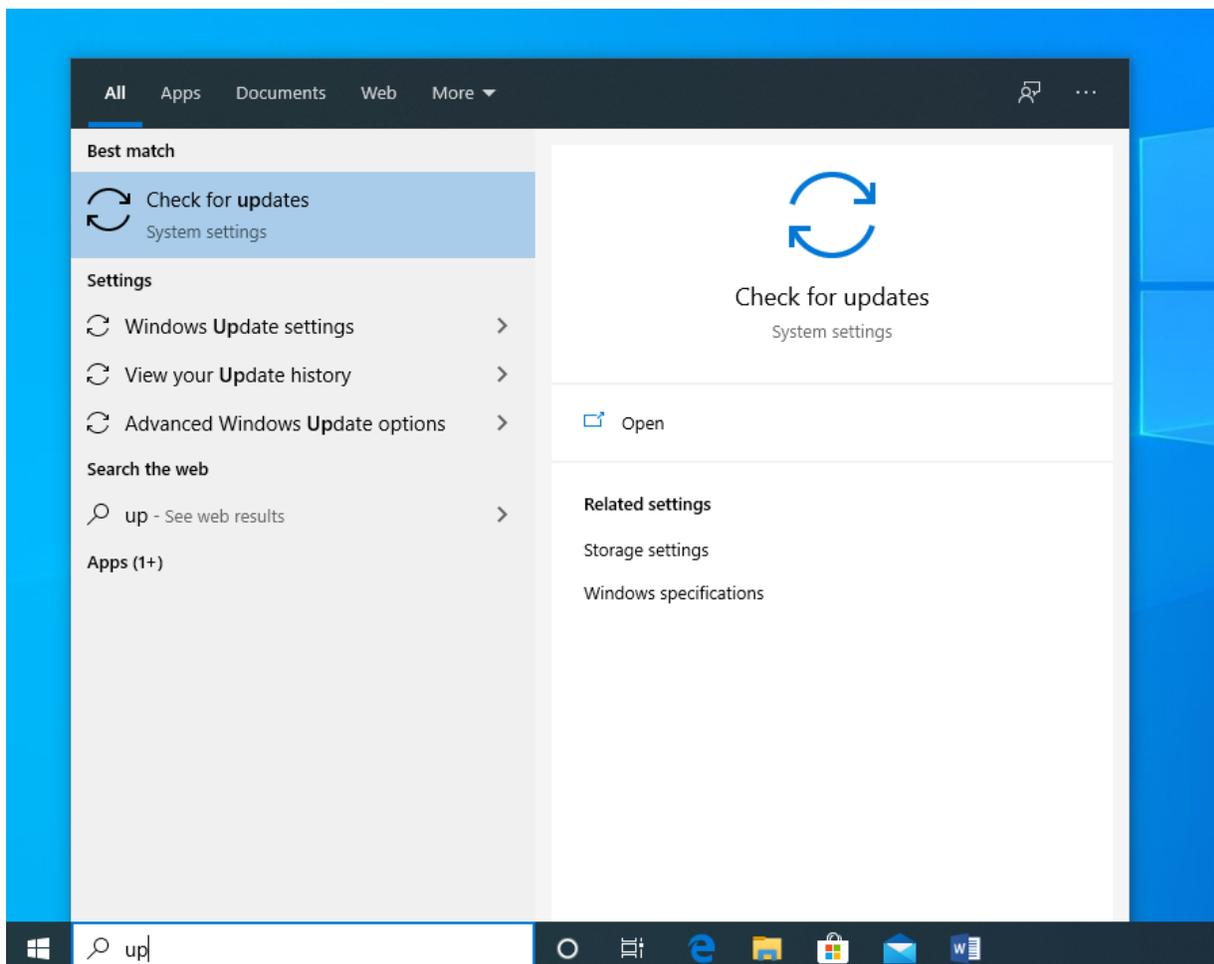


Guide for Maintaining Windows Updates

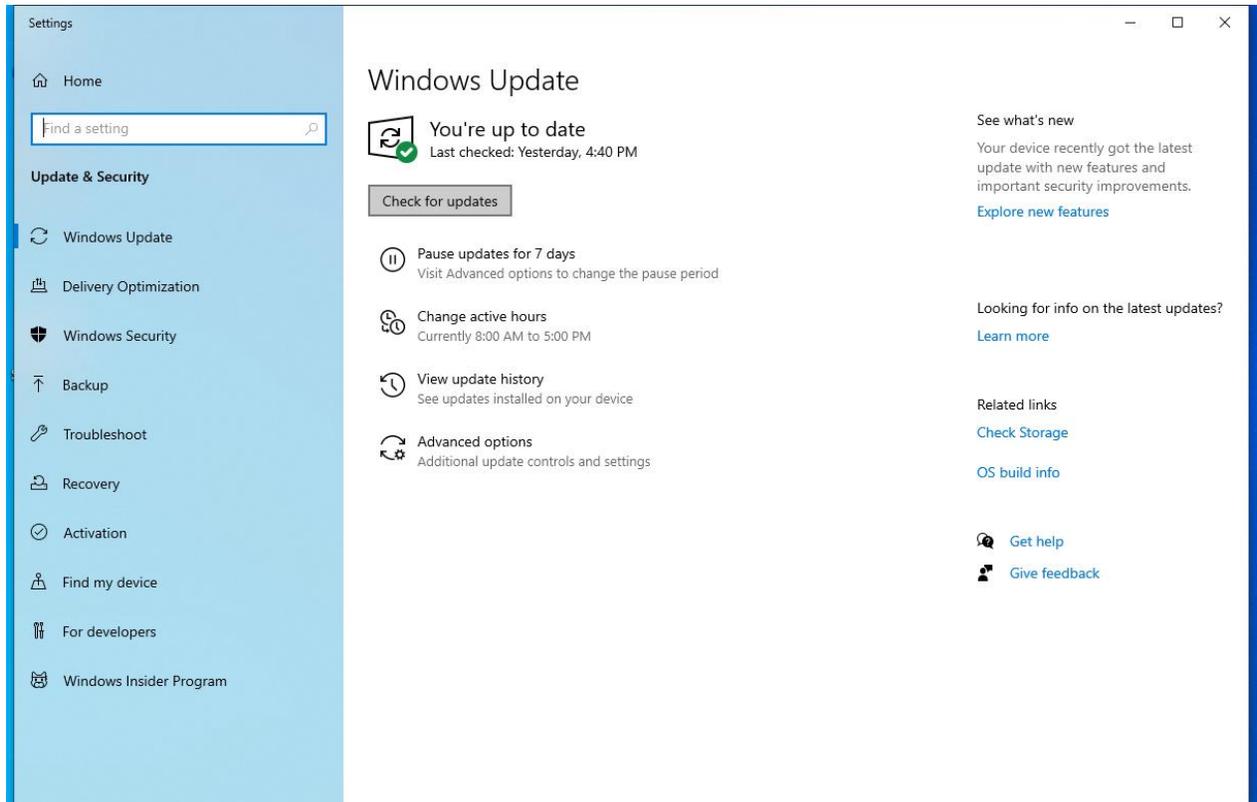
The best defense against viruses, malware, and hacking attempts is the act of keeping your computer up to date. Windows updates tend to be released on Tuesdays but will occasionally be supplemented with patches for outstanding threats during the course of a week. A few times a year there will also be large optional updates that can make substantial changes to Windows 10. This guide will help you through the process of keeping your computer up to date.

