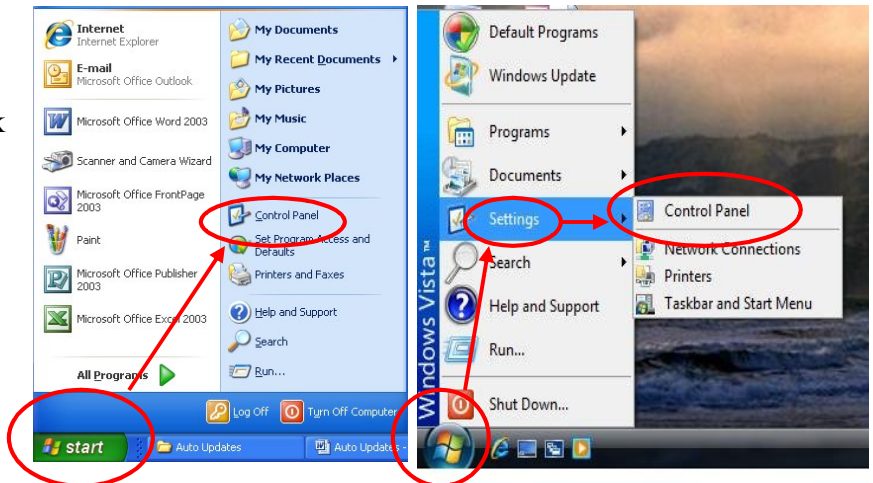


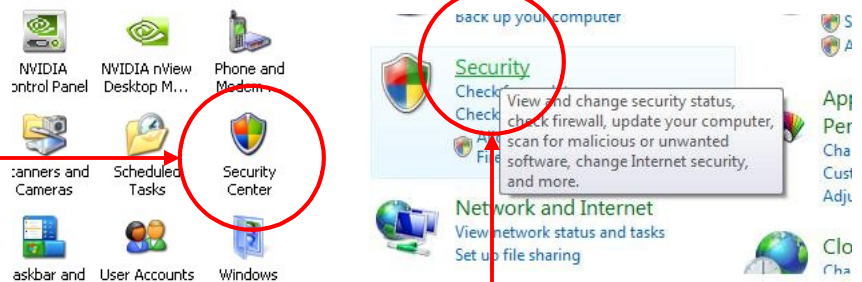
Turn On and Configure Automatic Updates

In order to keep computers running safe and efficient it's very important to receive and install critical updates from Microsoft. More than likely Automatic Updates is already on, however depending on how it's configured the updates may or may not be installed. Whenever a user sees a pop-up on the lower right side of the taskbar indicating an update is available and ready to install, it should be done as soon as possible. Some updates require a restart of the computer, so if it's not a good time, do it later, but make sure it gets done. Let's look at different ways to set up Automatic Updates.

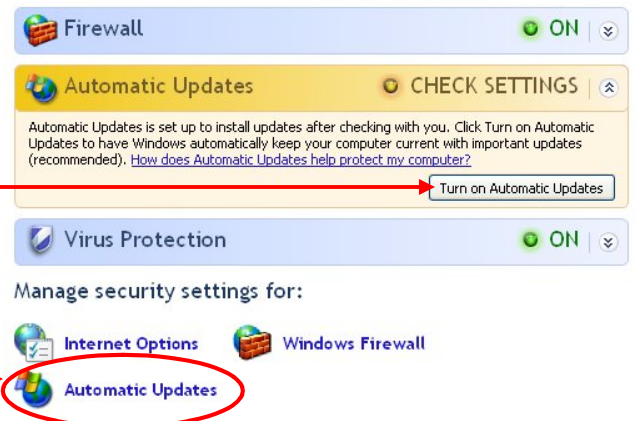
1. To open the Automatic Updates window
 - a. In Windows XP, click Start, then Control Panel
 - b. In Windows Vista, click Start, Settings, Control Panel.



