How do I change my settings, or return to the default settings in Sophos?

Sophos installs with the default settings and provides minimal protection to your computer. We encourage you to change the default settings on your computer to strengthen the Sophos protection. Let's look at the configuration of the default settings.

**Default Sophos Settings [Minimal Protection]**

- Virus/Spyware files are blocked and sent to Quarantine. These files will remain in Quarantine until you remove them and will not infect your computer.
- Adware/PUA (Potentially Unwanted Application) files are sent to Quarantine, but will continue to run on your computer. The Sophos settings must be changed to block the application from running.

The following procedures will provide you steps to return Sophos to the default setting, and change the settings to strengthen your Sophos Protection.

**Return to VCU's Default Sophos Settings**

**Step 1** - Click on [Open Sophos Anti-Virus] by right clicking the blue shield, which is located on the right side of your Windows Taskbar.

**Step 2** - Click [Configure Sophos Anti-Virus].
**Step 3** - Click on [On-Access Scanning], which cleans viruses and quarantines those it can’t clean.

(Note: The following window has four tabs)

**Step 4** - On the **Scanning** tab, select **[Restore Defaults]** at bottom right.

Normal VCU Defaults are:

- **Under scanning**
  - Check **[Enable on-access scanning for this computer]**

- **Under check files:**
  - Check **[On read]**

- **Under Removable Media**
  - [None]
Step 5 - On the **Options** tab

Select **[Normal (recommended)]**

*(Note: if you select **[extensive]**, **[scan inside archive files]** or **[scan all files]** your computer will slow down (not recommended)).)*

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Step 6 - On the **Extensions** tab

Select **[Allow me to control exactly what is scanned]** This option scans all potentially malicious files on your computer.

*(Note: Selecting **[Scan all files]** will slow down your computer.)*
Step 7 - On the Exclusions tab.

VCU default is to exclude [All remotes files]. this helps assure that Sophos run quickly and efficiently.

Click on the [Add] button and select [All remote files] from the drop down menu.

Step 8 - On the Cleanup tab.

Viruses/spyware
Select [Automatically clean up items that contain virus/spyware].

Select under Suspicious files [Do nothing]

Note: The setting [Do nothing] means Sophos will quarantine the suspected virus. Files in quarantine are not allowed to open or run, and keeps the possible infection from spreading.

Print instructions in a PDF Document.

Need more help? Remember you can always call the Help Desk at 804-828-2227 or email help@vcu.edu