Regular Updates

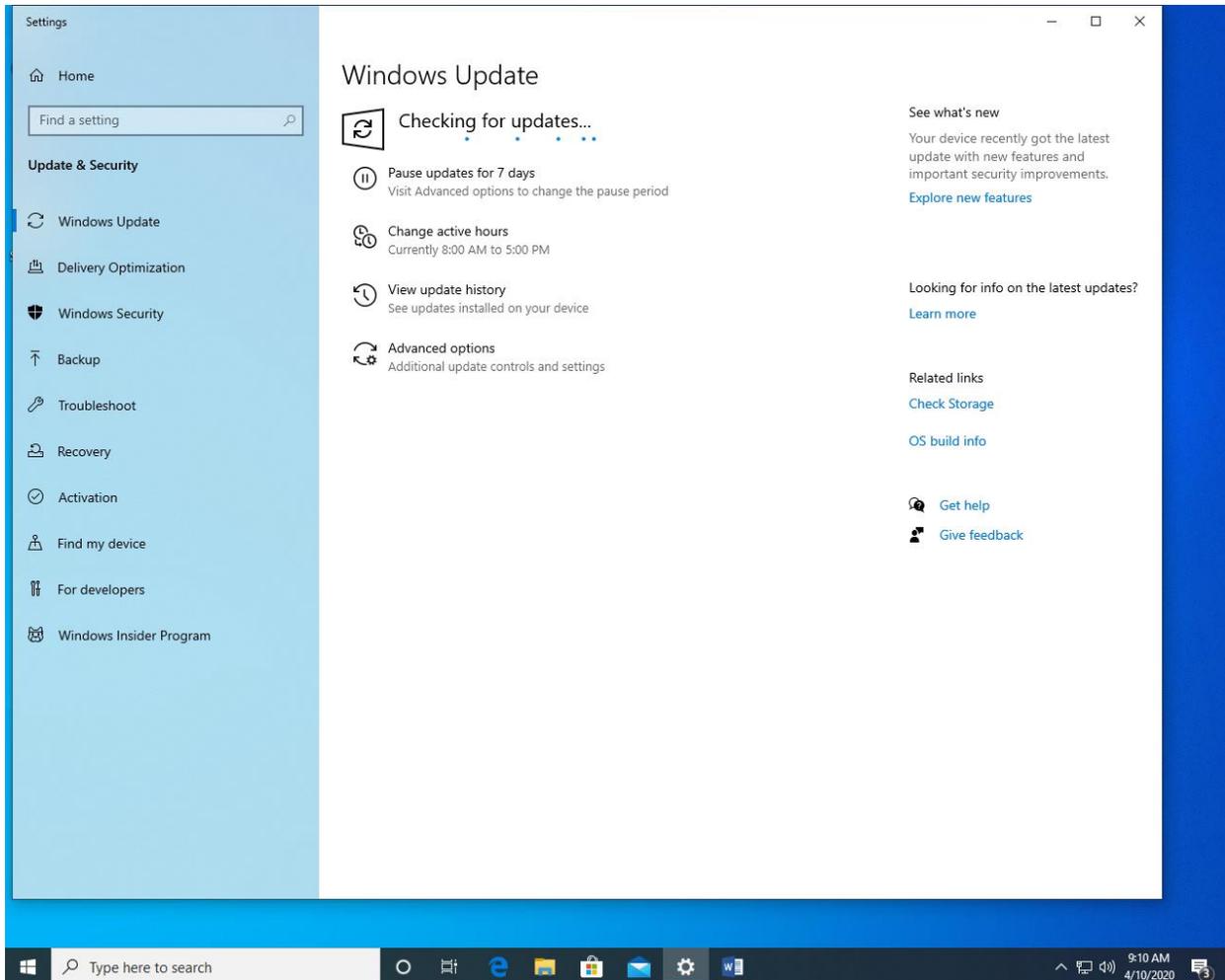
1. Once logged into Windows, use the search bar to find the “Check for Updates” launcher. You can usually find it by typing the first 2-3 letters of the word Update. If it does not come up in the search you can restart the computer and let it idle for a while to process any background tasks before trying again.



