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Everyday, computers are lost, stolen, or used by others. When this occurs, personal or confidential information can be accessed by thieves, hackers, or anyone else who uses the computer. This can lead to financial loss, identity theft, and privacy invasion.

McAfee Personal Vault safeguards files containing financial documents, consumer data, and any important information from thieves, hackers, and others.

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# Personal Vault features

<table>
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<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Password protection</strong></td>
<td>Prevent someone from accessing your files in case your computer is lost or stolen.</td>
</tr>
<tr>
<td><strong>Lock and hide files</strong></td>
<td>Lock and hide your private files from others who use your computer.</td>
</tr>
<tr>
<td><strong>Password reset</strong></td>
<td>If you forget your password you can easily reset it from your computer.</td>
</tr>
<tr>
<td><strong>Multiple users</strong></td>
<td>Protect multiple computers and create multiple users per computer.</td>
</tr>
</tbody>
</table>
Getting started

This section will take you through the initial setup of McAfee Personal Vault. The First-Use wizard starts as soon as you install the product, and lets you create your first vault. Following that, you can begin securing your data.

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Using McAfee Personal Vault

McAfee Personal Vault allows you to store a file within password-protected folders. These folders are known as vaults and they prevent hackers and other users from getting access to the files stored inside them. A vault behaves just like a Windows folder; for example, you can double-click a vault to open it and right-click it to view its various menu options. However, unlike a regular folder the vault is password-protected.

Note: Each vault also becomes a virtual drive and is automatically designated the first free letter from the end of the alphabet (for example, Z:\). If your computer already has a Z:\ drive it will choose the next free letter (for example, Y:\). If your computer has a Z:\ and a Y:\ drive, Anti-Theft will work its way through the alphabet until it finds a free letter. You can access these drives by clicking, **Start, My Computer**, and then selecting **Anti-Theft**.
You can access McAfee Anti-Theft by right-clicking the **Anti-Theft** icon in the notification area, to the far right of your taskbar.
The First-Use wizard: Step 1

The First-Use wizard appears when you start to create your first vault. The First-Use wizard is a set of screens that allow you to build your Personal Vault system and create your first vault. It is at this stage that you specify the security questions and answers that will provide access to all your vaults if you forget a password; for example, "What is your favorite food?" or "What is your date of birth?". There are three questions and answers to specify.

Select a question from the **Question 1** list, and enter an answer in the **Answer 1** box. Do the same for **Question 2** and **Question 3**, making sure you select different questions with the relevant answers entered in the respective answer boxes.
The First-Use wizard: Step 2

Click **Next** to move to the next screen. Here you can specify the name of our first vault, the vault size, and the password.

- Enter the name of vault in the **Name** box.
- Move the slider to specify the size of the vault. This is the vault capacity, the amount of Megabytes or Gigabytes you think are necessary to hold your files. Once you create the vault you will not be able to adjust the size.
- Enter a password for the vault in the **Password** box. The **Password Strength** indicator denotes how strong your password is, that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.
- Confirm the password by entering it in the **Confirm Password** box, and then click **Next**.
The First-Use wizard: Step 3

Do the following:

<table>
<thead>
<tr>
<th>To...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start working with your new vault</td>
<td>Click <strong>Yes, I would like to unlock “Vault Name”</strong> and then click <strong>Finish.</strong></td>
</tr>
<tr>
<td>Leave the vault unlocked for the</td>
<td>Click <strong>No, I would prefer to leave it locked</strong>, and then click <strong>Finish.</strong></td>
</tr>
<tr>
<td>time being</td>
<td></td>
</tr>
</tbody>
</table>

Congratulations!

After click on Finish, you will have created a new personal vault to safeguard your valuable files.

Your vault will be locked after it is created. Would you like to unlock this vault now so that you can start using it?

