



Windows 10 Self Service Upgrade

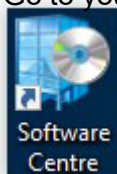
Install instructions

The Windows 10 update provides the latest security and standard application updates. Before you start the update, note the following:

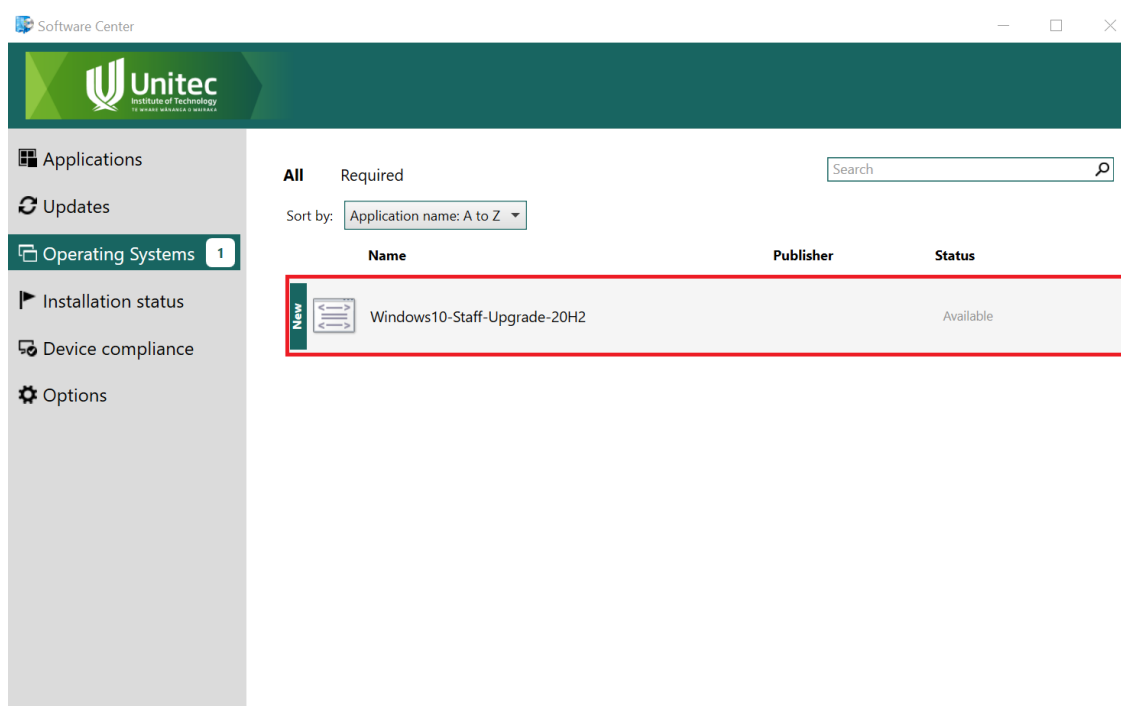
- Save and close any open files before you begin the update
- If you have any files (documents, images, etc.) saved to your Desktop or on your local drive, you will need to keep these in your shared drive or [OneDrive](#) – if you don't, you could lose these files during the update process
- Do not access or shut down your computer once the update process is underway – leave it to run until it is complete, and the login screen displays
- During the update the process, your computer will reboot several times – this doesn't mean it's finished – wait for the login screen to pop up then you can log back on

Steps to install the update:

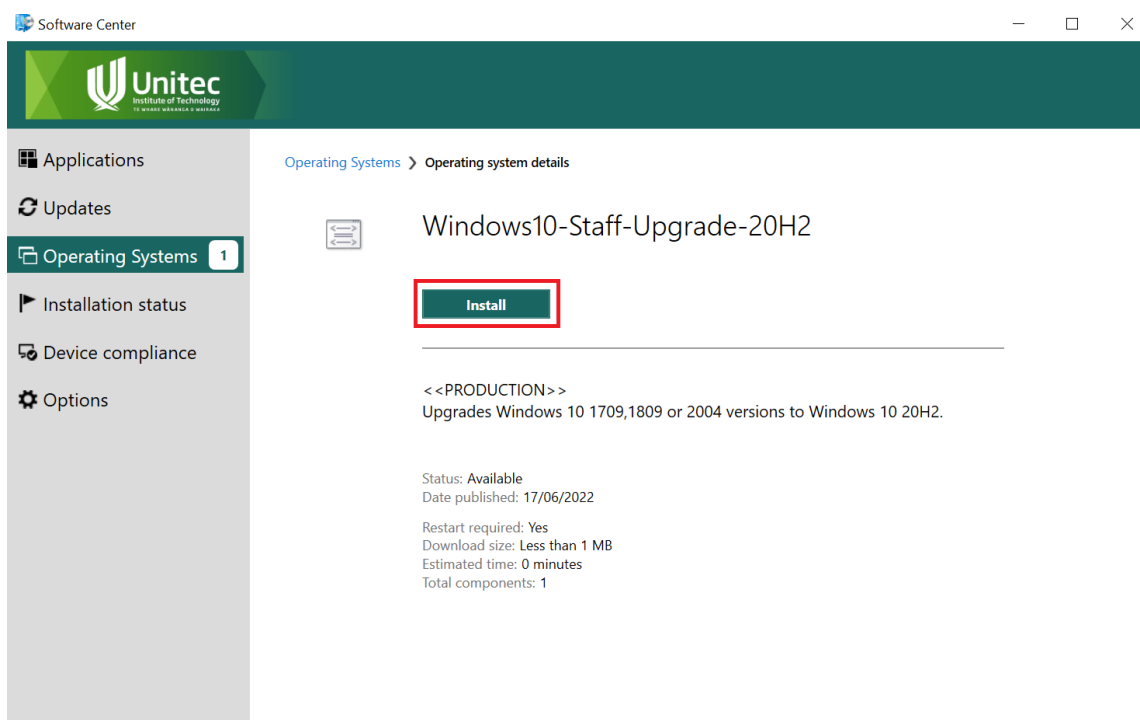
1. Go to your Desktop and open **Software Centre**



