

## Introduction

The boom in communications networks in recent years, and especially the extraordinary growth of the Internet, has made the use of electronic mail enormously popular.

One of the greatest advantages of e-mail is the possibility of sending and receiving files. This has also become a new entry point for viruses.

Exchanging documents via electronic mail is very common practice. This, to a great extent, has facilitated the spreading of Word and Excel viruses. You must bear in mind, however, that all types of viruses can be sent and received via e-mail, not only Word and Excel viruses.

Conventional antiviruses are not capable of efficiently detecting and disinfecting viruses located in e-mail messages for the following reasons:

1. E-mail messages are normally stored in a mail database using a specific format and compression and/or encryption techniques that prevent scanning using conventional antiviruses.
2. E-mail messages and their attached files are often stored in servers that conventional antiviruses cannot access.

For the above reasons, an electronic mail antivirus must be specifically designed to detect and remove viruses in e-mail environments. For this, the main features an electronic mail antivirus should possess are the following:

- Totally automatic scanning of messages immediately upon receipt.
- Automatic scanning of messages upon opening.
- Automatic scanning of each message to be sent. In this way, you can avoid the possibility of sending virus-infected messages.
- Automatic scanning of all messages that are saved.
- Scanning of all e-mail messages at any time upon user demand.
- Integration with the electronic mail program.
- Possibility of scanning compressed files.
- Possibility of scanning nested messages (messages inside other messages).

Panda Antivirus for Exchange/Outlook is an electronic mail antivirus that possesses all of the above features, together with many more, that complete its effectiveness and convert it into a powerful, but easily configured tool that prevents all risks when working with e-mail messages.

## Real time protection

Permanent protection allows you to work with your mail without having to worry about viruses, as Panda Antivirus Exchange/Outlook will monitor all suspicious operations for you.

The permanent protection takes care of scanning for viruses in:

- All new messages received.
- All messages you want to send.
- All messages opened, regardless of whether they were received before or after the installation of the antivirus.
- All messages you want to save.

The permanent protection can be easily activated or deactivated by pressing the appropriate button in the MS-Exchange/Outlook standard button bar.

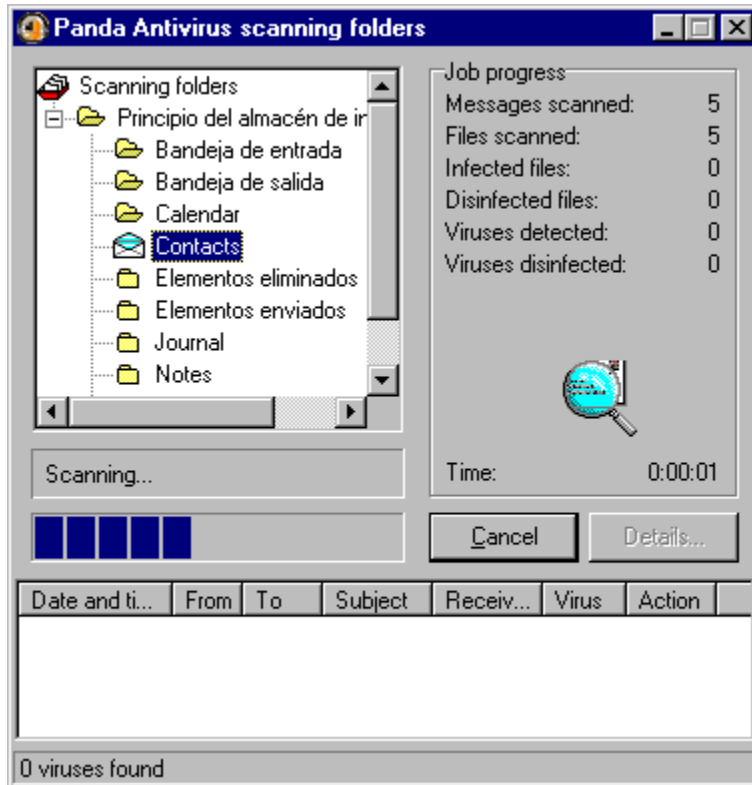


Panda Antivirus Exchange/Outlook is capable of scanning compressed files and nested messages (messages inside other messages), thereby offering the highest possible levels of protection.