- Yes, I want to unlock it (Accounts).
- No, I want to leave it locked.
The First-Use wizard: Complete

The newly created vault appears as an icon in the Windows Explorer main window. It also appears as a folder in the left hand pane under \My Documents\McAfee Personal Vaults. You can use it just like any other folder in Windows Explorer, the difference being, a password must be entered to retrieve the contents.
Working with vaults

Vaults are secured folders that prevent hackers and other users from getting access to the files stored inside them. A vault behaves just like a Windows folder; for example, you can double-click a vault to open it and right-click it to view its various menu options. However, unlike a regular folder the vault is password-protected.

Use this section to find out how to work with vaults.

Create a vault

The Create New Vault option allows you to create a new vault. You can create many vaults depending on your requirements. All new vaults are locked by default.

2. In the top toolbar on the right pane, click Create Vault to start the Create New Vault wizard.
3. Enter the name of vault in the Name box.
4. Move the slider to specify the size of the vault.
5. Enter a password for the vault in the Password box.
6. Confirm the password by entering it in the Confirm Password box, and then click Next.
7. To start working with the vault, click Yes, I would like to unlock “Vault Name”. To leave the vault locked for the time being, click No, I would prefer to leave it locked.

Note: The Password Strength indicator denotes how strong your password is; that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.
Unlock a vault

The **Unlocking a Vault** option allows you to open a locked vault using the designated password.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. Click the vault you want to open.
3. In the toolbar on the right pane, click **Unlock Vault**.
4. Enter the password for this vault.
5. Click **Ok**.

**Note:** You can access a vault by right-clicking the **Personal Vault** icon in the notification area to the right of your taskbar, and clicking the vault name.

Lock an open vault

Use the **Locking a Vault** option to lock and secure an open vault.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. Click the vault you want to lock.
3. In the toolbar on the right pane, click **Lock Vault**.
4. Click **Ok**.

**Note:** You can access a vault by right-clicking the **Personal Vault** icon in the notification area to the right of your taskbar, and clicking the vault name.
Rename a vault

Use the Renaming a Vault to rename an existing vault.

2. Click the vault you want to rename.
3. In the toolbar on the right pane, click Rename Vault.
4. On the Change the Name pane, enter the vault's new name in the New Name box.
5. Click Ok.

Change a vault's password

Use the Changing the Vault's Password option to change the password of an existing vault.

2. Click the vault.
3. In the toolbar on the right pane, click Change Password.
4. On the Change the Password for this Vault screen, enter the current password in the Current Password box.
5. Enter the new password in the New Password box.
6. Confirm your password by entering it in the Confirm Password box.
7. Click Ok.

Note: If you have forgotten your password, you can reset it (page 19).
Delete a vault

Use the **Deleting a Vault** option to remove a vault from your computer.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. Click the vault you want to delete.
3. In the toolbar on the right pane, click **Delete Vault**.
4. On the **Delete this Vault** pane, click **Yes I want to permanently delete “vault name” and all data and files inside** if you are sure you want to delete the vault.
5. Click **Delete**.

**Warning:** Please exercise caution; deleting a vault also deletes all the files and folders that are stored inside it.

Import a vault

This option allows you to import a vault from another location, such as a different folder on your computer or a USB drive.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. In the toolbar on the right pane, click **Import Vault**.
3. On the **Import Vault** pane, enter a name for the vault in the **Name** box.
4. Click **Browse** to find the file you want to import.
5. Select the drive letter you want to assign this vault to.

**Note:** Each vault also becomes a virtual drive and is automatically designated the first free letter from the end of the alphabet (for example, Z:\). If your computer already has a Z:\ drive it will choose the next free letter (for example, Y:\). If your computer has a Z:\ and a Y:\ drive Personal Vault will work its way through the alphabet until it finds a free letter. You can access these drives by clicking **Start**, **My Computer**, and then selecting **Personal Vault**.
Set the Personal Vault options

The **Options** screen allows you to enhance vault security. These options are triggered automatically when your computer remains unused after a certain amount of time, or, when the screen saver is activated.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. In the toolbar on the right pane, click **Options**.
3. On the **Options** screen, select the appropriate check box:
   - **Lock all Vaults after ““ minutes**
     Specify when you would like automatic locking to occur. The time is set in minutes and is the period that your computer remains inactive before locking all open vaults.
   - **Lock all Vaults when my screen saver activates**
     Lock all open vaults when the Windows screen saver starts.
4. Click **Save**.

