

McAfee®
privacyservice

User Guide



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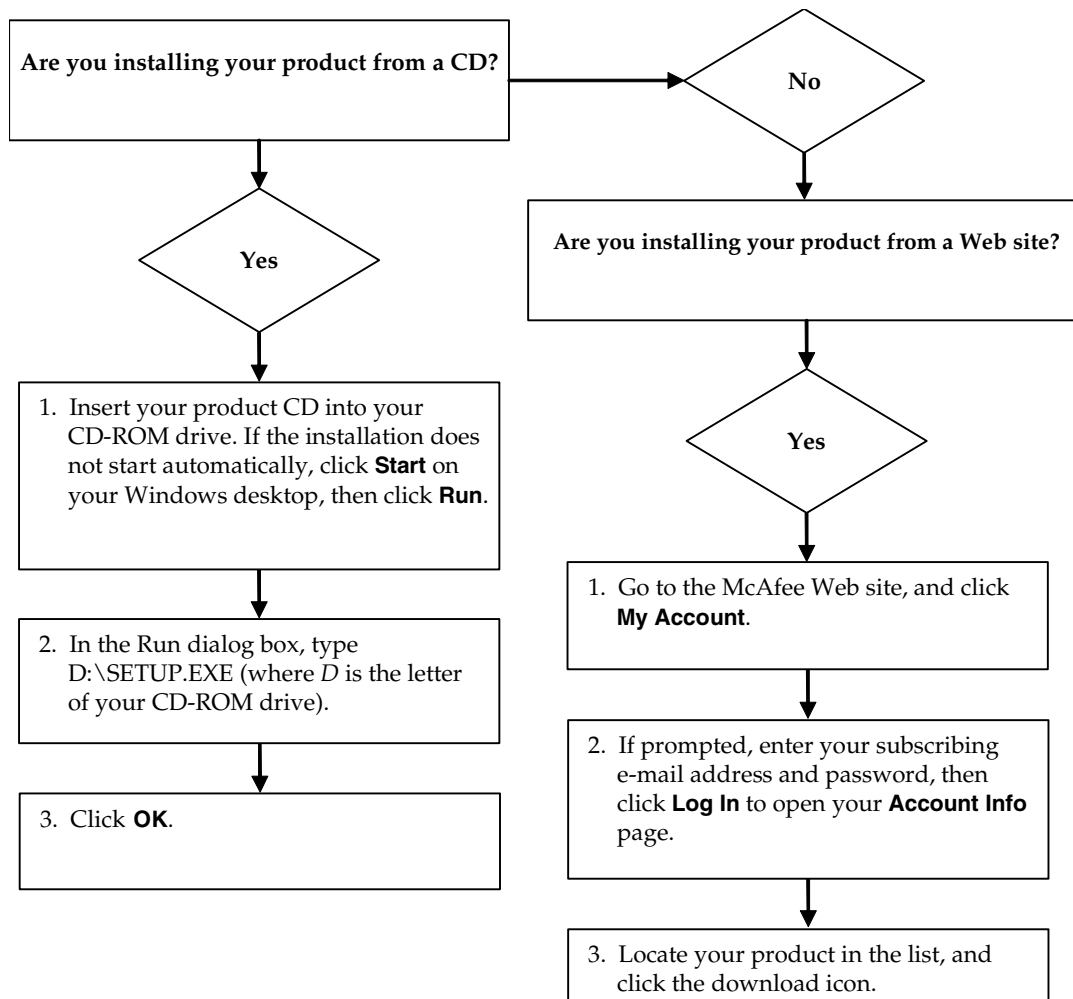
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Quick Start Card

If you are installing your product from a CD or a Web site, print this convenient reference page.



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Quick Start Card

For more information

To view the User Guides on the product CD, ensure that you have Acrobat Reader installed; if not, install it now from the McAfee product CD.

- 1 Insert your product CD into your CD-ROM drive.
- 2 Open Windows Explorer: Click **Start** on your Windows desktop, and click **Search**.
- 3 Locate the Manuals folder, and double-click the User Guide .PDF you want to open.

Registration benefits

McAfee recommends that you follow the easy steps within your product to transmit your registration directly to us. Registration ensures that you receive timely and knowledgeable technical assistance, plus the following benefits:

- FREE electronic support
- Virus definition (.DAT) file updates for one year after installation when you purchase VirusScan software
Go to <http://www.mcafee.com/> for pricing of an additional year of virus signatures.
- 60-day warranty that guarantees replacement of your software CD if it is defective or damaged

- SpamKiller filter updates for one year after installation when you purchase SpamKiller software

Go to <http://www.mcafee.com/> for pricing of an additional year of filter updates.

