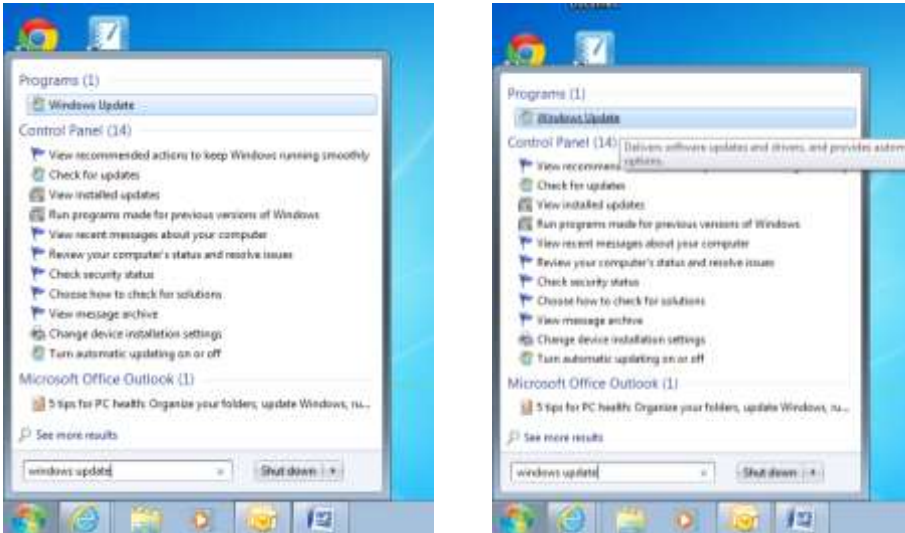# How to set up automatic windows updates:

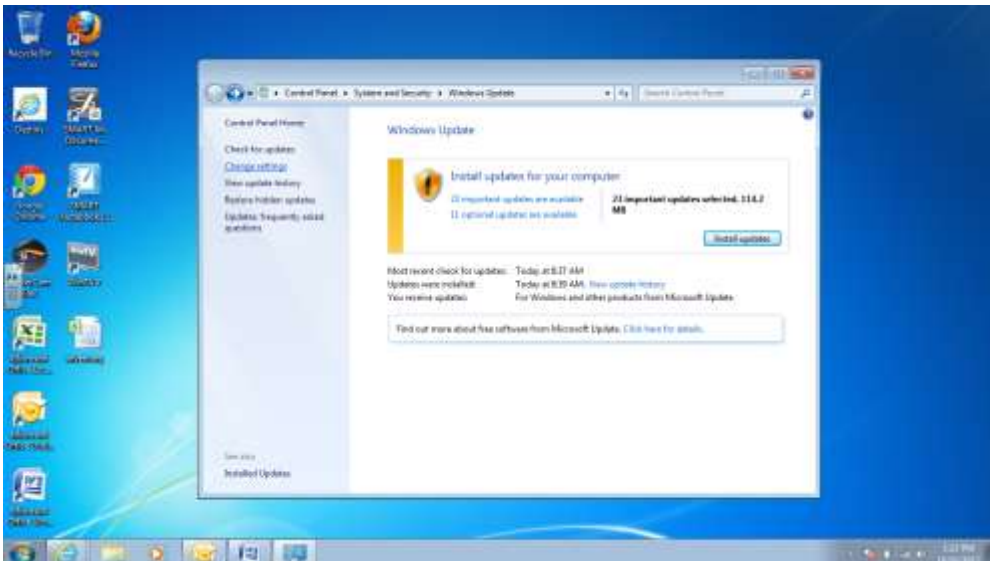1. Click the windows button in the bottom left hand corner of the screen

2. In the search bar type "windows update" without the quotation marks, click Windows Update – it should be at the top under Programs

3. This box will open up. It shows you if you have any updates that need to be run. You can run them, but we want to set up your computer so that it installs automatically, so we will click **change settings**

4. The box will change after you click change settings – it will look like this:

5. This is where you will change when it updates. Make sure the install new updates is set to **Every day** and then choose a time when your computer is on, but not being used in the classroom. You could set it for 3:30 – right at the end of the day – if you know you will be at school for a little while at the end of the day. Or, if you work at home and know you always have it on at 8pm and could have updates running (you can still work while they run), set it for that. The important thing is that you choose a time when your computer will be ON and that it is NOT during school hours. Once you have that set, click ok. You will be brought back to the Windows Update screen and you can close out or start installing those updates!