Configuring Windows Update Settings

School Sisters
of Notre Dame
Central Pacific Province

Abstract

Windows Update is a utility that allows your computer to automatically stay up-to-date with the latest patches and service packs for Microsoft products, including Windows and Office.

Microsoft typically releases updates on the second Tuesday of each month. Updates could be released at any time which is the reason the Update utility is scheduled to run every day.
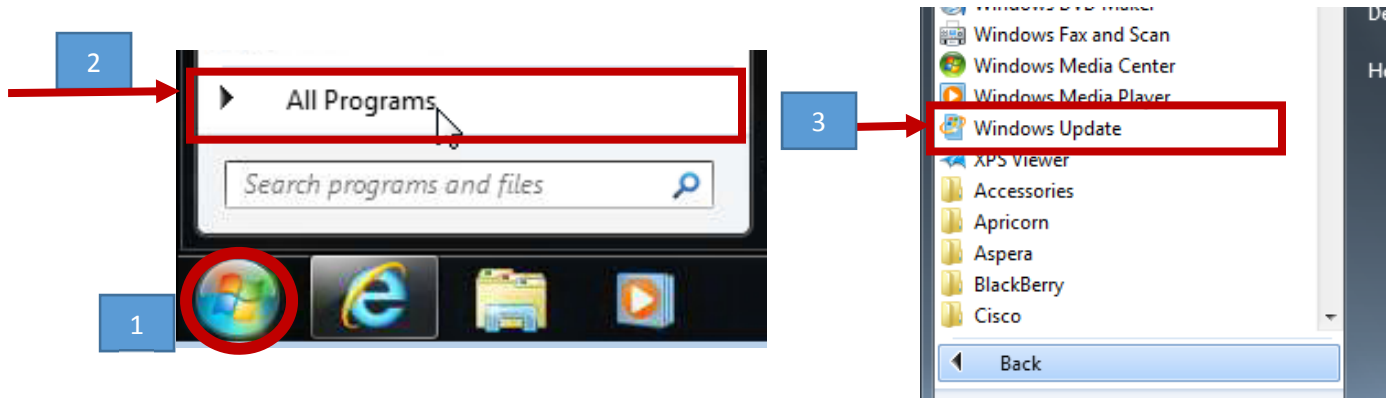
On campus, Windows Update is managed thru the servers on campus and is scheduled to occur in the evening during work downtime. Off campus, we typically schedule your computer to run the Windows Update during the day or when you know the computer will be on so the updates can be installed. When updates are finished installing an automatic reboot will occur or a prompt will appear asking you to restart the computer. Verifying or changing the time the updates occur can easily be done following this tutorial.
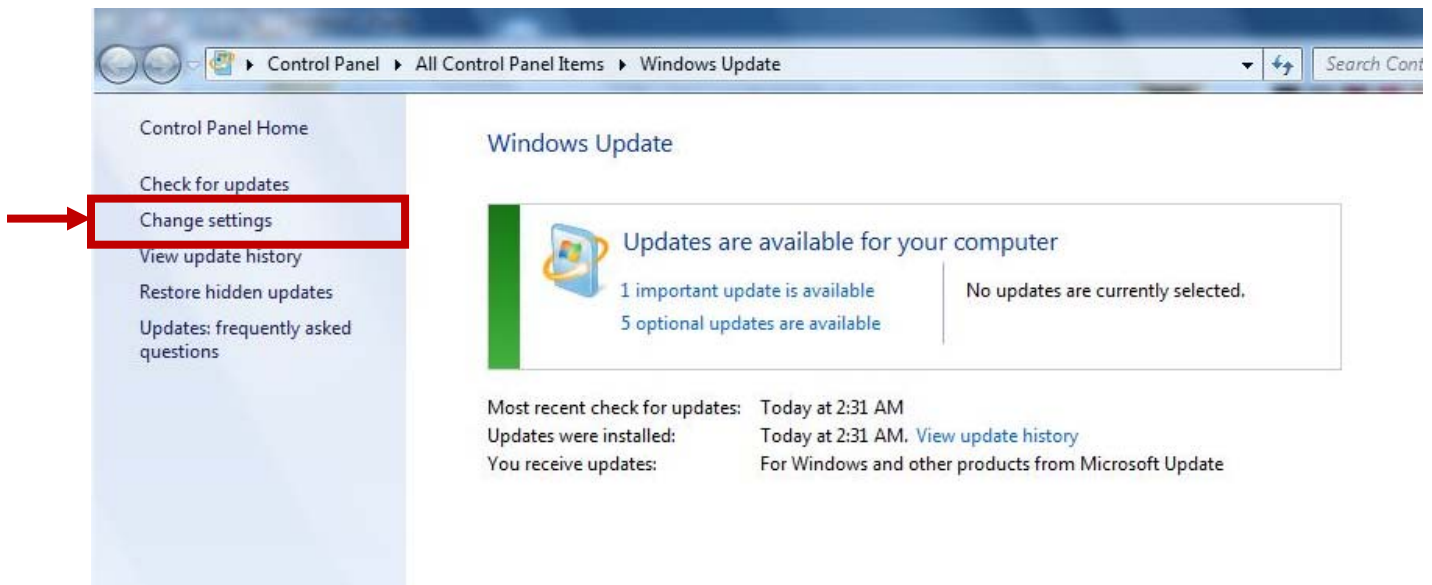
Provided by SSND CP IT Department

Open Windows Update by accessing it from the All Programs menu.

1. *Click* the **Start** button.
2. *Click* the **All Programs** options.
3. *Click* **Windows Update** from the program listing.

4. *Click* the **Change Settings** option from the menu on the left.

5. The "Choose how Windows can install updates" window appears where you can *select* a different **time**, if needed.

6. *Click* **OK** once you have selected a preferred time.

7. You can then *click* the **close** option to exit out of the Windows Update window.

When the updates occur according to the scheduled time, an automatic reboot will occur or if logged in you will see the Windows Update notification in the bottom right hand corner of your system. Before restarting, close any opened programs you might have running and save any documents you might be working on. Then, *click* on the **Restart now** option to finish the update process.