- McAfee Internet Security Suite updates for one year after installation when you purchase MIS software

Go to <http://www.mcafee.com/> for pricing of an additional year of content updates.

Technical Support

For technical support, please visit

<http://www.mcafeehelp.com/>.

Our support site offers 24-hour access to the easy-to-use Answer Wizard for solutions to the most common support questions.

Knowledgeable users can also try our advanced options, which include a Keyword Search and our Help Tree. If a solution cannot be found, you can also access our FREE Chat Now! and E-mail Express! options. Chat and e-mail help you to quickly reach our qualified support engineers through the Internet, at no cost. Otherwise, you can get phone support information at <http://www.mcafeehelp.com/>.

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Getting Started

1

Thank you for purchasing McAfee® Privacy Service™. McAfee Privacy Service software offers advanced protection for you, your family, your personal data, and your computer.

Features

This release of McAfee Privacy Service includes the following features:

- Internet time usage rules - Specify days and times when users can access the Internet.
- Custom keyword filtering - Create keyword rules that permit or block users from accessing Web sites.
- Privacy Service backup and restore - Save and restore Privacy Service settings at any time.
- Web bug blocker—Block Web bugs (objects obtained at potentially harmful web sites) so that they are not loaded within browsed web pages.
- Pop-up blocker—Prevent pop-up windows from displaying as you browse the Internet.
- Shredder—McAfee Shredder protects your privacy by quickly and safely erasing unwanted files.

System requirements

- Microsoft® Windows 98SE, Me, 2000, or XP
- Personal computer with Pentium-compatible processor
 - ◆ Windows 98, 2000: 133 MHz or higher
 - ◆ Windows Me: 150 MHz or higher
 - ◆ Windows XP (Home and Pro): 300 MHz or higher
- RAM
 - ◆ Windows 98, Me, 2000: 64 MB
 - ◆ Windows XP (Home and Pro): 128 MB

- 40 MB hard disk space
- Microsoft® Internet Explorer 5.5 or later

NOTE

To upgrade to the latest version of Internet Explorer, visit the Microsoft Web site at <http://www.microsoft.com/>.

The Administrator

The Administrator specifies which users can access the Internet, when they can use it, and what they can do on the Internet.

NOTE

The Administrator is considered an adult and as such can access all web sites but is prompted to allow or prevent the transmission of added personal identifiable information (PII).

Setting up Privacy Service

The Setup Assistant allows you to create the Administrator, manage global settings, enter personal information, and add users.

Remember your Administrator password and security answer so that you can logon to Privacy Service. If you cannot logon, you cannot use Privacy Service and the Internet. Keep your password secret so only you can change Privacy Service settings. Some Web sites require that cookies are enabled to work properly. Privacy Service always accepts cookies from McAfee.com.

NOTE

If your PC includes a pre-installed copy of Privacy Service, some steps described in this documentation may not appear. For more information, see [Setting up a Pre-installed version of Privacy Service on page 10](#) and your PC manufacturer's documentation.

Setting up a Pre-installed version of Privacy Service

If Privacy Service is pre-installed on Windows XP, you must logon to Windows with a Windows Administrator account to set up the product.

To configure a pre-installed version of Privacy Service:

- 1 If you have not done so already, launch the Setup Assistant using one of the following methods:
 - ◆ Right-click the McAfee icon in the Windows system tray, point to **Privacy Service**, and then select **Setup Privacy Service**.

- ◆ From the Windows **Start** menu, point to **McAfee**, and then select **McAfee Privacy Service**.
 - ◆ Double-click the **McAfee Privacy Service** desktop icon.
 - ◆ Launch the McAfee SecurityCenter, click the **privacy service** tab, and then **Setup Privacy Service** to launch the Setup Assistant.
- 2 Proceed to and complete each step that is provided.


NOTE

To cancel configuration, click **Cancel**.

Retrieving the Administrator Password

If you forget the Administrator password, you can access the password using the security information you entered when you created the Administrator profile.