## How to scan with Panda Antivirus Exchange/Outlook



To scan a specific folder, first select it. If you select a folder that contains other folders (for example, a mailbox), all dependent folders will be scanned. Once you have chosen the folder, press the Scan button in the MS-Exchange/Outlook standard button bar or select the Scan in search of viruses option from the Tools option in the MS-Exchange/Outlook main menu. The following scan window will appear:



Once the scan has concluded, you will be able to view a results report containing details of any incidents found during the scan.

Panda Antivirus Exchange/Outlook also permits you to scan one or more messages. To do this, select the message or messages you want to scan. Once selected, press the on-demand scan button to start scanning.

To select several messages, click on them while pressing the Control key. If you want to select a group of messages, select the first and then click on the last while pressing the Shift key.

## How Panda Antivirus for Exchange/Outlook works

Panda Antivirus Exchange/Outlook is completely integrated in the MS-Exchange/Outlook program. All the antivirus handling is therefore performed from the mail program itself.

Panda Antivirus Exchange/Outlook adds four buttons to the MS-Exchange/Outlook standard button bar. These four buttons are:



**Scan:** This button starts the scanning of the folder or messages selected at the beginning of the scanning process. All subfolders found in the selected folder will be scanned. A window permits you to follow the scanning process by showing the set of folders to be scanned, the folder that is currently being scanned and a progress bar.

**Results report:** This button displays a report of incidents found by the antivirus. This report is saved from one session to another until the user decides to delete it.

**Activate or deactivate the antivirus:** This button allows you to activate or deactivate the Panda Antivirus permanent protection. If this protection is deactivated, the Panda Antivirus Exchange/Outlook program will not scan new messages received or sent in search of viruses. Neither will it scan messages you open to read. However, you will be able to scan a specific folder or message at any time by means of the Scan button. The startup scan for the Exchange/Outlook program will be performed even though the permanent protection is disconnected.

**Configure:** This button displays the Panda Antivirus Exchange/Outlook configuration window. Through this window you can configure the general behavior of the antivirus, its behavior at the startup of the mail program and its behavior as permanent protection and on-demand protection. You can also access the Panda Antivirus Exchange/Outlook configuration by selecting Options from the Tools option in the MS-Exchange/Outlook main menu. A page called Panda Antivirus Exchange/Outlook will appear in this options window, from which you can configure the antivirus.

[Configuration: general.](#)

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[Configuration: real-time.](#)

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## Configuration: general

The options listed on this page are of a general nature and determine the behavior of the antivirus in all cases. They are as follows:

**Generate results file:** If this option is checked, all the antivirus scanning operations will log the diverse incidents in a results file.

**Activate sound:** If this option is checked, warning sounds will accompany the working of the program.

**Activate voice:** If this option is checked, a voice will warn of all viruses detected.

**Insert a warning in the message:** If this option is checked, every time a virus is found in a message, a text will be added to the message in the form of a warning. This message will be added regardless of the action you have decided to take when a virus is found. The message is customizable, thereby allowing the user to insert whatever text he wants.

**Warn sender:** If this option is checked, every time a virus is found in a message, a notification will be sent to the sender of the infected message to warn him of the situation. The message text the sender will receive is completely configurable, thereby enabling you to customize it.

**Warn other recipients:** If this option is checked when a virus is found in a message, a notification message will be sent to the other recipients of the message, if there are any. In this way, you can warn users who may not be protected against viruses. The message text the other recipients will receive can be customized.

**Send a message to the administrator:** If you check this option and indicate the administrator's e-mail address, a notification message will be sent to the system administrator every time a virus is detected in a message. The text of this notification message is completely customizable.

**Activate password:** If this option is checked, the Panda Antivirus Exchange/Outlook configuration will be protected by a password. In this way, no unauthorized user will be able to change the antivirus configuration.

**Change password:** This button permits you to change the password that protects the Panda Antivirus Exchange/Outlook configuration.

**Advanced:** This button produces the uninstallation of the product. A warning window will appear notifying you that if you accept, the product will be uninstalled.

**Results report:** This option displays information on how many messages were scanned, how many viruses were detected and how many were disinfected.

**Version update:** This displays a graphic representation of the update status of the antivirus.

**Version details:** The number of detectable viruses and the virus file date provide information about the version of the antivirus installed.

