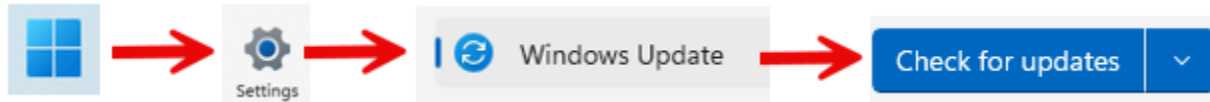




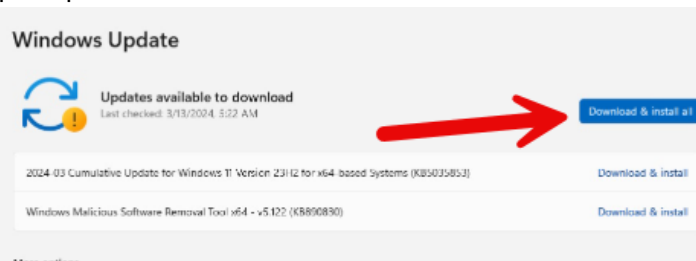
## Information Technology Department

# Updating Your District Laptop

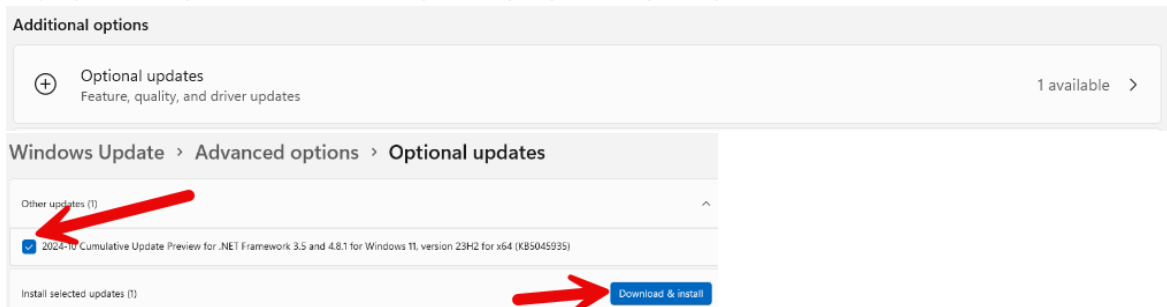
1. To run updates, sign in to your laptop, click the start menu, click settings, click windows update, and click check for updates.



2. If updates are available, follow the prompts to download and install all. Restart your laptop when prompted.



3. If your laptop says you're up to date, be sure to check for optional updates. Click advanced options, optional updates, and scroll down a bit more to choose this feature. Click the box to download and install any optional updates and restart your laptop when prompted.



4. It is important that you check to be sure the updates fully installed. This may mean restarting your laptop more than once. After the initial restart, check to see if you need another restart while on the login screen. Click the power button on the bottom right of your screen. If it displays “update and restart,” click that button and allow your laptop to restart.
5. Repeat step 6 until the “update and restart” option no longer appears. Your laptop will be fully updated once the only options on the power button are “shut down” and restart.”
6. Should you have any issues, such as error messages during updating like “error encountered,” “unable to install updates,” or “updates paused,” please contact your Communication Aide or IT Hotline at 631-972-1300.