To retrieve the Administrator password:

- 1 Right-click the McAfee icon  in the Windows system tray, point to **McAfee Privacy Service**, then select **Sign In**.
- 2 Select **Administrator** from the **User Name** pull-down menu.
- 3 Click **Forgot your password?**
- 4 Enter the answer to the security question that appears, and then click **Get Password**. A message appears containing your password. If you forget the answer to the security question, you must remove McAfee Privacy Service from Safe Mode (Windows 2000 and Windows XP only).

Removing Privacy Service with Safe Mode

To remove Privacy Service with Safe Mode:

- 1 Click **Start** and point to **Shut Down**. The **Shut Down Windows** dialog box appears.
- 2 Select **Shut down** from the menu and then click **OK**.
- 3 Wait until the **It is now safe to turn off the computer** message appears, and then turn the computer off.
- 4 Turn the computer back on.
- 5 Begin immediately pressing the **F8** key, every other second, until the **Windows Startup** menu appears.
- 6 Select **Safe Mode** and press **Enter**.
- 7 When Windows starts, a message appears explaining Safe Mode. Click **OK**.

- 8 Proceed to **Add or Remove Programs**, located in the Windows Control Panel. When you are done, reboot the PC.
- 9 Re-install McAfee Privacy Service and specify the Administrator password. Make a note of the password you specify.

NOTE

You can remove Privacy Service in Safe Mode in Windows 2000 or Windows XP only.

The Startup user

The Startup user is automatically signed in to Privacy Service when the computer is started.

For example, if a user is on the computer or Internet more than the others, you can make that user, including the Administrator, the Startup user. When the Startup user uses the computer, the user is not required to sign in to Privacy Service.

If you have young children, you can also set the Startup user to the youngest. This way, when an older user uses the computer, they can log off from the young user's account and then log in again using their own user name and password. This protects younger users from seeing inappropriate Web sites.

Configuring the Administrator as Startup User

To configure the Administrator as Startup user:


- 1 From the **Please Sign In** dialog, select your user name from the **User name** pull-down menu.
- 2 Enter your password in the **Password** field.
- 3 Select **Make this user the Startup User**, and then sign in.


Using McAfee SecurityCenter

McAfee SecurityCenter is your one-stop security shop, accessible from its icon in your Windows system tray or from your Windows desktop. With it, you can access Privacy Service and perform other useful tasks:


- Get free security analysis for your computer.
- Launch, manage, and configure all your McAfee subscriptions from one icon.
- See continuously updated virus alerts and the latest product information.
- Get quick links to frequently asked questions and account details at the McAfee web site.

For more information about SecurityCenter features, click **Help** in the **SecurityCenter** dialog box.


When SecurityCenter is running and all of the McAfee features installed on your computer are enabled, a red M icon  appears in the Windows system tray. This area is usually in the lower-right corner of the Windows desktop and contains the clock.

If one or more of the McAfee applications installed on your computer are disabled, the McAfee icon changes to black .

To launch McAfee SecurityCenter:

Right-click the McAfee icon  in the Windows system tray, then select **Open SecurityCenter**.

Launching McAfee Privacy Service

After you install McAfee Privacy Service, the McAfee icon  appears in the Windows system tray, which is located near the system clock. From the McAfee icon, you can access McAfee Privacy Service, McAfee SecurityCenter, and other McAfee products installed on your computer.

NOTE

If your product is pre-installed, you must first set it up. For more information, see [Setting up a Pre-installed version of Privacy Service on page 10](#).


Launching and signing in to Privacy Service

- 1 Right-click the McAfee icon in the Windows system tray, point to **McAfee Privacy Service**, and then select **Sign In**.
- 2 Select your user name from the **User name** pull-down menu.
- 3 Enter your Password in the **Password** field.
- 4 Click **Sign In**.

Disabling Privacy Service

You must be logged in to Privacy Service as the Administrator to disable it.

To disable Privacy Service:

- Right-click the McAfee icon , point to **McAfee Privacy Service**, and then select **Sign Out**.

NOTE

If **Sign In** is in the place of **Sign Out**, then you are already signed out.

Updating McAfee Privacy Service

McAfee SecurityCenter regularly checks for updates to Privacy Service while your computer is running and connected to the Internet. If an update is available, McAfee SecurityCenter prompts you to update Privacy Service.

To manually check for updates:

- Click the **Updates** icon  located in the top pane.

Removing and Re-installing Privacy Service

You must be logged in to Privacy Service as the Administrator to un-install the product.

