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WINDOWS UPDATES - WINDOWS VISTA

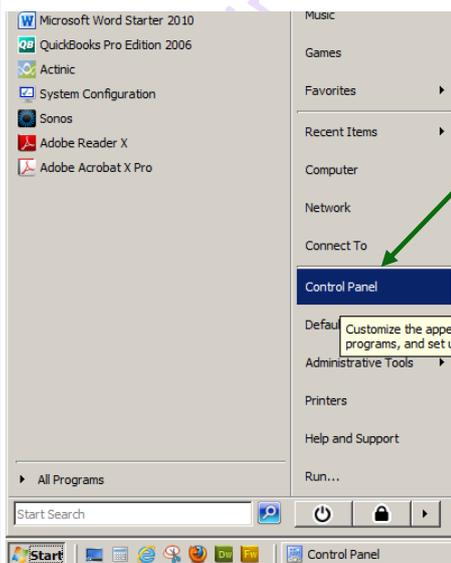
It's vital to ensure that your computer is updated as soon as important patches are released by Microsoft. Some of these updates will fix specific problems (eg. preventing your machine from freezing) or give you some new features, but many of the updates are for security issues. If you don't allow or force your machine to install updates you are greatly increasing the chances of your machine being affected by serious malware problems including viruses.

Generally these updates will be installed automatically or your computer will prompt you when it's time to do something with them. However, it's important to make sure that Windows has been set to do auto updates.

Here's how to check the setting under **Windows Vista**.

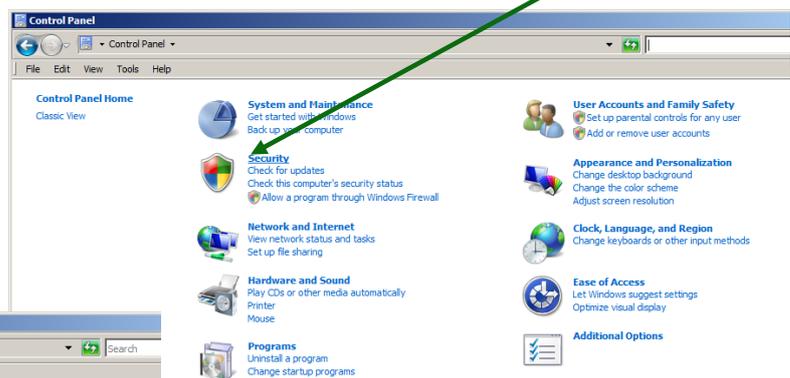


Click on the **Windows button**, usually in the bottom left hand corner of the screen unless you've moved your tool bars around!

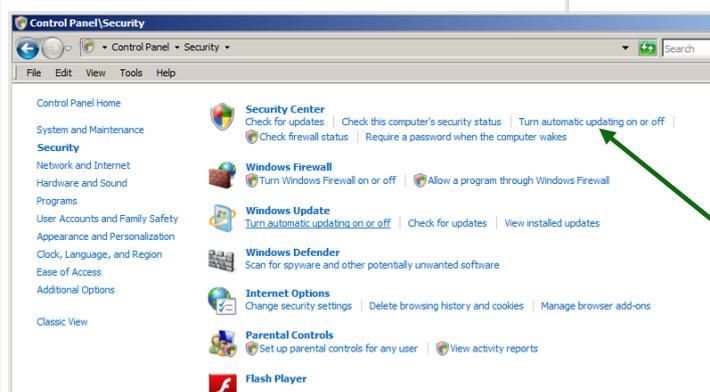


Look for "**Control Panel**" in the right hand section of the pop-up list, and click on it.

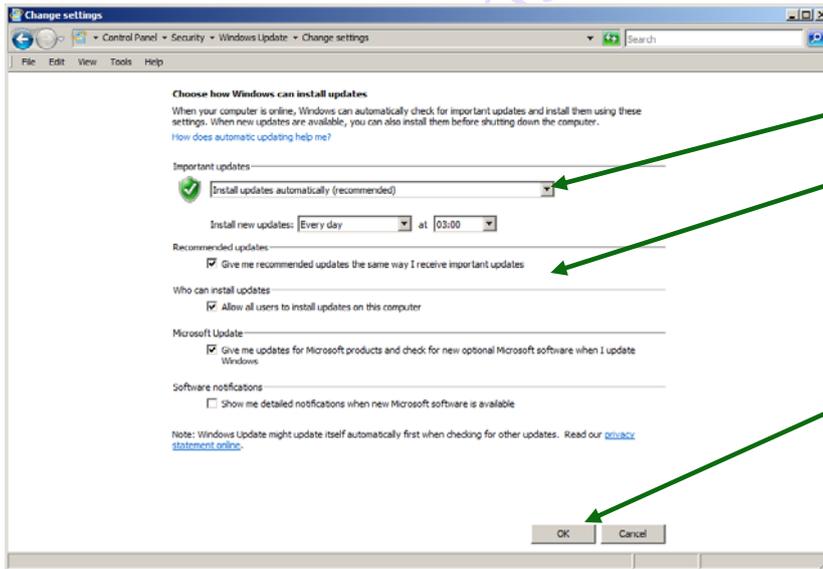
The next list depends on your computer setting, but hopefully there should be an item somewhere for "**Security**", click on this.



Then click "**Turn automatic updating on or off**" (under Security Centre).



WINDOWS UPDATES INSTRUCTIONS P2



Ensure 'Install updates automatically (recommended)' is selected, and put ticks in the next three boxes then click on the **OK** button.

Microsoft updates are generally released on the second Tuesday of each month, so your machine should pick them up the next time you log in from Wednesday onwards. You will generally receive a notification from Microsoft in the form of an alert on your screen.

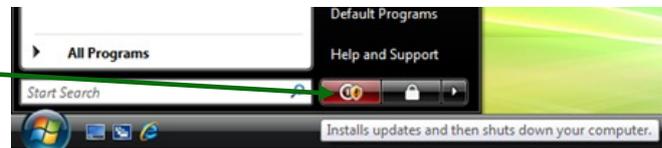


If you have one of these small update icons in the system tray (normally the bit at the bottom right hand corner of your screen), then click on it and follow any instructions to get the updates installed.

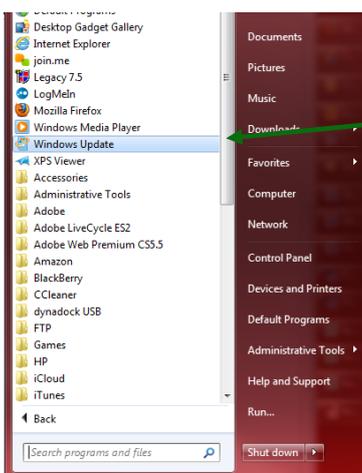


Your machine may have already done the downloading and first part of the installation without waiting for you, but you may need to finish it off with a restart. If this is the case, you may see a funny extra bit on the side like this shield when you go to shut down your machine.

If you see any messages like these, please select the **shut down** option rather than sleep/standby etc, and allow the machine to fully install the updates.



If you want to check whether there are any updates waiting, go to **Windows**, then **All Programs** and find **Windows Update**.



Then click on **Check for Updates**, and wait for the check to run.



If there are some updates needed, then just follow the instructions which will appear. If there aren't any, the message will be **Windows is up to date** and you can close this screen down.