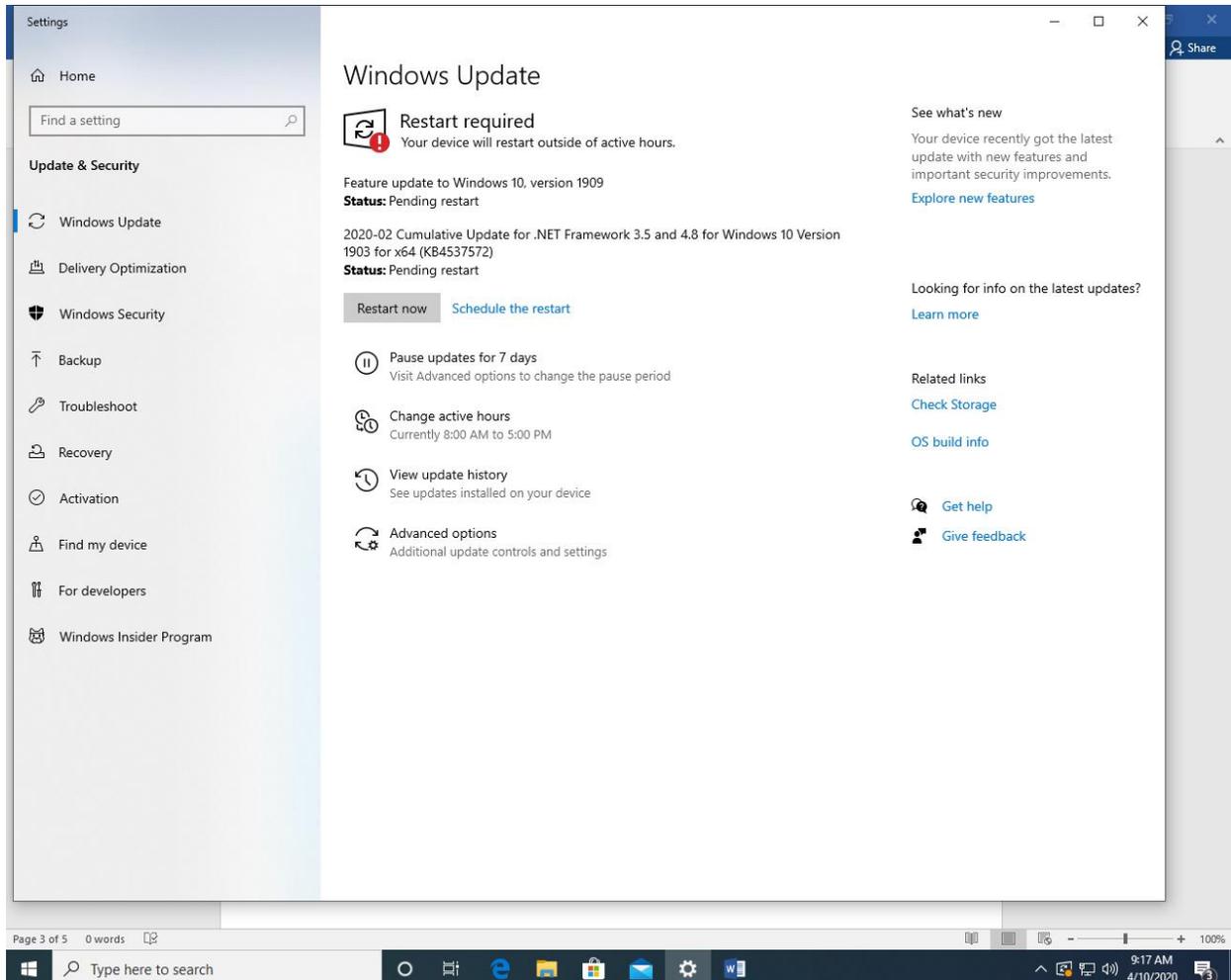
2. Once you have opened the update launcher, you may see a button that says “Check for Updates” – go ahead and click it and it will begin searching for the latest updates to install.



3. If you do not see the “Check for Updates” button the computer may be installing updates on its own. In either case it may prompt you with a button for “Install Updates” after it has taken some time to find all that are available.