If this McAfee product is pre-installed on your computer, see your PC manufacturer's documentation for information about removing and re-installing Privacy Service.

NOTE

Removing Privacy Service erases all Privacy Service data.

Removing Privacy Service

To remove Privacy Service:

- 1 Save all of your work and close any open applications.
- 2 Open the Control Panel:
 - Windows 98, Windows Me, and Windows 2000 users-Select **Start**, point to **Settings**, and then click **Control Panel**.
 - Windows XP users-On your Windows taskbar, select **Start**, and then click **Control Panel**.
- 3 Open the **Add/Remove Programs** dialog box:
 - Windows 98, Me, and 2000 users-Double-click **Add/Remove Programs**.
 - Windows XP users-Click **Add or Remove Programs**.
- 4 Select McAfee Privacy Service from the list of programs, and then click **Change/Remove**.
- 5 When asked to confirm the operation, click **Yes**.
- 6 When you are prompted to restart your system, click **Close**. Your computer restarts to complete the un-installation process.

Installing Privacy Service

To install Privacy Service:

- 1 Go to the McAfee Web site and navigate to the Privacy Service page.
- 2 Click the **Download** link on the Privacy Service page.
- 3 Click **Yes** on any messages that appear asking if you want to download files from the McAfee web site.
- 4 Click **Start Installation** on the Privacy Service Installation window.
- 5 When the download is complete, click **Restart** to restart your computer. Or, click **Close** if you need to save any work or quit any programs, then restart your computer as you normally would. You must restart your computer in order for Privacy Service to work properly.


After the computer restarts, you need to create the Administrator again.

If this McAfee product is pre-installed on your computer, see your PC manufacturer's documentation for information about re-installing Privacy Service.

Adding Users

2

To add users, you must sign in to Privacy Service as the Administrator.

- 1 Right-click the McAfee icon  in the Windows system tray.
- 2 Point to **McAfee Privacy Service**, then select **Manage Users**. The **Select A User** dialog box appears.
- 3 Click **Add** and enter the new user's name in the **User name** field.

Setting the password

- 1 Enter a password in the **Password** field. The password can be up to 50 characters and can contain uppercase and lowercase letters and numbers.
- 2 Enter the password again in the **Confirm Password** field.
- 3 Select **Make this user the Startup user** if you want this user to be the Startup user.
- 4 Click **Next**.

When assigning passwords, consider the age of the person. For example, if you assign a password to a young child, make the password simple. If you assign a password to an older teenager or an adult, make the password more complex.

Setting the age group

Select the appropriate age-based setting, and then click **Next**.

Setting the cookie blocker

Select the appropriate option, and then click **Next**.

- **Reject all cookies**—Renders cookies unreadable to the web sites that sent them. Some web sites require you to enable cookies to work properly.
- **Prompt user to accept cookies**—Enables you to decide if you want to accept or reject cookies on a case-by-case basis. Privacy Service notifies you when a web site you are about to view wants to send a cookie to your computer. After you make your choice, you are not asked about that cookie again.

- **Accept all cookies**—Allows web sites to read the cookies they send to your computer.

NOTE

Some web sites, to work properly, require that cookies are enabled.

Privacy Service accepts cookies from McAfee at all times.

Setting the Internet Time limits

To grant unrestricted Internet use:

- 1 Select **Can use Internet anytime**.
- 2 Click **Create**. The new user appears in the Select A User list.

To grant limited Internet use:

- 1 Select **Restrict Internet usage**, and then click **Edit**.
- 2 On the Internet Time Limits page, drag across the time grid to select the time and day the user can access the Internet.
You can specify time limits in thirty-minute intervals. Green portions of the grid are the periods a user can access the Internet. Red portions show when a user cannot access the Internet. If a user tries to use the Internet when they are not allowed to, Privacy Service displays a message telling the user that they are not allowed to use the Internet at this time. To modify the periods a user can access the Internet, drag across the green portions of the grid.
- 3 Click **Done**.
- 4 Click **Create**. The new user appears in the Select A User page. If a user tries to use the Internet when they are not allowed to, Privacy Service displays a message telling the user that they are not allowed to use the Internet at this time.

To prohibit Internet use:

Select **Restrict Internet Usage**, and then click **Create**. When the user uses the computer, they are prompted to sign in to Privacy Service. They can use the computer, but not the Internet.

