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TO: UAN Users
FROM: UAN Support
DATE: February 3, 2020
SUBJECT: Windows Update & Security

Proper use of a Windows 10 PC using the Internet requires that all Windows Updates be applied as soon as possible. Microsoft constantly sends out updates to the operating system, Microsoft Programs such as Office, and hardware including Printers and DVD drives. These updates not only improve functionality, but provide security from outside attacks. If you are connected to the Internet, Microsoft will download and install many of the updates automatically. If you have a metered Internet connection, or haven't connected to the Internet for a long period of time, you may need to manually download and install the updates to get your system current.

The Windows Update screen is constantly changing, but is designed to be easy to use. Please follow through with anything that is asked of you on this screen. The following scenarios are the most common that you will encounter, but as Windows develops, there may be additional tasks to complete. The 'Windows Update & Security' area is something you should become familiar with, and check on a regular basis. **UAN recommends that you check for updates weekly.**

There are many ways to access the 'Windows Update & Security' Screen. You may search for 'Updates' and select 'Check for updates', or select 'Start' → 'Settings' → 'Update & Security'. Once in the 'Windows Update' screen, a number of different options could be available:

- **Windows is already downloading and installing multiple updates.** In this scenario, you let the updates complete and will eventually get prompted to restart. Restarting the computer is necessary for most updates to complete, and could take more than a few minutes. Once the desktop is back up, go back into the 'Windows Update' screen to make sure that no more intervention is needed.
- **Windows Updates states that 'You're up to date' and a 'Check for updates' button is present.** In this scenario, you want to select 'Check for Updates'. Windows may find additional updates that the initial scan didn't find and begin downloading and installing the updates. There will most likely be another reboot required once everything is complete.

Once rebooted, re-enter the 'Windows Updates' area and select 'Check for updates'. You are finished if you receive the 'Your computer is up to date' message.

- **A major update to Windows is available but is not automatically installed.** Twice a year, Microsoft puts out a "Feature Update" for Windows. These updates can take up to an hour to run. Because of this, they are not always automatically installed. The feature updates appear below the 'Check for Updates' button under the title 'Optional updates available'. The Update's title will display with a 'Download and install now' option. Choose this option when you have time have your computer down for a significant amount of time. Microsoft will eventually automatically push this update, so it's a good idea to control when you receive it so that you can manage the downtime.