Manually Updating Your Windows Operating System

Keeping your computer updated is an important step that every user should take to help prevent security holes and ensure optimal performance. Additionally, running updates helps to ensure that peripheral devices, such as Airtame, projectors, and USB devices, can communicate correctly with the computer and operate as intended. Please run through these steps once a month for best results.

Directions for running manual updates on your Windows computer are provided in two forms: Quick Reference (Below) & Picture Guide (page 2-3). Please utilize whichever format best meets your needs.

Quick Reference:

- Ensure that your computer is connected to the internet (either at home or at work)
- Type the word UPDATES in the search field in your taskbar and then click “Check For Updates” in the menu that appears
- Click on the “Check online for updates from Microsoft Update” link
- Wait for updates to download/install and then restart your computer as prompted
- Repeat the steps above as many times as necessary until updates are no longer found
- Perform these steps once a month to maintain optimal system performance

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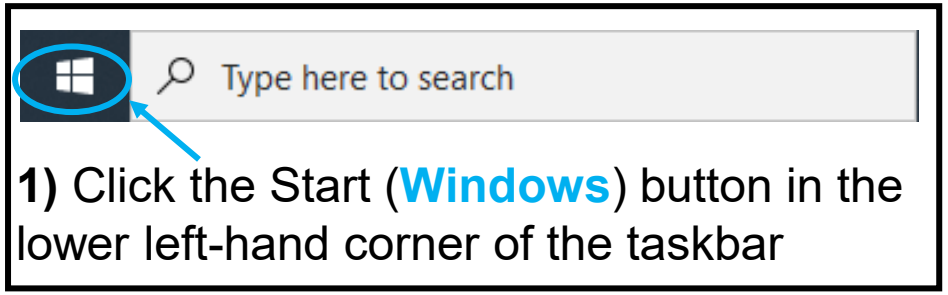
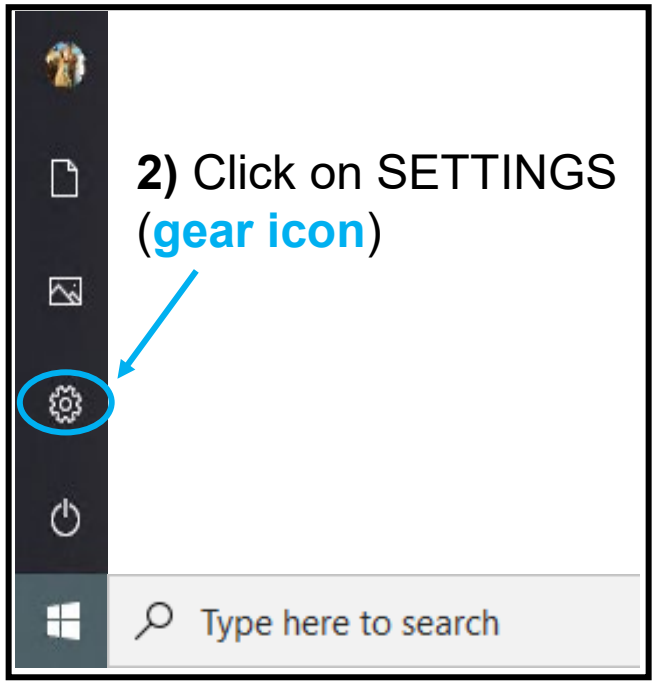
When to run updates:

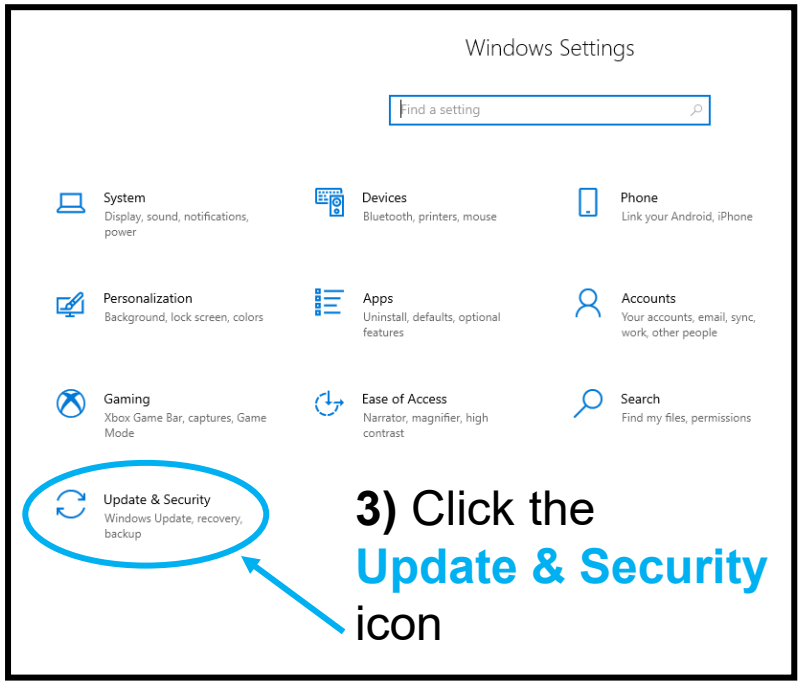
You can perform these updates from home or work as long as you have an internet connection. You can also continue to use your computer as the updates are being installed and can then restart at your convenience if prompted to do so.



