




Microsoft Windows Update

OTS PUBLICATION: TP06 • REVISED 07-01-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

 =Shortcut  =Advice  =Caution

Keeping Updated

Keeping your Windows operating system up to date with the latest changes is important. It allows you to take advantage of system improvements and enhancements, and keeps your system inoculated against the various viruses and worms designed to exploit program weaknesses.

Windows operating systems users (Windows 95, 98, ME, 2000, XP) can check to see if their system is up to date by visiting the Microsoft Windows update site:

<http://v4.windowsupdate.microsoft.com/en/default.asp>. This can be done at any time, but has to be initiated by you the user. The problem with this method is that you have to remember to visit the update site.

Windows 2000, and Windows XP Home/ Professional operating systems have a built-in automatic update service that offers three selectable settings:

- “Notify me before downloading any updates and notify me again before installing them on my computer”
- “Download the updates automatically and notify me when they are ready to be installed” (The recommended option)
- “Automatically download the updates, and install them on the schedule that I specify” (Be sure to set a time when your computer will be on and you are logged off)

Steps for Updating

1. **Go Online:** Open your Internet connection and click on **Start > All Programs > Windows Update**. If you haven't visited the site for a while it will check for a software update. Click **YES** if any Security Warning dialogs appear.
2. **Scan For Updates:** When the Welcome screen appears, click on the **Scan for Updates** link. Windows Update will tell you that it is looking for updates and will show its progress as a percentage as the scan is made.
3. **Add Non-Critical Updates:** Next, look in the left-hand pane and you'll see three categories with the number of updates found listed next to them. By default Windows Update only selects critical updates automatically. To add others, click on the link.

Summary

Windows Update

1. Go Online
2. Scan for Updates
3. Non-Critical Updates
4. Add Relevant
5. Download

4. **Add The Relevant Updates To Your List:** Scroll down the list and click on **ADD** to add any updates to the list. Click **REMOVE** if you accidentally add the wrong one. Once you're done, simply click the **Review and Install Updates** link.
5. **Prepare To Download:** Review the list of updates you've selected—make a note of figures next to **Total**, in the estimated download time. When you're ready to proceed, click the **Install Now** button. Read the license agreement, and click **Accept** to proceed.
6. **Put The Kettle On:** A progress bar will appear—you may want to open another internet window and browse elsewhere on the web or go away and make a cup of tea at this point. When the download is complete the updates will be installed automatically.

Save Download Time

1. **Check For Updates:** Follow steps 1-4 of the walkthrough above. However, instead of clicking **Install Now**, make a note of the updates you've selected (including all critical updates) and disconnect from the internet.
2. **Insert The Cover Disc:** Put your Windows XP disc into the drive and use the menu to locate each update in turn. Install it, but don't restart between each update. Only restart once you've installed the final update.
3. **Download The Rest:** Now revisit the Windows Update website and download any outstanding updates you missed earlier. When you're done you'll have spent less time online—perfect if your internet connection is a pay-as-you-go one.