

# Windows Updates tutorial (Windows 7)

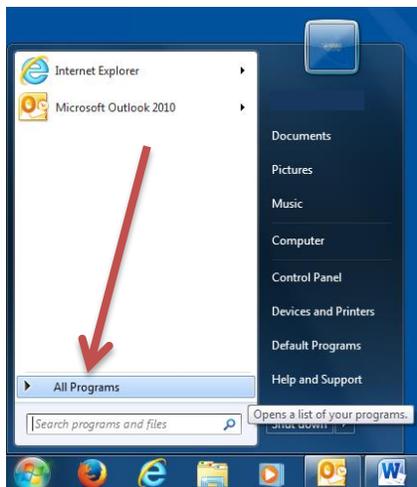
## How to do windows updates

\*If you are still running Windows XP please contact the IT department as soon as possible.

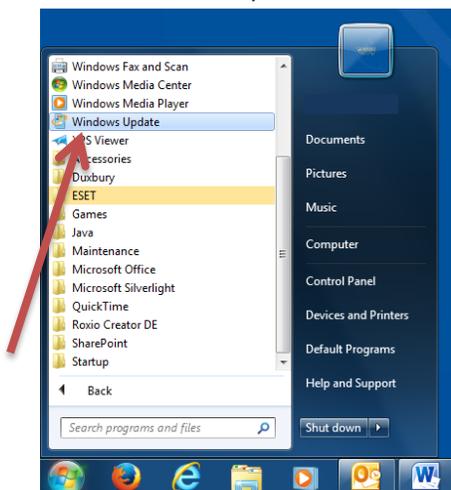
1. Click the “start” or “windows” button on the taskbar



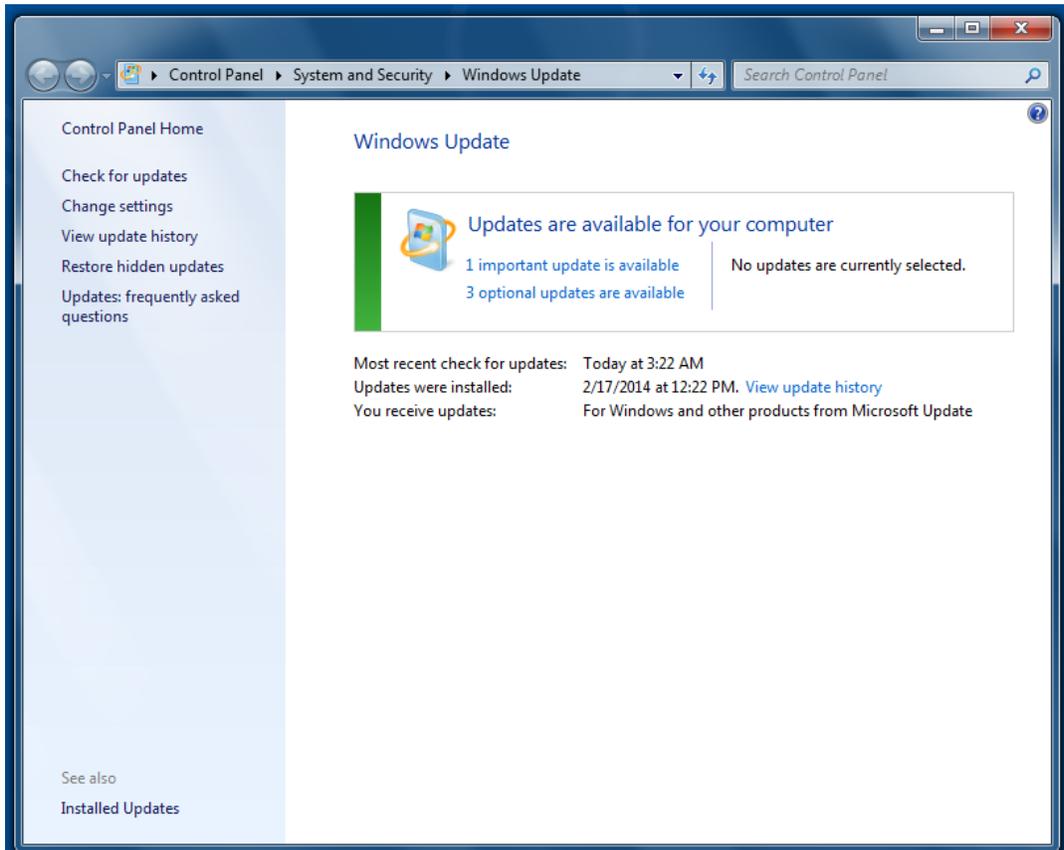
2. Click “all Programs”