2. In Windows XP, Double Click the Security Center Icon
3. In Windows Vista, Click the text "Security" next to the Security Icon



4. In Windows XP, there are a couple choices to get to Windows Update. The easiest way is to click, "Turn on Automatic Updates" The problem with this option is it sets Automatic Updates to run at 3am and to install automatically. Our personal preference is to allow updates to download and let the user pick a time to install. For that option, click the text Automatic Updates Below



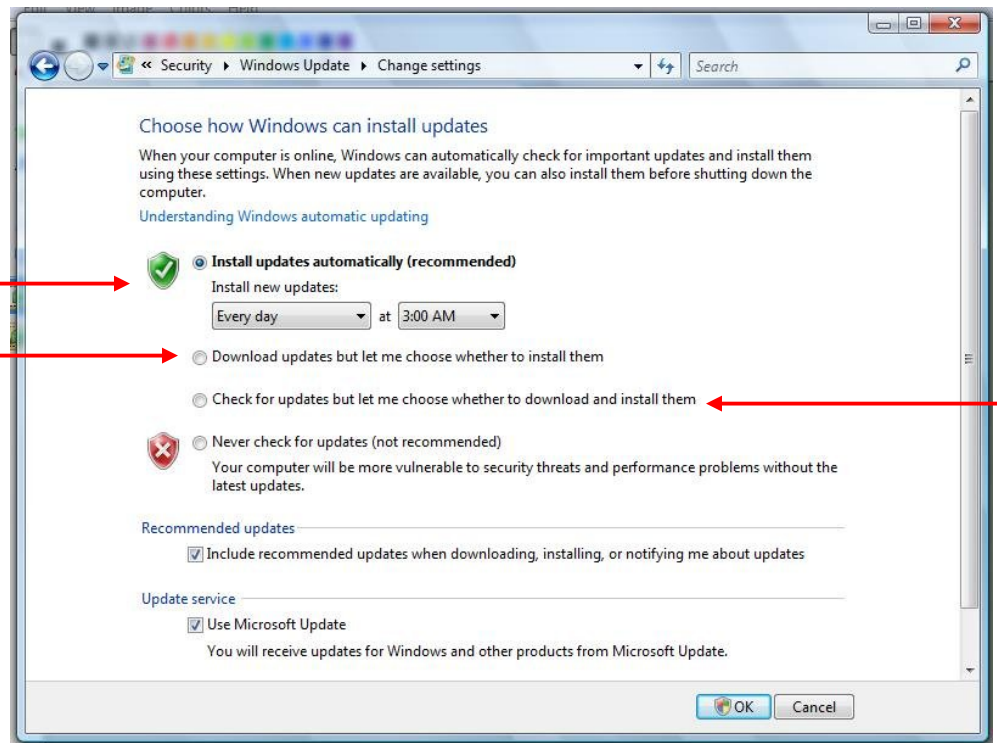
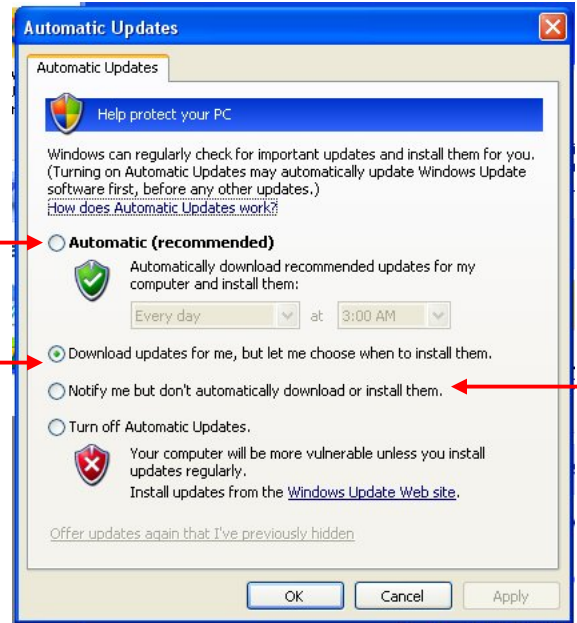


5. In Windows Vista, click the text "Turn automatic updating on or off"



6. Windows XP and Windows Vista Automatic Update Options Windows are very similar. The options are:

- a. Automatic. Clicking that option opens the option of when and how often to update.
- b. Download, let user choose when to install: Clicking this option downloads updates and informs the user they are ready to install. This is good as some updates require an auto restart of the computer



- c. The third option in XP and Vista are really the same, they are identified different: Clicking this option will notify the user that updates are available, but it is up to the user to download and install them. Not a good option, because it's too easy to forget and miss an important update
- d. The last option is to turn off automatic updates. Not Recommended

- e. Once the option desired is chosen, click OK until all windows are closed. If option 2 was chosen watch for notifications in the task bar on the bottom right of the screen.
- f. Vista adds two check boxes; the first checkbox should be checked as it's a good idea to install recommended updates as well as critical updates. The second box is up to the user. If a user gets tired of the pop-ups this option creates, turn it off.