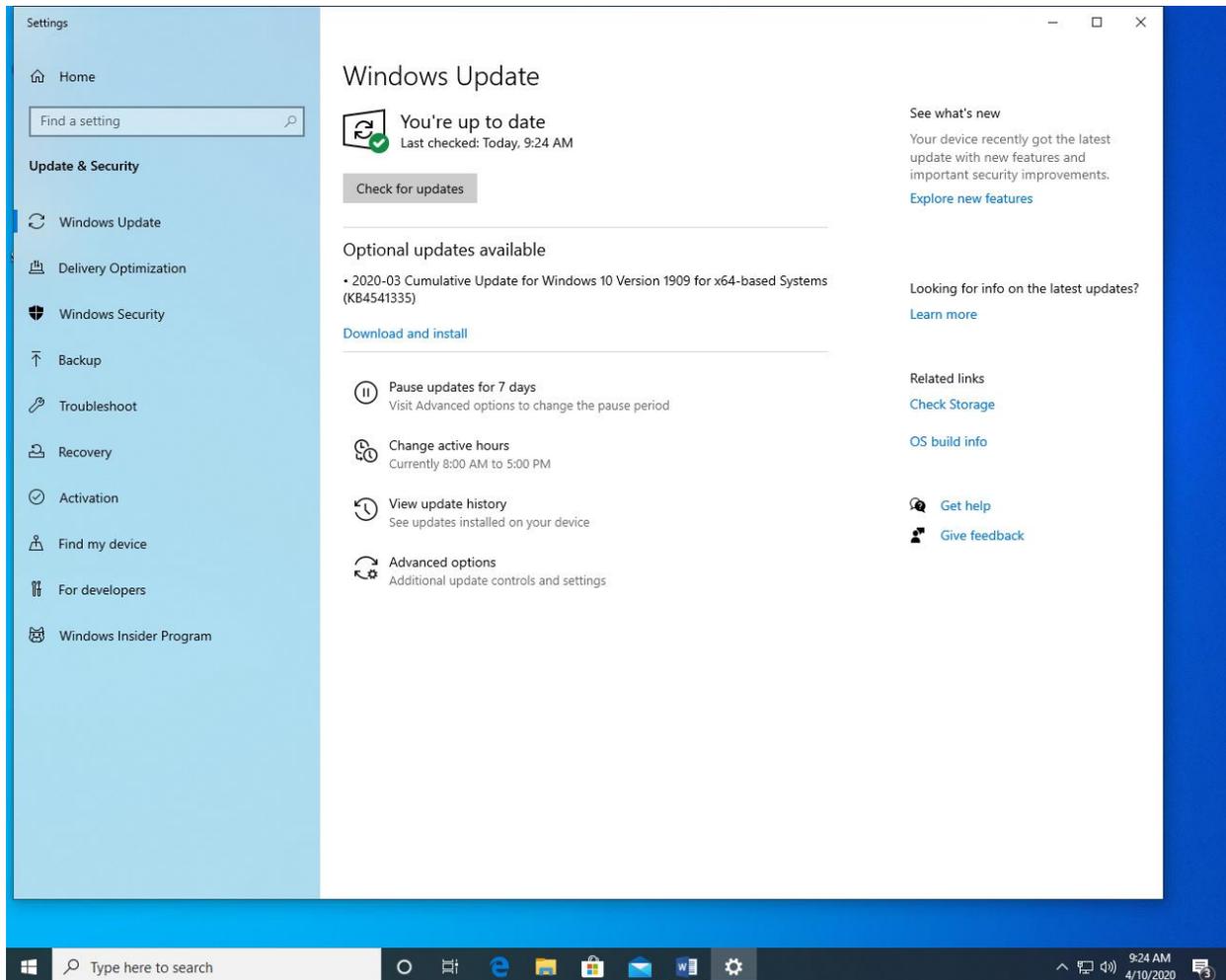
4. After the updates have been installed, you may see a “Restart Now” button appear. Make sure all of your work has been saved and either click this button or manually restart the computer.