3. Click “Windows Update”



4. This window should appear...

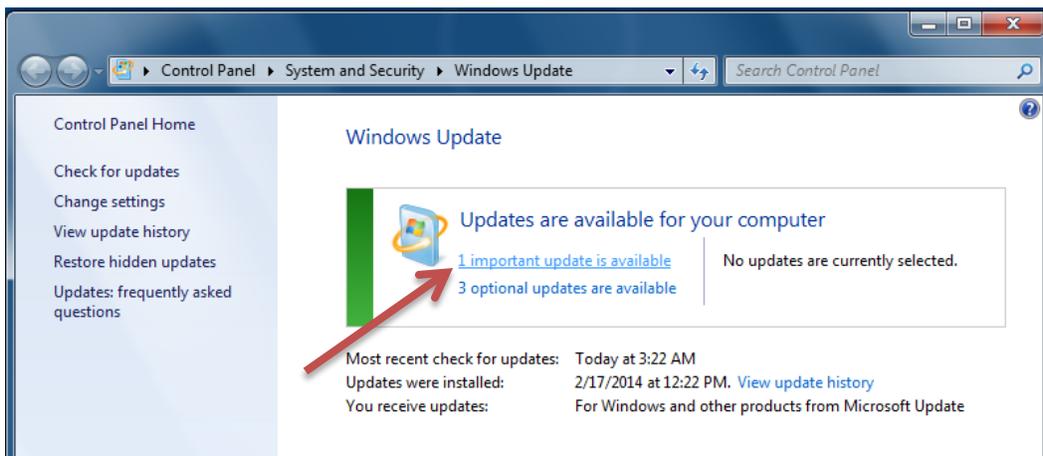


**\*NOTE:** Although automatic updates are set to occur, this **does not** guarantee that all updates are downloaded and installed.

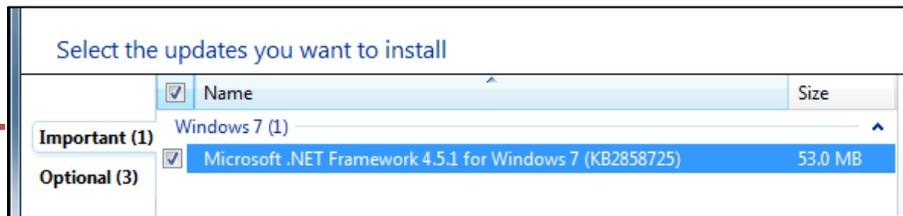
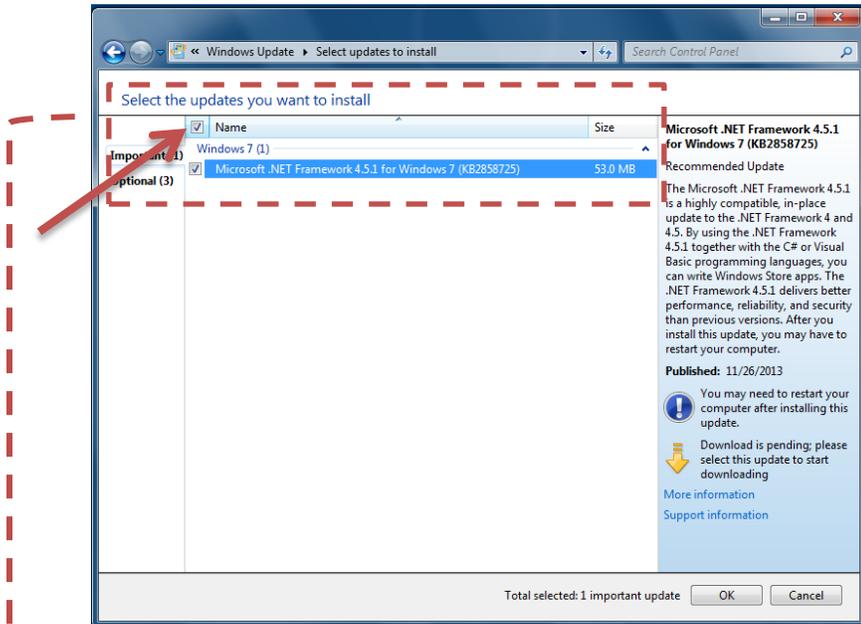
From this window you can see if there are any updates available for your computer. These updates are **CRITICAL** to the function of your computer and need to be checked regularly to ensure they are downloading. The **OPTIONAL** updates are **not** optional for NMSBVI computers and are **required** to be downloaded and installed. Please check that these are not piling up.

