



# Update My Computer

Many updates come through when you frequently restart your computer. However, some do not. We ask that you walk through this process one time every two weeks at a minimum.

1. It is **IMPORTANT** that your computer is **connected to internet during this process and plugged in if your computer is below 50% charged.**
2. On the bottom far right-hand corner you will see the notification (little) box, click there.
3. You will either see a few boxes with the word expand above OR you will see a bunch of little boxes. If it is not in “expanded” view, click **Expand** and then **All Settings.**
4. In All Settings, scroll down until you see **Update & Security, click on Updates & Security.**
5. Here you may see **Updates Available or You are All Up To Date or Check for Updates.** If you see Updates Available, click on Install or Restart until it says you are all up-to-date.
6. You may see a bunch of updates. Under status you will probably see **Pending Install.** Scroll to the bottom of the those where you should see **Install Now.** Click on the Install Now. Your computer should be plugged in.
7. Let it run while leaving the cover open, connected to WIFI and plugged into POWER.
8. It will tell you when it is time for a Restart; go back to step 2 and look again. It may take a few times of doing this process to get your laptop fully updated.