

How to install Microsoft updates

Keeping your computer up to date with official Microsoft patches and updates can help you avoid potentially damaging viruses.

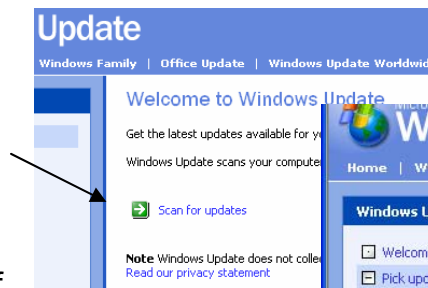
1. Go to <http://support.microsoft.com> and click on **Download Software**. The next page gives an overview of the different types of software downloads. Click on **Microsoft Windows Updates**. Alternative you can go directly to <http://v4.windowsupdate.microsoft.com/en/default.asp>

Download Software - Overview

Clicking on the topics below will take you to sites outside of the return.

- [Service Packs](#)
Check out the latest Service Packs by Product. Service distributed and are conveniently bundled for easy download, reliability, application compatibility, security and more.
- [Microsoft Windows Updates](#)
Clicking on this option will immediately check for the latest updates. Depending on your connection speed, this may take a few minutes.
- [Microsoft Office Updates](#)

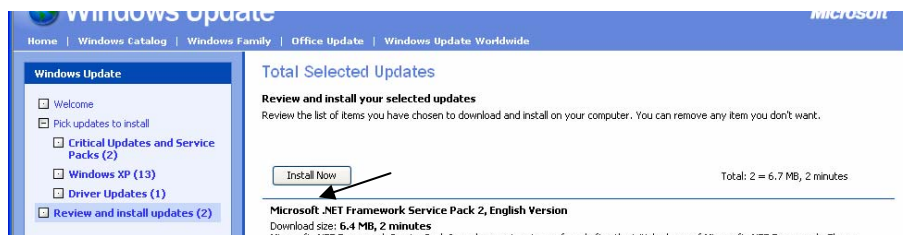
2. Wait until the page settles, then click on **Scan for updates** (green arrow)



3. After a moment, you will get a message outlining the number of updates that are not yet installed on your computer. These are listed by type. The most important thing is to install the **Critical Updates and Service Packs**, which will be listed as the default items to install. If you want to add other items (eg Driver updates) you will need to do this manually.



4. Click on **Review and Install Updates**. You will get a screen similar to this:



5. Click on the **Install Now** button. When prompted, accept the agreement offered. The updates will be downloaded and installed. *Note: If you have a large number of updates to install, this may take some time.*
6. When the installation is finished, you will be prompted to restart the computer, after which the patches/updates will take effect.

Patches are issued regularly, so it would be a good idea to follow this process at least monthly. Why not set up a reminder using your Outlook calendar?

Please don't hesitate to contact Syplex Ltd if you have any questions about Microsoft products, viruses or other security related issues.