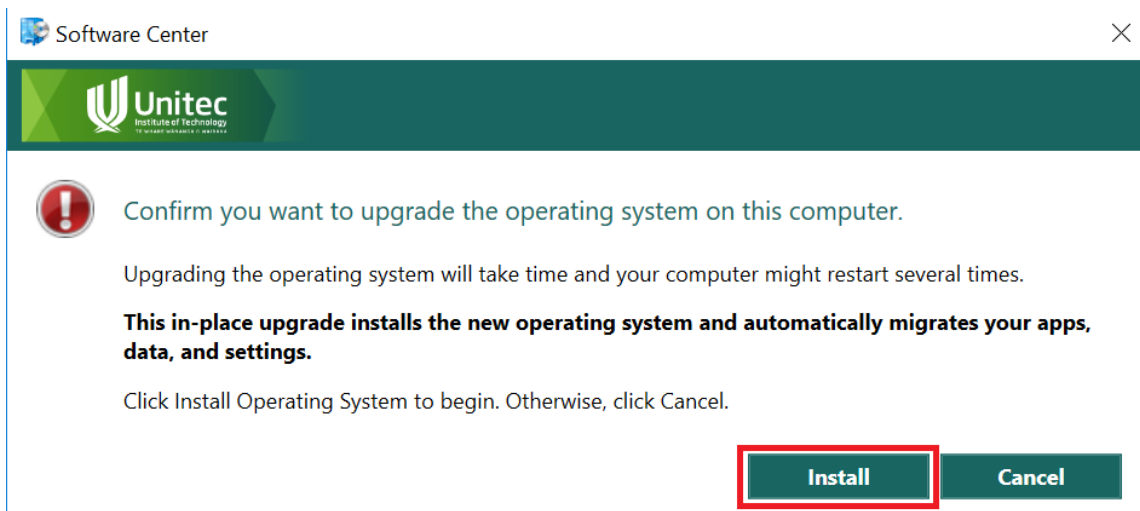
2. Click on **Operating Systems**



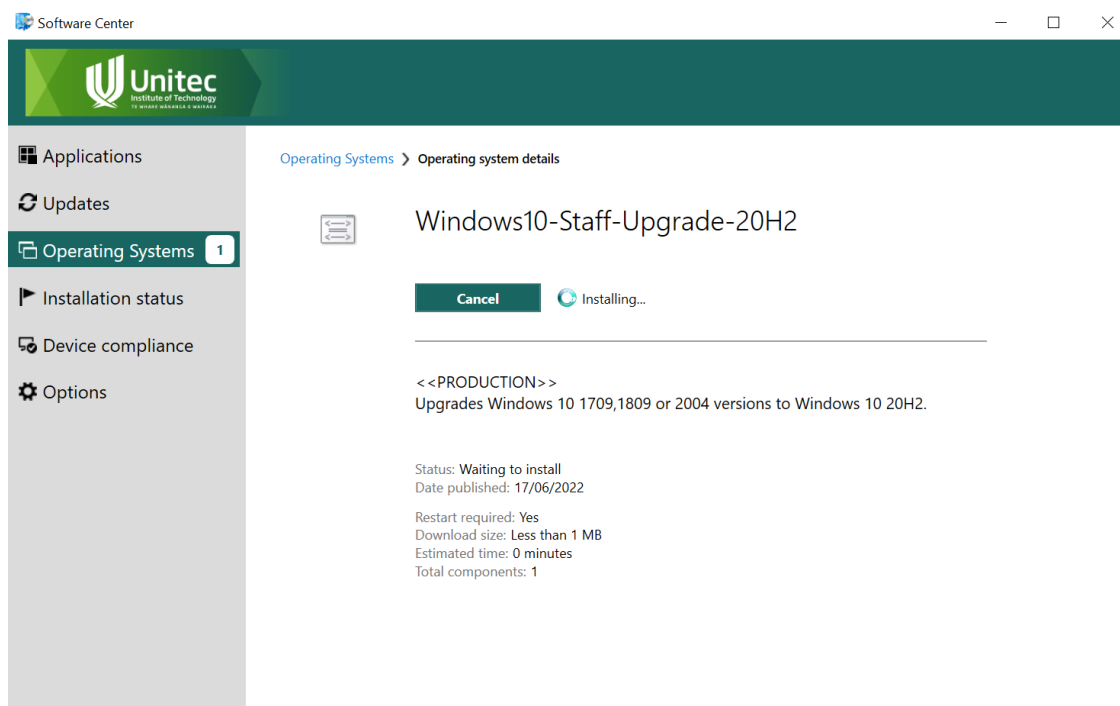
3. Click on **Install**



4. Click **Install** once more



- Once the installation starts, you can lock your computer while the installation is running – click on **Ctrl+Alt+Del** and select **Lock**



If the update isn't complete or Windows doesn't start, please contact the [IT Service Desk](#), and a technician will assist.