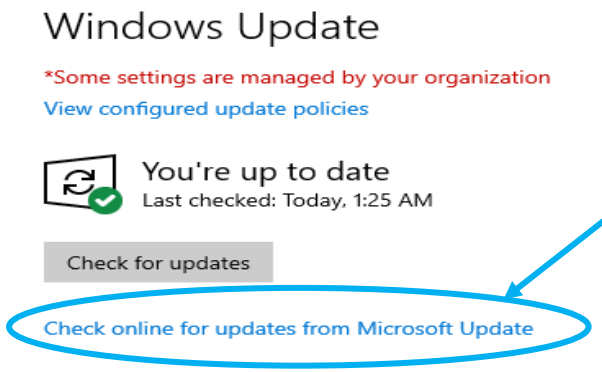
1) Click the Start (**Windows**) button in the lower left-hand corner of the taskbar



2) Click on SETTINGS (**gear icon**)

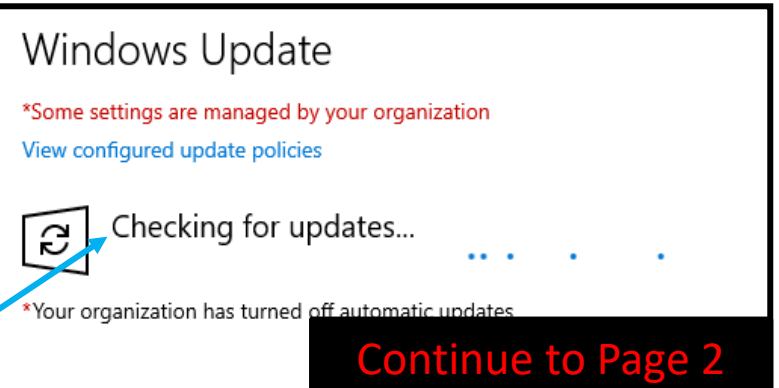


3) Click the **Update & Security** icon



4) Click on the "**Check online for updates from Microsoft Update**" link

The computer will then check for updates and return a list of any that are found



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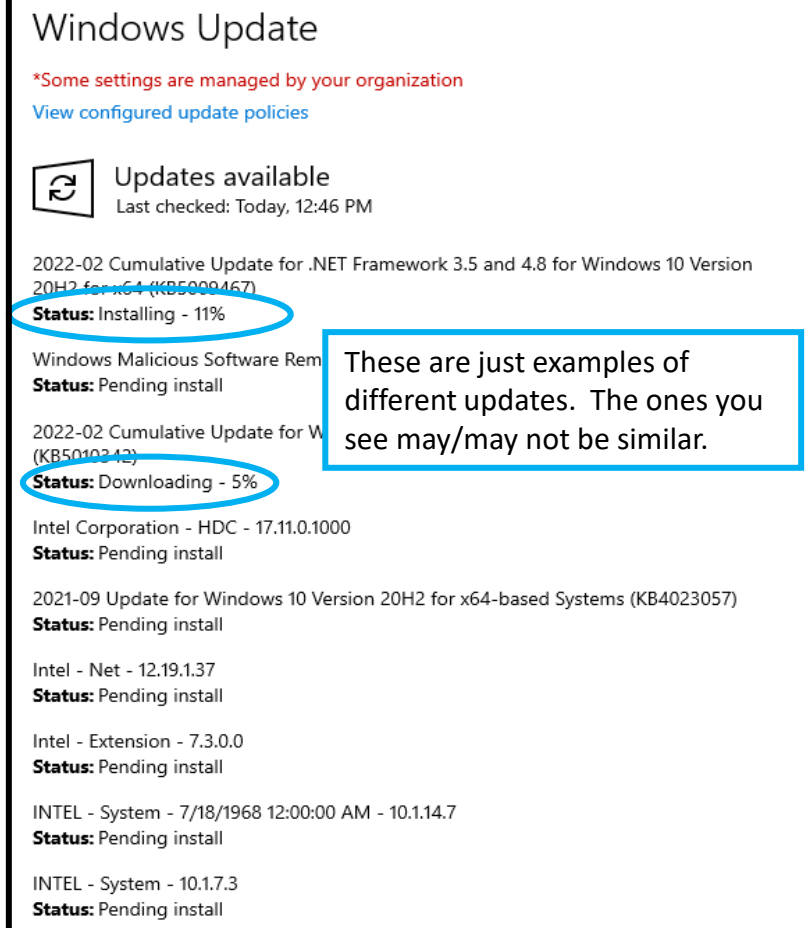
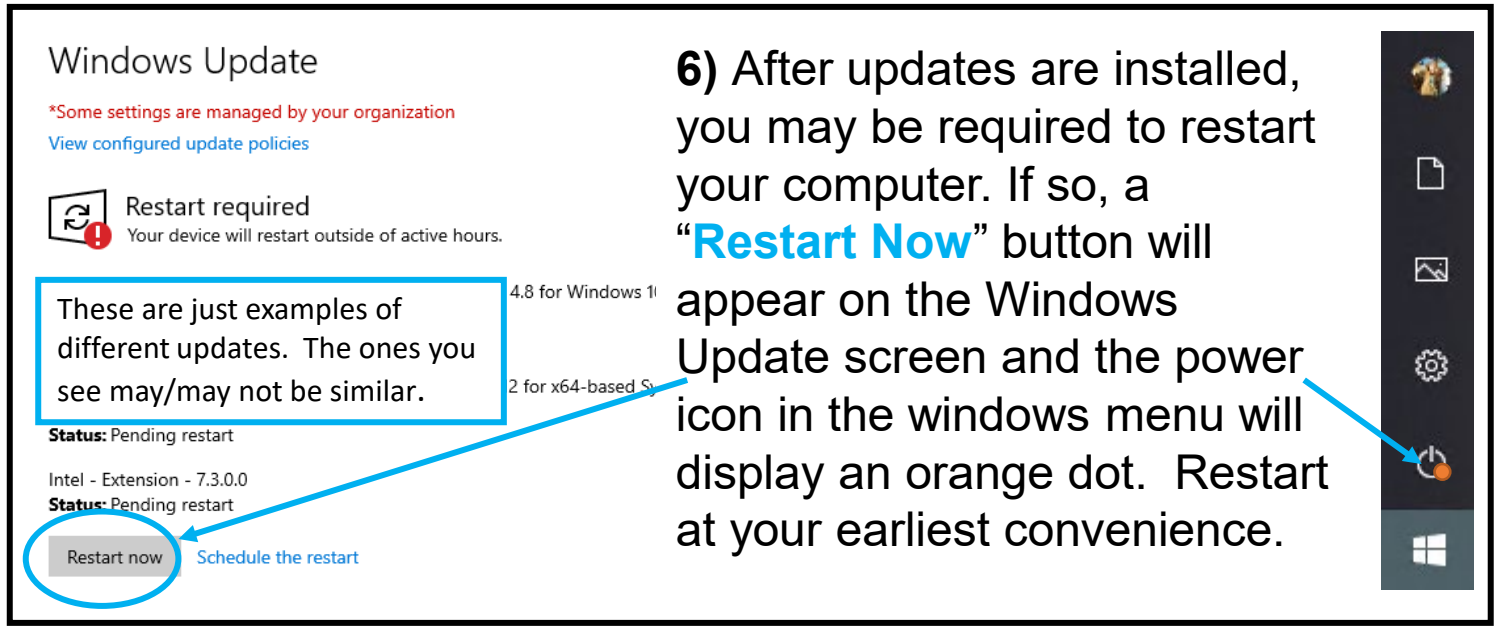
5) If updates are found, your computer will <u>automatically</u> begin **Downloading** and **Installing** them.





6) After updates are installed, you may be required to restart your computer. If so, a "**Restart Now**" button will appear on the Windows Update screen and the power icon in the windows menu will display an orange dot. Restart at your earliest convenience.

Important:

Multiple restarts will likely be needed. Follow steps 1-6 again **<u>after each restart</u>** to make sure no other updates or drivers are needed.

You may see OPTIONAL UPDATES available for download as well. These **<u>DO NOT</u>** need to be installed for normal maintenance and upkeep.

Reminder:

Please get into the habit of checking for updates at least once a month for best results. Doing so on a regular basis will also reduce the number of repetitive restarts needed to complete the updates.