Creating Web Site Permissions with Keywords

Privacy Service maintains a default list of keywords and corresponding rules, which determines whether a user of a certain age level is permitted to browse a Web site where a keyword exists.

The Administrator can add his or her own allowable keywords to the Privacy Service database and associate these with certain age levels. Keyword rules, added by the Administrator, will override the rule associated with any matching keyword in the default Privacy Service database. An Administrator can either lookup existing keywords or specify new keywords to associate with certain age levels.

To create keyword Web site permissions:

- 1 Right-click the McAfee icon in the Windows system tray, point to **Privacy Service**, then select **Options**.
- 2 Click the **Keywords** tab.
- 3 In the **Word Lookup** field, type a word for an age level.
- 4 In the **Permissions** pane, select the age level to associate with the word. Age levels include the following:
 - ◆ Young Child
 - ◆ Child
 - ◆ Younger Teenager
 - ◆ Older Teenager
 - ◆ Adult

The keyword and its selected age group appear in the **Word List**.

Age levels that appear above the associated level are blocked from accessing Web sites which contain the word.

- | | |
|---|----------------|
| <input type="radio"/> Young Child | Blocked |
| <input type="radio"/> Child | Blocked |
| <input checked="" type="radio"/> Younger Teenager | Allowed |

The age level, to which the word was assigned, and those that appear below it, are allowed to access Web sites where the word exists.

- | | |
|---|----------------|
| <input checked="" type="radio"/> Younger Teenager | Allowed |
| <input type="radio"/> Older Teenager | Allowed |
| <input type="radio"/> Adult | Allowed |

To modify existing Web site permissions:

- 1 Right-click the McAfee icon in the Windows system tray, point to **Privacy Service**, then select **Options**.
- 2 Click the **Keywords** tab.
- 3 In the **Word Lookup** field, type a word that you want to modify, and click **Lookup**. The word appears if it exists in the Privacy Service database.

Adding Users

To edit users, you must sign in to Privacy Service as the Administrator.

Changing passwords

- 1 Select the user whose information you are changing and click **Edit**.
- 2 Select **Password**, and enter the user's new password in the **New password** field. The password can be up to 50 characters and can contain uppercase and lowercase letters and numbers.
- 3 Enter the same password in the **Confirm password** field, and then click **Apply**.
- 4 Click **OK** in the confirmation dialog box.

NOTE

An Administrator can change a user's password without knowing the user's current password.

Changing a user's information

- 1 Select the user whose information you are changing and click **Edit**.
- 2 Select **User Info**.
- 3 Enter the new user name in the **New user name** field.
- 4 Click **Apply**, and then click **OK** in the confirmation dialog box.
- 5 To restrict a user to viewing the web sites in the Allowed Web Sites list, select **Restrict this user to Web sites in the "Allowed Web Sites" list**.

Changing cookie blocker setting

- 1 Select the user whose information you are changing and click **Edit**.
- 2 Select **Cookies**, and then select the appropriate option.
 - ◆ **Reject all cookies**—Renders cookies unreadable to the web sites that sent them. Some web sites require you to enable cookies to work properly.

- ◆ **Prompt user to accept cookies**—Enables you to decide if you want to accept or reject cookies on a case-by-case basis. Privacy Service notifies you when a web site you are about to view wants to send a cookie to your computer. After you make your choice, you are not asked about that cookie again.
 - ◆ **Accept all cookies**—Allows web sites to read the cookies they send to your computer.
- 3 Click **Apply**, and then click **OK** in the confirmation dialog box.

Editing the Accept and Reject Cookie List

- 1 Select **Prompt user to accept cookies** and click **Edit** to specify which web sites are allowed to read cookies.
- 2 Specify the list you are modifying by selecting **Web sites that can set cookies** or **Web sites that cannot set cookies**.
- 3 In the **http://** field, enter the address of the web site that you are accepting or rejecting cookies from.
- 4 Click **Add**. The web site appears in the Web site list.
- 5 Click **Done** when you are finished making changes.

NOTE

Some web sites, to work properly, require that cookies are enabled.

Privacy Service accepts cookies from McAfee at all times.

Changing the age group

- 1 Select the user whose information you are changing and click **Edit**.
- 2 Select **Age Group**.
- 3 Select a new Age Group for the user, and then click **Apply**.
- 4 Click **OK** in the confirmation dialog box.