## Configuration: startup

This is where you can configure the behavior of the antivirus at the startup of the MS-Exchange/Outlook e-mail program. The available options are as follows:

**Always scan unread mail:** If this option is checked, every time MS-Exchange/Outlook is started up, all unread messages in the Inbox will be scanned.

**Scan unread mail every certain number of startups:** If this option is checked, the unread messages in the Inbox will be scanned every time your e-mail program reaches the specified number of startups.

**Scan unread mail every certain number of days:** If this option is checked, the scanning of the unread messages in the Inbox will only be performed when the specified number of days have passed.

**Scan mail certain days:** If this option is checked, the unread messages in the Inbox will only be scanned on the specified day of the week.

**Disinfection - Ignore:** If this option is checked when a virus is found, the antivirus will not carry out any action.

**Disinfection - Rename:** If this option is checked when a virus is found, the antivirus will rename the virus-infected file.

**Disinfection - Remove:** If this option is checked when a virus is found, the antivirus will remove the infected file.

**Disinfection - Disinfect:** If this option is checked when a virus is found, the antivirus will try to disinfect the infected file.

**Disinfection - If disinfection is not possible, rename:** If the antivirus cannot disinfect an infected file, it will be renamed.

**Disinfection - If disinfection is not possible, remove:** If the antivirus cannot disinfect an infected file, it will be removed.

**Scan nested messages:** If this option is checked, nested messages will be scanned. In other words, if one message is found inside another, both messages will be scanned. The number of message levels that can be scanned depends on the computer's resources.

**Scan compressed files:** If this option is checked when a compressed file is found, it will be scanned in the same way as a normal file.

## Configuration: real-time

This permits you to configure the permanent protection offered by the antivirus. The available options are as follows:

**Activate:** If this option is checked, the permanent protection will be activated. This means that all incoming messages will be scanned, as well as all messages sent, opened or saved.

**Disinfection - Ignore:** If this option is checked when a virus is found, the antivirus will not carry out any action.

**Disinfection - Rename:** If this option is checked when a virus is found, the antivirus will rename the virus-infected file.

**Disinfection - Remove:** If this option is checked when a virus is found, the antivirus will remove the infected file.

**Disinfection - Disinfect:** If this option is checked when a virus is found, the antivirus will try to disinfect the infected file.

**Disinfection - If disinfection is not possible, rename:** If the antivirus cannot disinfect an infected file, it will be renamed.

**Disinfection - If disinfection is not possible, remove:** If the antivirus cannot disinfect an infected file, it will be removed.

**Scan nested messages:** If this option is checked, nested messages will be scanned. In other words, if one message is found inside another, both messages will be scanned. The number of message levels that can be scanned depends on the computer's resources.

**Scan compressed files:** If this option is checked when a compressed file is found, it will be scanned in the same way as a normal file.

**Scan messages sent:** If this option is checked, all messages you want to send will be scanned before sending. This prevents the sending of infected files.

**Scan messages received:** If this option is checked, all messages received will be scanned immediately upon arrival, even before they are opened.

**Scan messages when opened:** If this option is checked, all messages opened will be scanned, regardless of when they were received.

**Scan messages when modified:** If this option is checked, all messages saved will be scanned.

## Configuration: on-demand

This is where you can configure the on-demand scanning offered by the antivirus. The available options are as follows:

**Disinfection - Ignore:** If this option is checked when a virus is found, the antivirus will not carry out any action.

**Disinfection - Rename:** If this option is checked when a virus is found, the antivirus will rename the virus-infected file.

**Disinfection - Remove:** If this option is checked when a virus is found, the antivirus will remove the infected file.

**Disinfection - Disinfect:** If this option is checked when a virus is found, the antivirus will try to disinfect the infected file.

**Disinfection - If disinfection is not possible, rename:** If the antivirus cannot disinfect an infected file, it will be renamed.

**Disinfection - If disinfection is not possible, remove:** If the antivirus cannot disinfect an infected file, it will be removed.

**Scan nested messages:** If this option is checked, nested messages will be scanned. In other words, if one message is found inside another, both messages will be scanned. The number of message levels that can be scanned depends on the computer's resources.

**Scan compressed files:** If this option is checked when a compressed file is found, it will be scanned in the same way as a normal file.



