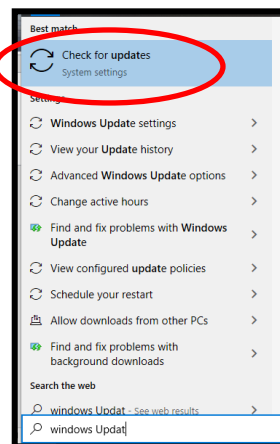
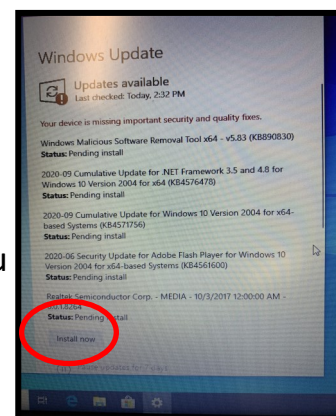


Updating Windows: In order to keep student laptops up to date Windows Updates need to be performed. *This is also a good practice to perform on all Windows laptops & desktops.*

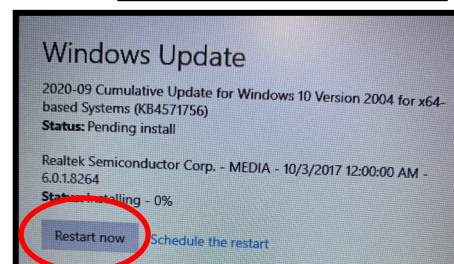
- Go to the bottom left hand corner of your screen; in the Search Box type in Windows Updates. At the top of the list click **Check for updates**.



- Your device will search for available updates to download and install, the numbers of updates to install will vary on any given day. Updates will begin to download – this may take a while so make sure your laptop is plugged in.
- Once downloads are complete they may install automatically or you might need to click **Install Now**, which will be found at the bottom of the update list.



- Once updates have completed downloading click **Restart Now**—this may take a bit as updates will complete installing on the Restart.
- Updating your laptop can take a while so be sure to complete this process **when you have ample time to complete it.**



These updates are very important to the operation of these devices. It is helpful if these are performed later in the day or on the weekend when the device may not be needed to complete schoolwork, these updates are often missed as many of us shut the cover to the laptop rather than powering down the device by clicking shut down.

IMPORTANT: It is **Critical** to perform Updates on your laptop when you notice these options appearing in the Shut Down Menu. Please either choose **Update and shut down** or **Update and restart**, these updates may take a while so make sure the laptop is plugged in and you have time for the updates to finish.

Visit our support website at laconiait.weebly.com