Changing Internet time Limits

- 1 Select the user whose information you are changing and click **Edit**.
- 2 Select **Time Limits** and do the following:
To permit unlimited Internet access:
 - 1 Select **Can use Internet anytime** and click **Apply**.

- 2 Click **OK** in the confirmation dialog box.

To restrict Internet access:

- 1 Select **Restrict Internet usage** and click **Edit**.
- 2 On the Internet Time Limits page, select a green or red square, and then drag across the grid to change existing times and days a user can access the Internet. You can specify time limits in thirty-minute intervals. Green portions of the grid are the periods a user can access the Internet. Red portions show when a user cannot access the Internet. If a user tries to use the Internet when they are not allowed to, Privacy Service displays a message telling the user that they are not allowed to use the Internet at this time.
- 3 Click **Apply**.
- 4 On the Time Limits page, click **OK**.
- 5 In the McAfee Privacy Service McAfee Privacy Service confirmation dialog, click **OK**.

Changing the Startup user

The Administrator can change the Startup user at any time. If a Startup user already exists, you do not have to deselect them as a Startup user.

- 1 Select the user that you want to designate as the Startup user, and then click **Edit**.
- 2 Select **User Info**.
- 3 Select **Make this user the Startup user**.
- 4 Click **Apply** and then click **OK** in the confirmation dialog box.

NOTE

You can assign a Startup user from the **Please Sign In** dialog also. For more information, see [The Startup user on page 12](#)

Removing users

- 1 Select the user you want to remove, and then click **Remove**.
- 2 Click **Yes** in the confirmation dialog box.
- 3 Close the Privacy Service window when you are finished making changes.

To configure Privacy Service options, you must sign in to Privacy Service as the Administrator.

Blocking Web sites

- 1 Click **Options**, and then select **Block List**.
- 2 In the **http://** field, enter the URL of the web site that you want to block, and then click **Add**. The web site appears in the **Blocked Web Sites** list.

NOTE

Users (including Administrators) that belong to the Adult group level can access all web sites, even if the web sites are in the Blocked Web Sites list. To test blocked web sites, Administrators must log in as non-adult users.

Allowing Web sites

The Administrator can allow all users to view specific web sites. This overrides Privacy Service's default settings and web sites added to the Blocked list.

- 1 Click **Options**, and then select **Allow List**.
- 2 In the **http://** field, enter the URL of the web site that you want to allow, and then click **Add**. The web site appears in the **Allowed Web Sites** list.

Blocking information

The Administrator can prevent other users from sending specific personal information over the Internet (the Administrator can still send this information).

When Privacy Service detects personal identifiable information (PII) in something about to be sent out, the following occurs:

- If you are an Administrator, you are prompted, and can decide whether to send the information or not.
- If the logged in user is not the Administrator, the blocked information is replaced with *MFEMFEMFE*. For example, if you send the e-mail *Lance Armstrong wins tour*, and Armstrong is set as personal information that is to be blocked, then the e-mail that is actually sent is *Lance MFEMFEMFE wins tour*.

Adding information

- 1 Click **Options**, and then select **Block Info**.
- 2 Click **Add**. The **Select Type** pull-down menu appears.
- 3 Select the type of information that you want to block.
- 4 Enter the information in the appropriate fields, and then click **OK**. The information you entered appears in the list.

Editing information

- 1 Click **Options**, and then select **Block Info**.
- 2 Select the information that you want to edit, and click **Edit**.
- 3 Make the appropriate changes, and then click **OK**. If the information does not need to be changed, click **Cancel**.

Removing personal information

- 1 Click **Options**, and then select **Block Info**.
- 2 Select the information that you want to remove, and click **Remove**.
- 3 Click **Yes** in the confirmation dialog box.

Blocking Web bugs

Web bugs are small graphic files that can send messages to third parties, including tracking your Internet browsing habits or transmitting personal information to an external database. Third parties can then use this information to create user profiles.

To prevent web bugs from being loaded within browsed web pages, select **Block Web Bugs on this computer**.

Blocking advertisements

Advertisements are typically graphics served from a third party domain into a web page or pop-up window. Privacy Service does not block ads that are served from the same domain as the host web page.

Pop-ups are secondary browser windows presenting unwanted advertisements, which automatically display when as you visit a web site. Privacy Service only blocks those pop-ups that are automatically loaded when a web page loads. Pop-ups initiated by clicking a link are not blocked by Privacy Service. To display a blocked pop-up, hold down the CTRL key and refresh the web page.