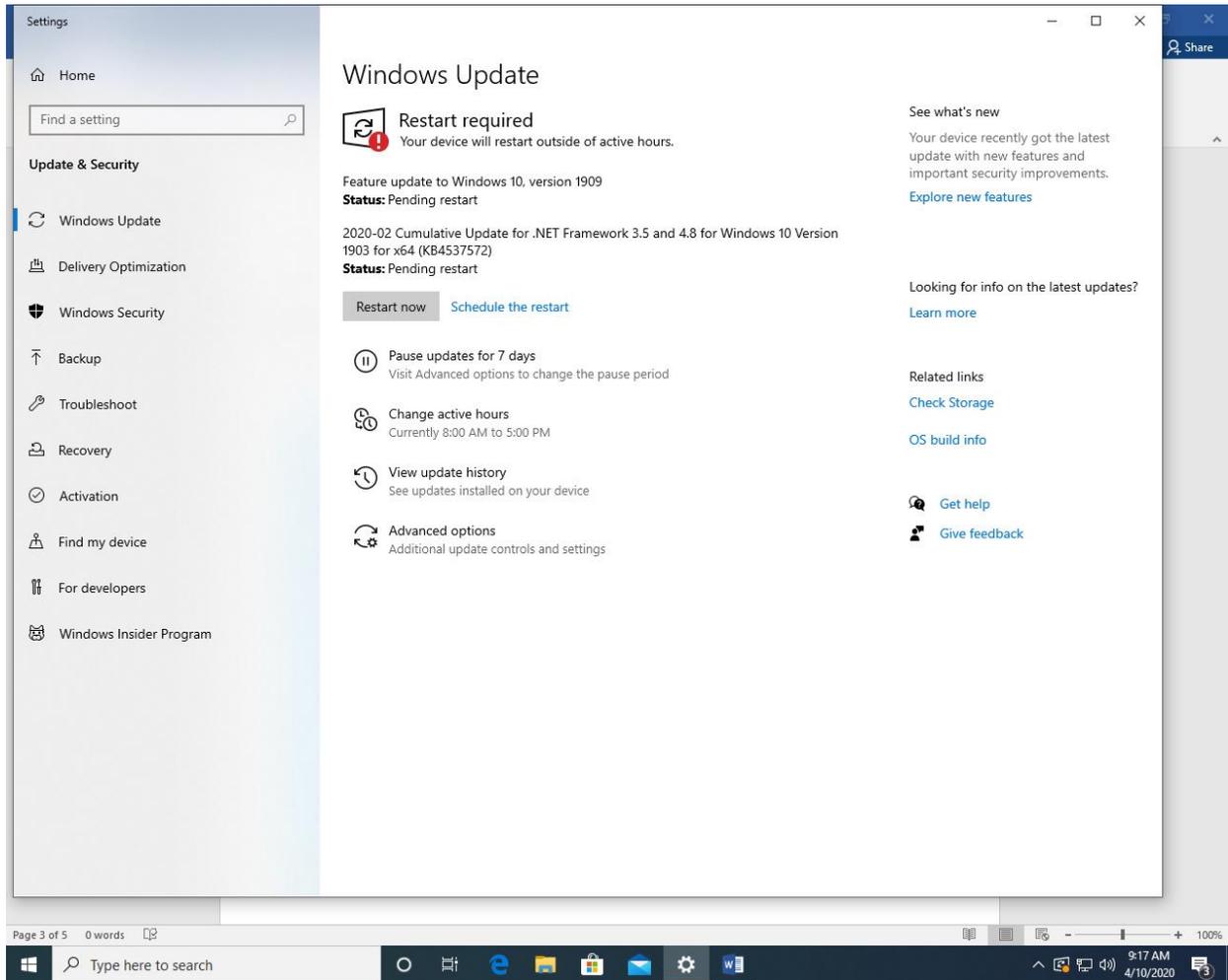
5. After the computer has restarted, log back into windows and start again at step 1. Repeat this process until no more new updates are found.
Optional Updates

Optional Updates

1. Following the steps above, you may encounter one of the Optional Windows Updates. These can occasionally change the settings on your computer and the appearance of your Windows desktop and icons. To install an Optional update, click the “Download and Install” text link. This may take quite a while as these are much larger files than the usual updates.



2. Just like the other updates, you may see a button for “Restart now” when the updates are finished installing. Click the button or manually restart the computer. Repeat the process until no more updates are found.



3. Once all updates are installed and no more are found, restart the computer once more for good measure. We recommend doing this process every Wednesday if possible, or at least once a week as time allows.