You are also able to check the date of the last install and the last check for updates. If your screen shows that you have updates available please install them. To do this, please continue to step 5.

5. Click "# important updates available"

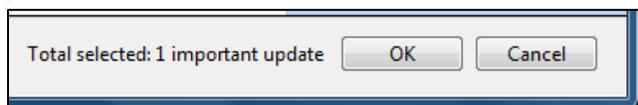
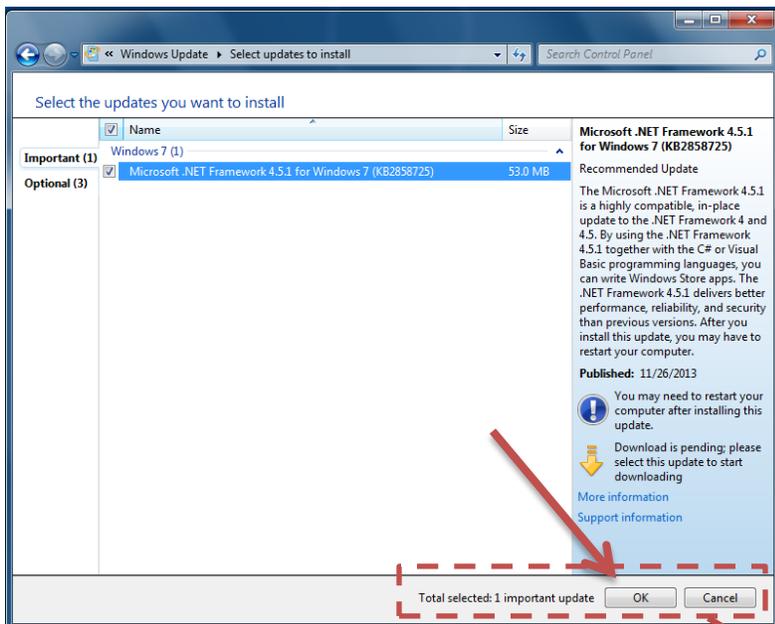