Configure Privacy Service to block advertisements and pop-ups when you are using the Internet.

- 1 Click **Options**, and then select **Block Ads**.
- 2 Select the appropriate option.
 - ◆ **Block ads on this computer**—Blocks advertisements while you are using the Internet.
 - ◆ **Block Pop-Ups on this computer**—Blocks pop-ups while you are using the Internet.
- 3 Click **Apply**, and then click **OK** in the confirmation dialog box.

To disable pop-up blocking, right-click the web page, point to **McAfee Pop-Up Blocker**, and deselect **Enable Pop-up Blocker**.

Allowing cookies from specific Web sites

If you block cookies or require to be prompted before they are accepted, and find that certain web sites do not function properly, then configure Privacy Service to allow the site to read its cookies.

- 1 Click **Options**, and then select **Cookies**.
- 2 In the **http://** field, enter the address of the web site that needs to read its cookies, and then click **Add**. The address appears in the **Accept Cookie Web Sites** list.

To view the event log, you must sign in to Privacy Service as the Administrator. Then, select **Event Log** and click any log entry to view its details. To save or view a saved log, select the Saved Logs tab.

Date and time

By default, the Event Log displays information in chronological order, with the most recent events at the top. If the Event Log entries are not in chronological order, click the Date and Time heading.

The date is displayed in a month/day/year format, and the time is displayed in the A.M./P.M. format.

User

The user is the person who was logged in and using the Internet at the time Privacy Service recorded the event.

Summary

Summaries display a short, concise description of what Privacy Service is doing to protect users and what users are doing on the Internet.

Event Details

The Event Details field displays entry details.

Saving the Current Log

The Current Log page displays information about recent administrative and user actions. You can save this information to view at a future date.

To save a current event log

- 1 Sign In to Privacy Service as the Administrator.
- 2 Select **Event Log**.

- 3 On the Current Log page, click **Save Log**.
- 4 In the **File name** field, type the name for the log file.
- 5 Click **Save**.

Viewing Saved Logs

The Current Log page displays information about recent administrative and user actions. You can save this information to view at a future date.


To view a saved log

- 1 Sign In to Privacy Service as the Administrator.
- 2 Select **Event Log**.
- 3 On Current Log page, click **Open Log**.
- 4 In the **Select a saved log to view** dialog, select the backup database file, and click **Open**.

To access the utilities, you must sign in to Privacy Service as the Administrator, and then click **Utilities**.

To remove files, folders, or the entire contents of disks, click **McAfee Shredder**. To save your Privacy Service database settings, click **Backup**. To restore your settings, click **Restore**.

Erasing files permanently using McAfee Shredder

McAfee Shredder  protects your privacy by quickly and safely erasing unwanted files.

Deleted files can be recovered from your computer even after you empty your Recycle Bin. When you delete a file, Windows merely marks that space on your disk drive as no longer being in use, but the file is still there.

Why Windows leaves file remnants

To permanently delete a file, you must repeatedly overwrite the existing file with new data. If Microsoft Windows securely deleted files, every file operation would be very slow. Shredding a document does not always prevent that document from being recovered because some programs make temporary hidden copies of open documents. If you only shred documents that you see in Explorer, you could still have temporary copies of those documents. We recommend that you periodically shred the free space on your disk drive to insure that these temporary copies are permanently deleted.

NOTE

With computer forensics tools, tax records, job resumes, or other documents that you had deleted, could be obtained.

What McAfee Shredder erases

With McAfee Shredder, you can securely and permanently erase:

- One or more files or folders
- An entire disk
- The trails that your web surfing leaves behind

Permanently erasing files in Windows Explorer

To shred a file via Windows Explorer:

- 1 Open Windows Explorer, then select the file or files that you want to shred.
- 2 Right-click your selection, point to **Send To**, and then select **McAfee Shredder**.

Emptying the Windows Recycle Bin

If files are in your Recycle Bin, McAfee Shredder offers a more secure method of emptying your Recycle Bin.

To shred the contents of the Recycle Bin:

- 1 On your Windows desktop, right-click the Recycle Bin.
- 2 Select **Shred Recycle Bin**, then follow the on-screen instructions.

Customizing Shredder settings

You can:

- Specify the number of shredding passes.
- Show a warning message when you shred files.
- Check your hard disk for errors before shredding.
- Add McAfee Shredder to your Send To menu
- Place a Shredder icon on your Windows desktop.

