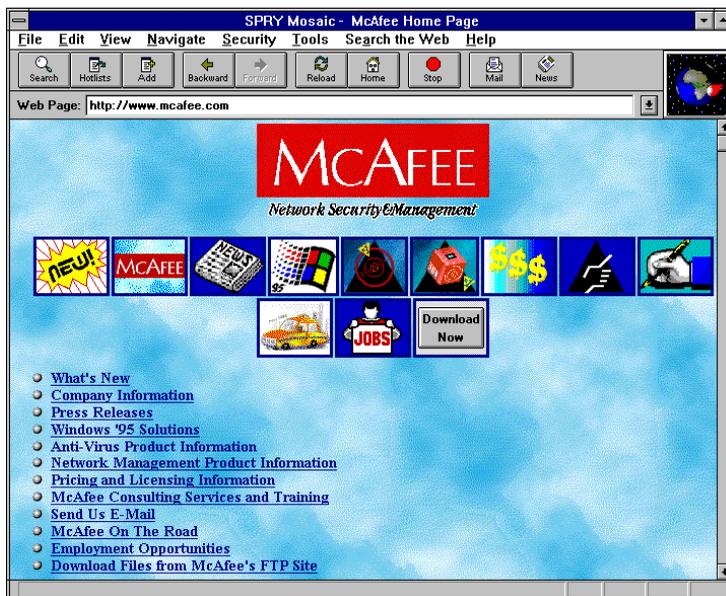


Figure 4-2. Web Browser home page

- B. Click an item on the home page to access that resource.

 *If you want to access E-Mail, click the Pegasus Mail icon and refer to "E-mail" on page 28.*

2. Browse the Internet.

 *To enable anti-virus protection when you use files on the Internet, you must save your files to disk first before viewing them.*

- A. Position your cursor over a hyperlink on the home page.

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

- B. Click the hyperlink to open the associated document.

- C. Click the Back button on the toolbar to open the last document you viewed.

- D. Click the Forward button on the toolbar to open the next document.

- E. Click the Home button on the toolbar.

Response: You are returned to the document identified as your home page.



The Forward button becomes available only after you have used the Back button.

3. Save documents.

- A. Select **Options/Load to Disk Mode** and verify that there is a checkmark beside this option, indicating that it is activated.
- B. Hold down the Shift key and click the left mouse button on the hyperlink for the document you want to save.
- C. Enter the location and name for the document and click OK to save the file to the specified location.

Response: The WebSafe filter 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 to the virus. Do one of the following:

- Select “Yes” to save the file to your hard drive. You can then use the McAfee VirusScan software to “clean up” the file. (Refer to “[McAfee at a Glance](#)” on page 10 for more information on how to order our products.)

 *WebSafe checks only program files and Microsoft Word document files. These types of files are also scanned when they are contained in a zipped file (.ZIP, .ARC, and .ARJ).*

or

- Select “No” to cancel the save operation and return to the Web Browser.

Now That You've Started

Congratulations!

By completing these checklists, you've gotten a good start with the main features and functions of WebScan. You can begin by using these features and then go on to use some of the more advanced E-mail and Web browser functions. For example, add hotlists to the Web browser menu for quick access to Internet information. Or you might be ready to drag and drop Internet documents to other Windows applications.

To get an idea of the WebScan feature set, you might want to review [“Product Overview” on page 3](#) for a description of the WebScan components as well as other McAfee products. Or, you might want to refer to [“Making WebScan Work for You” on page 37](#) for examples of using WebScan in day-to-day situations. Whatever you do, keep this guide handy in case you need to refer to a particular checklist.

Have fun!

