Updating your Laptop and Teams

To ensure your student laptop stays up to date, here are a few steps to follow:

1. Turn your laptop on and connect to your WIFI
2. Sign into your laptop with your district email and password
3. Leave your laptop plugged into your charger, so that the battery does not die during any updates.
4. Checking your laptop for updates
   a. Click the windows key on the bottom left of your screen
   b. Click settings (the gear icon)
   c. Scroll down and click update and security
   d. Click check for updates
   e. If there are updates available, download and install them. <u>Do not turn off your laptop during any updates, and leave it charging.</u>
   f. If you see an orange dot next to the power button that says to update, or a message to restart, click that to restart your computer.
   g. **It is very important that you leave your laptop signed in, powered on, and plugged into your charger for at least 8 hours. Even if all updates say they have downloaded and installed, Windows will still run updates in the background. Restart once more before logging out for the day.**

Windows Update

*Some settings are managed by your organization
View configured update policies

Restart required
Your organization requires your device to restart by 12/22/2021.

Security Intelligence Update for Microsoft Defender Antivirus - KB2267602 (Version 1.355.633.0)
**Status:** Downloading - 13%

Intel - SoftwareComponent - 2130.1.16.1
Status: Downloading - 0%

Western Digital - Extension - 15.47.11.62
Status: Pending restart

Windows Malicious Software Removal Tool x64 - v5.96 (KB890830)
Status: Downloading - 21%

2021-12 Cumulative Update for Windows 10 Version 21H1 for x64-based Systems (KB5008)
Status: Downloading 0%

Restart now Schedule the restart

Sleep

Update and shut down

Update and restart

Power
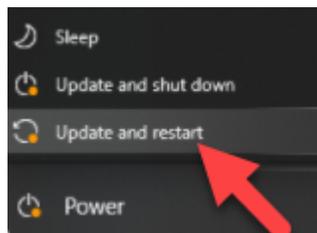
5. Updating Teams
   a. To check your Teams desktop app for updates, click the 3 dots for settings, and then check for updates. You will get a message once completed.

Settings

Zoom   — (100%) +

Keyboard shortcuts

About   >

Check for updates

Download the mobile app