To customize Shredder settings, open McAfee Shredder, click **Properties**, and then follow the on-screen instructions.

Backing up the Privacy Service database

You can restore the Privacy Service database two ways. If your database becomes corrupted or is deleted, Privacy Service prompts you to restore the Privacy Service database. Alternatively, you can restore your database settings while running Privacy Service.

- 1 Click **Utilities**, and then select **Backup**.
- 2 Click **Browse** to select a location for the database file, and then click **OK**.
- 3 Enter a password in the **Password** field.
- 4 Enter the password again in the **Confirm password** field, and then click **Backup**.
- 5 Click **OK** in the confirmation dialog box.

- 6 Close the Privacy Service window when you are finished.

NOTE

Keep this password secret, and do not forget it. You cannot restore Privacy Service settings without this password.

Restoring the Backup Database

- 1 Privacy Service provides two ways to restore your original settings:
 - ◆ Load your backup database file after Privacy Service prompts you to restore your settings because the database is corrupt or deleted.
 - ◆ Load your backup database file while running Privacy Service.

To restore your Privacy Service Settings when prompted:

- 1 Click **Browse** to locate the file.
- 2 Type your password in the **Password** field.
- 3 Click **Restore**.
If you did not back up the Privacy Service database, or you forgot your Backup password, or restoring the database does not work, please remove and re-install Privacy Service.

To restore your Privacy Settings while running Privacy Service:

- 1 Click the **Utilities** tab.
- 2 Click **Restore**.
- 3 Click **Browse**, and type the path and name for the backup file.
- 4 Click **Open**.
- 5 Type your password in the **Password** field.
- 6 Click **Restore**, and then click **OK** in the McAfee Privacy Service confirmation dialog.

These instructions do not apply to the Administrator.

You can change your password and user name. We recommend that you change your password after the Administrator gives it to you. We also recommend that you change your password once a month, or if you think someone knows your password. This helps prevent others from using the Internet with your user name.

Changing your password

- 1 Right-click the McAfee icon, point to **McAfee Privacy Service**, and then select **Options**.
- 2 Click **Password** and enter your old password in the **Old password** field.
- 3 Enter your new password in the **New password** field.
- 4 Type your new password again in the **Confirm password** field, and then click **Apply**.
- 5 Click **OK** in the confirmation dialog box. You now have a new password.

Changing your user name

- 1 Right-click the McAfee icon, point to **McAfee Privacy Service**, and then select **Options**.
- 2 Click **User Info**.
- 3 Type your new user name in the **New user name** field and then click **Apply**.
- 4 Click **OK** in the confirmation dialog box. You now have a new user name.

Clearing your cache

We recommend that you clear your cache so that a child does not access web pages you recently visited. To clear your cache, do the following.

- 1 Open Internet Explorer.
- 2 From the **Tools** menu, click **Internet Options**. The Internet Options dialog box appears.
- 3 In the **Temporary Internet Files** section, click **Delete Files**. The Delete Files dialog box appears.
- 4 Select **Delete all offline content**, and then click **OK**.
- 5 Click **OK** to close the Internet Options dialog box.

Accepting cookies

This option is available only if the Administrator allows you to accept or reject cookies as they are intercepted.

If you access web sites that require cookies, you can allow those sites permission to read cookies.

- 1 Right-click the McAfee icon, point to **McAfee Privacy Service**, and then select **Options**.
- 2 Click **Accepted Cookies**.
- 3 Enter the URL of the web site in the **http://** field, and then click **Add**. The web site appears in the **Web Site** list.

If you need to remove a web site from this list:

- 1 Select the web site's URL in the **Web site** list.
- 2 Click **Remove**, and then click **Yes** in the confirmation dialog box.

Rejecting cookies

This option is available only if the Administrator allows you to accept or reject cookies as they are intercepted.

If you access web sites that do not require cookies, you can reject the cookies without being prompted.

- 1 Right-click the McAfee icon, point to **McAfee Privacy Service**, and then select **Options**.
- 2 Click **Rejected Cookies**.
- 3 Enter the URL of the web site in the **http://** field, and then click **Add**. The web site appears in the **Web site** list.

If you need to remove a web site from this list:

- 1 Select the web site's URL in the **Web Site** list.
- 2 Click **Remove**, and then click **Yes** in the confirmation dialog box.

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