Delete a file from a vault

You can delete files from a vault as you can with any other folder.

1. Open McAfee Personal Vault by selecting **Start**, **Programs**, **Accessories**, **Windows Explorer**, **My Computer**, **Personal Vault**.
2. Open the vault containing the file you want to delete.
3. When the icon shows as an open vault, double-click it to open the files.
4. Select the file in the Windows Explorer window, and press the **Delete** key.
5. Click **Yes** to confirm the delete.

**Warning:** If you delete a file from a vault, it will be placed in the Recycle Bin and can therefore be accessed from there when the vault is open. If you lock the vault, the file will not be accessible from the Recycle Bin. The next time you unlock the vault, the file will be accessible again from the Recycle Bin.
When you create a vault, you are effectively creating a secure folder that can only be accessed with the correct password. You can, therefore, save and retrieve files from other programs, such as Microsoft Word and Excel directly from our vault. The examples below are based on Microsoft Office, but can be used for any Windows-based program.

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Save a file directly into a vault

When you are ready to save your file to the vault, click Save As on the File menu (Office Button for Office 2007 users).

1 In the Save As dialog box, navigate to \My Documents\My Personal Vaults.
2 Select the vault you want to save the file to, and click Open.
3 When prompted, enter the password for the vault.

*Note:* Now that you have entered the password for the vault, it will remain open until you manually lock it. However, the vault will lock if the computer is shut down. The vault will also lock if the Lock all Vaults after " " minutes or the Lock all Vaults when my screen saver activates options have been set. For more information, see Set the Personal Vault options (page 16).
Retrieve a file from a vault

When you are ready to retrieve your file from the vault, click **Open** on the **File** menu (**Office Button** for Office 2007 users).

1. In the **Save As** dialog box, navigate to `\My Documents\My Personal Vaults`.
2. Select the vault that contains the file you want to retrieve, and click **Open**.
3. When prompted, enter the password for the vault.
4. Browse until you find the desired file, select it, and click **Open** to retrieve the file.

**Note:** Now that you have entered the password for the vault it will remain open until you manually lock it. However, the vault will lock if the computer is shutdown. The vault will also lock if the **Lock all Vaults after** “ “ **minutes** or the **Lock all Vaults when my screen saver activates** options have been set.
Troubleshooting

This section will help you solve occasional problems that may occur.

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I forgot my password

If you have forgotten the password for a vault, you can reset it and gain access by answering the security questions specified during the First-Use wizard.

1 Open McAfee Personal Vault by selecting Start, Programs, Accessories, Windows Explorer, My Computer, Personal Vault.
2 Click the vault you want to open.
3 On the toolbar in the right pane, click Unlock Vault.
4 Click the I forgot my password option to start the I forgot my password wizard. The wizard contains the security questions created in the First-Use wizard.
5 Enter the answers to each question in the respective answer boxes, and then click Next.
6 Enter the new password and, confirm it in the Confirm Password box.
7 Click Next.
8 Click Finish to complete the password reset.

Note: The Password Strength indicator denotes how strong your password is; that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.
I cannot find my vault

Use Windows Explorer to access your vault.

- Open McAfee Personal Vault by selecting **Start, Programs, Accessories, Windows Explorer, My Computer, Personal Vault**.

My vault is read-only

You will see this message if you are using a trial version of Personal Vault. This means your trial period has expired. You can upgrade by purchasing the product via a retailer or www.mcafee.com. You can then install it on top of the trial version.