6. Make sure to check the check box in the upper left hand corner to select all important updates.

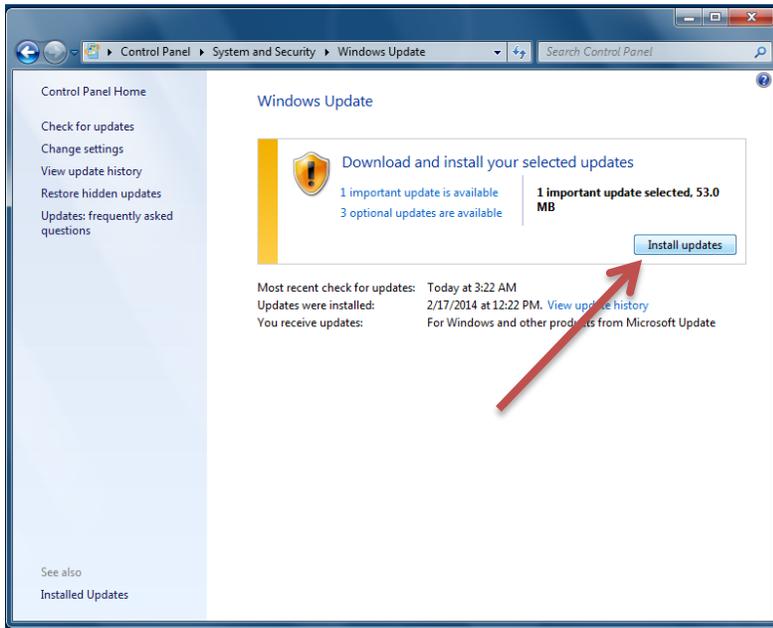


**NOTE:** To save time in the future, select all optional updates in this step in addition to all important updates.

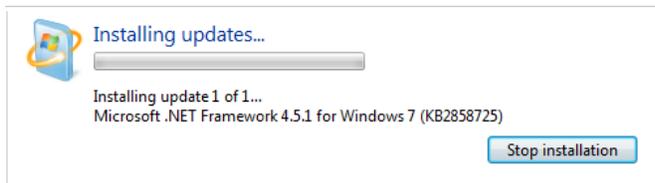
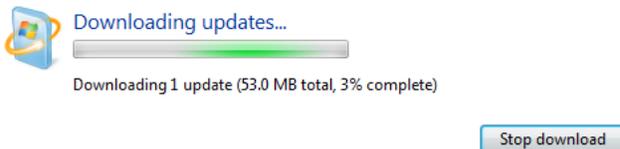
7. Click "ok" in the bottom right corner



8. Click "Install updates" on the next screen

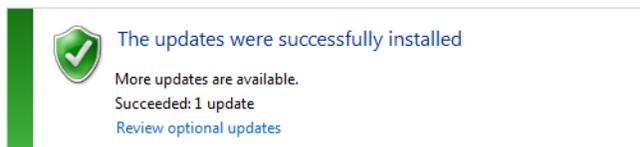


9. Wait as your updates are downloaded and installed.

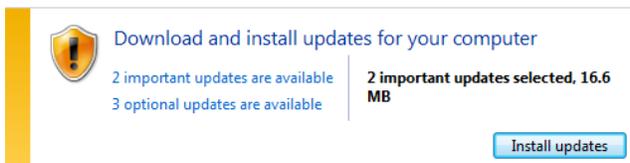


**\*NOTE:** This may take several minutes or even hours depending on how many updates you have. If you update regularly, this should only be a few minute process each time.

Once updates are completed you will see this notification:



10. Click "check for updates" on the vertical menu on the left to double check that updates were installed and to return to the updates screen. If new updates were added, you will see a notification like this:



Click "install updates" for any remaining/new updates.

11. If there were no new updates found repeat steps 1-9 for any “optional” updates. Again, these updates are also required on all NMSBVI computers.

**NOTE:** To save time in the future, select all optional updates in step 6 in addition to all important updates.

12. Finally, restart your computer to make sure all updates are finalized.

## **Important information on updates:**

### **What are updates?**

Updates are additions to software that can help prevent or fix problems, improve how your computer works, or enhance your computing experience.

### **Do I need to download and install updates?**

**Yes.** Updates do not take effect until they are installed, but to install updates, you must first download them to your computer. You can choose to have Windows automatically download and install updates for you, automatically download updates and notify you so you can install them yourself, or notify you to both download and install new updates yourself.

Windows Update keeps an update history so that you can check which updates were installed and when.

### **What types of updates can Windows install automatically?**

You can set Windows to automatically install important and recommended updates, or to install important updates only. Important updates provide significant benefits, such as improved security and reliability. Recommended updates can address non-critical problems and help enhance your computing experience. **Optional updates are not downloaded or installed automatically.** \*NMSBVI users need to install these manually on a regularly basis (suggested to be done once a month).

### **Why should I have to do the updates?**

Each user ensuring that their computer is as up to date as possible will not only save time for the IT department but will also allow the IT department to better troubleshoot any issues you might have on your computer. An updated computer will generally have fewer problems than one with 50+ updates pending. If you want to keep your computer running as quickly and smoothly as possible, taking the time to do windows updates will help you to do this. If you need to send your computer to the IT department to be worked on, keeping up on windows updates will make the turnaround time much shorter.