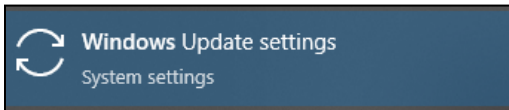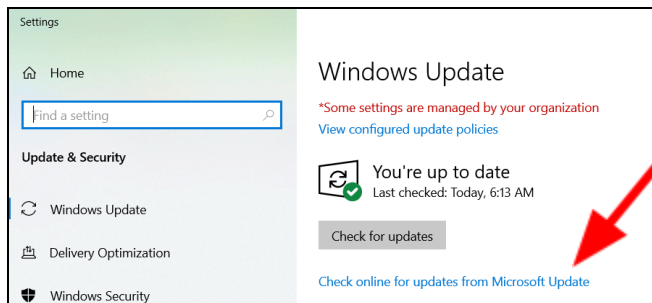# Windows Updates

The below steps will ensure your laptop is up-to-date.
- This process can take 5 minutes-5 hours.
- You do NOT need to be in a CMS location to complete this.

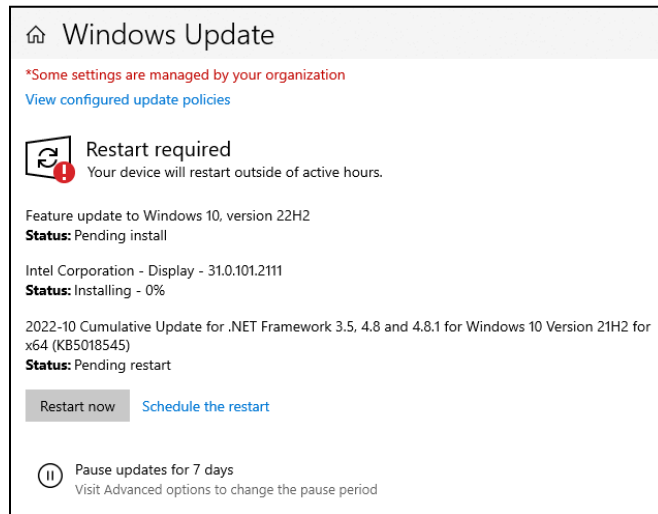1. Search using the magnifying glass in the lower left corner for "Windows Update Settings"

2. Click the blue link under the Check for updates button, "Check online for updates from Microsoft Update"
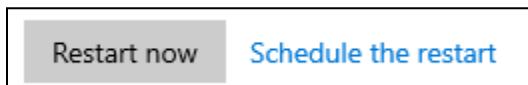

3. All the Windows updates will show on the next screen. The number of updates vary per laptop based on necessity.

4. Each update will go individually and randomly.

5. Completed updates will have a status change to Pending Install or Pending Restart.

6. Click the gray "Restart now" button when it appears

7. Repeat steps 1-7 until Windows updates indicates You're up to date with no further updates indicated on the screen. Sometimes this will show even when there are still updates so repeat steps 1-7 one more time until you have seen "You're up to date" twice.