

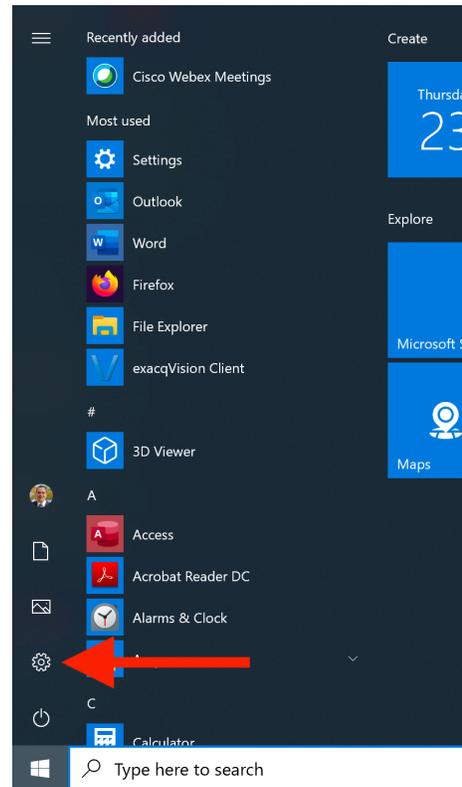


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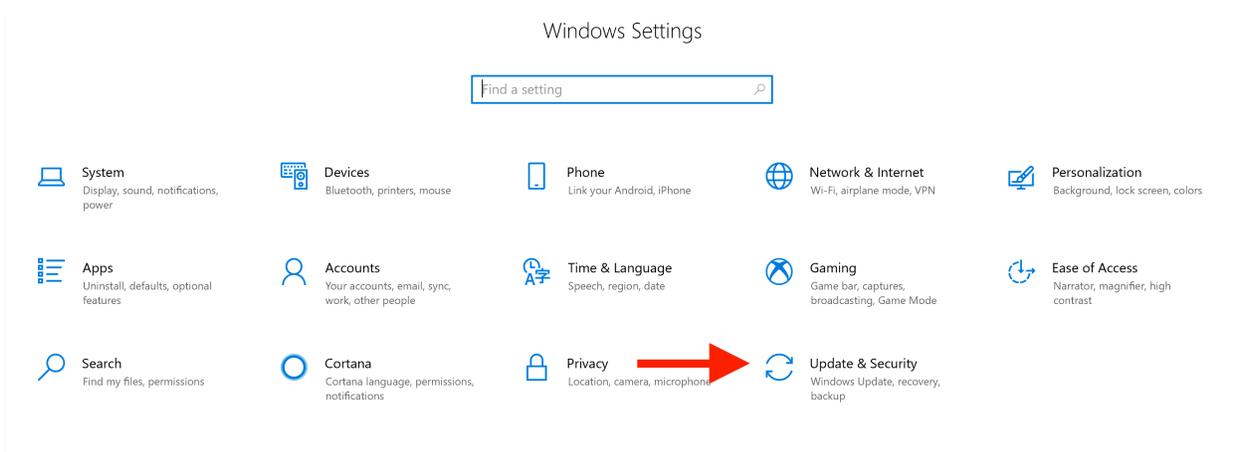
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Updating Microsoft Windows 10

1. Plug the charging cord into the laptop. Do this at the end of your day because it can take awhile to do complete all of the updates.
2. Go to the Windows logo, then click on the Gear icon



3. This will bring up the Setting window, click on Update and Security





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4. On the next window, click on Check for updates and install updates. When all updates are installed it will ask you to restart.
5. Do not shut down the computer during the update process or when it is in the process of restarting while updates are installing. The computer might restart multiple times during the installation process. Log back in and repeat this process until no updates are available.

Windows Update

*Some settings are managed by your organization
[View configured update policies](#)

You're up to date
Last checked: Today, 2:00 PM

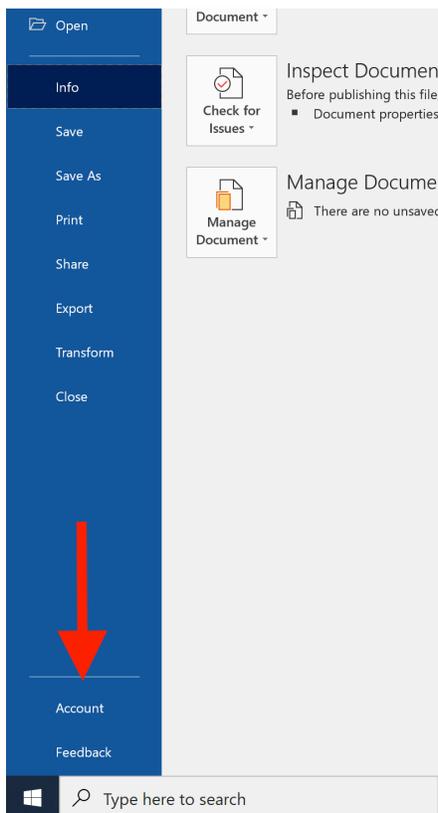
Check for updates



*Your organization has turned off automatic updates

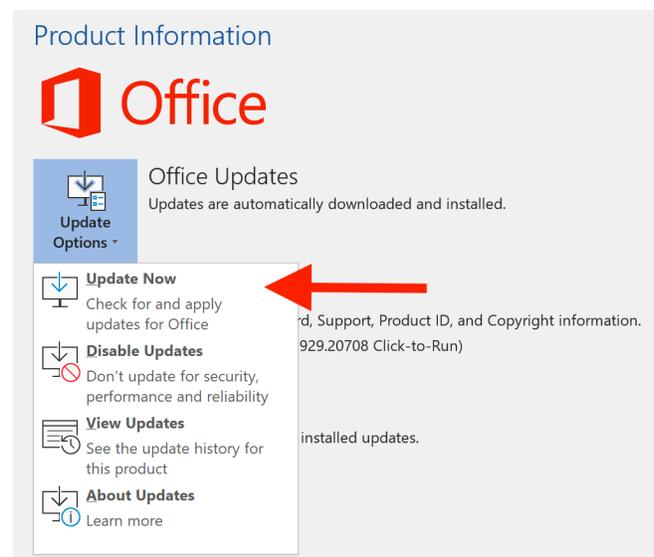
- Pause updates for 7 days
Visit Advanced options to change the pause period
- Change active hours
Currently 8:00 AM to 5:00 PM
- View update history
See updates installed on your device
- Advanced options
Additional update controls and settings

Updating Microsoft Office



1. Open Word, go to File and click on Account

2. Click on the arrow under Update Options and select Update Now. Close Word once the updates start loading. Once completed, reopen Word and repeat the process until all updates are completed.





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Updating Windows Store Apps

1. Open Microsoft Store
2. Click on the 3 dots at the top right side of the window and click on Downloads and updates
3. Click on Get Updates and Update all

