How-To: Install Windows Updates

Overview

This article goes over how to install Windows Updates. Note that this article is intended for laptop users. You do not need to do this within VDI.
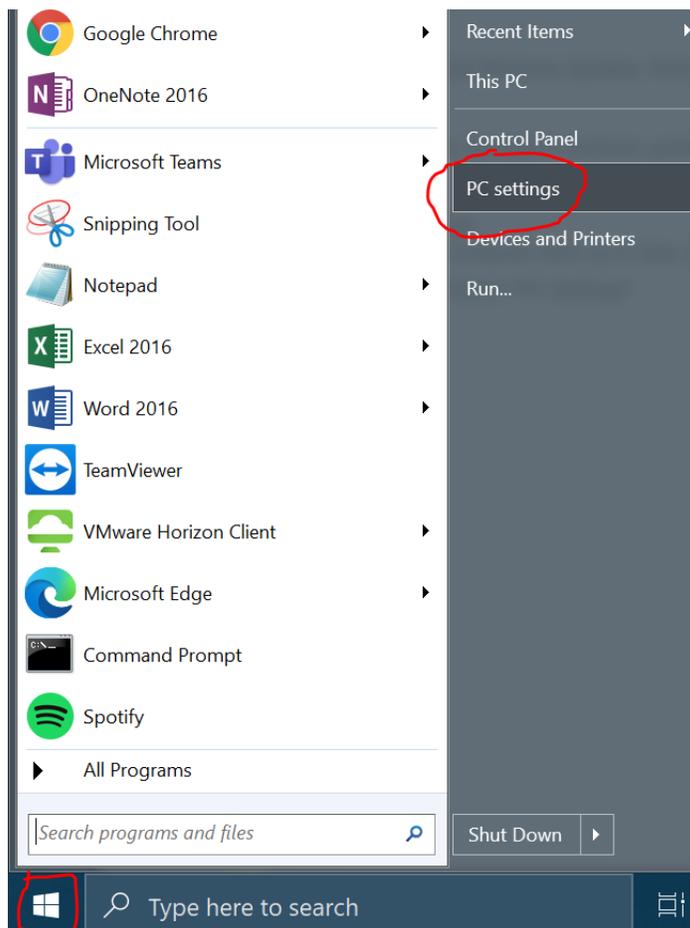
Procedure

There are two methods to do this: the built-in windows update function and Windows Update Assistant. We recommend trying the built-in function first, and then proceeding to using the Windows Update Assistant if you run into issues. Make sure you're connected to the VPN when updating your [Company]-provided computer.
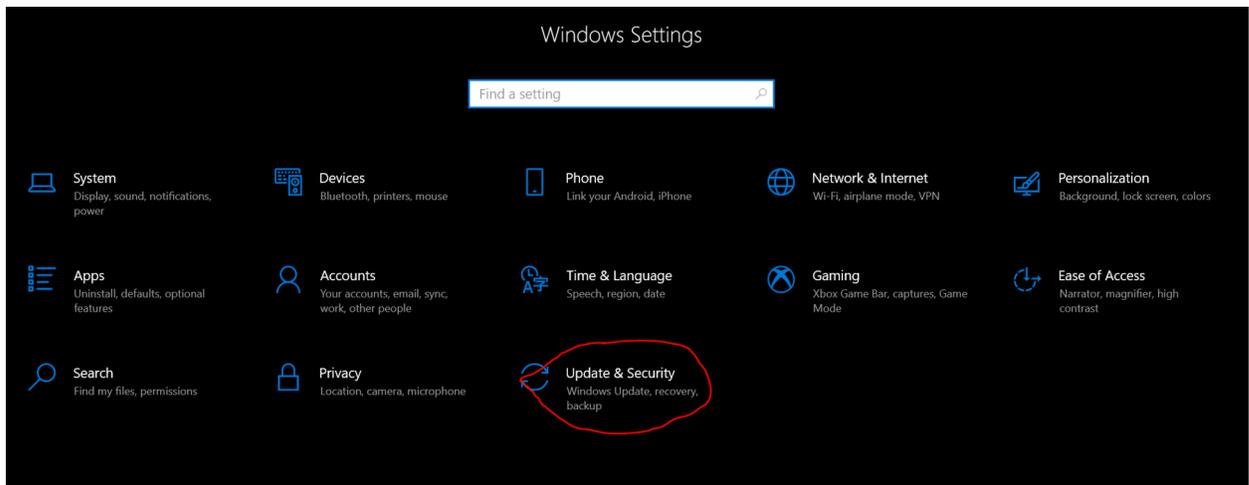
Method 1: Built-in Windows Update

If you've been able to keep your computer fairly up to date, this is the easiest way to update it.
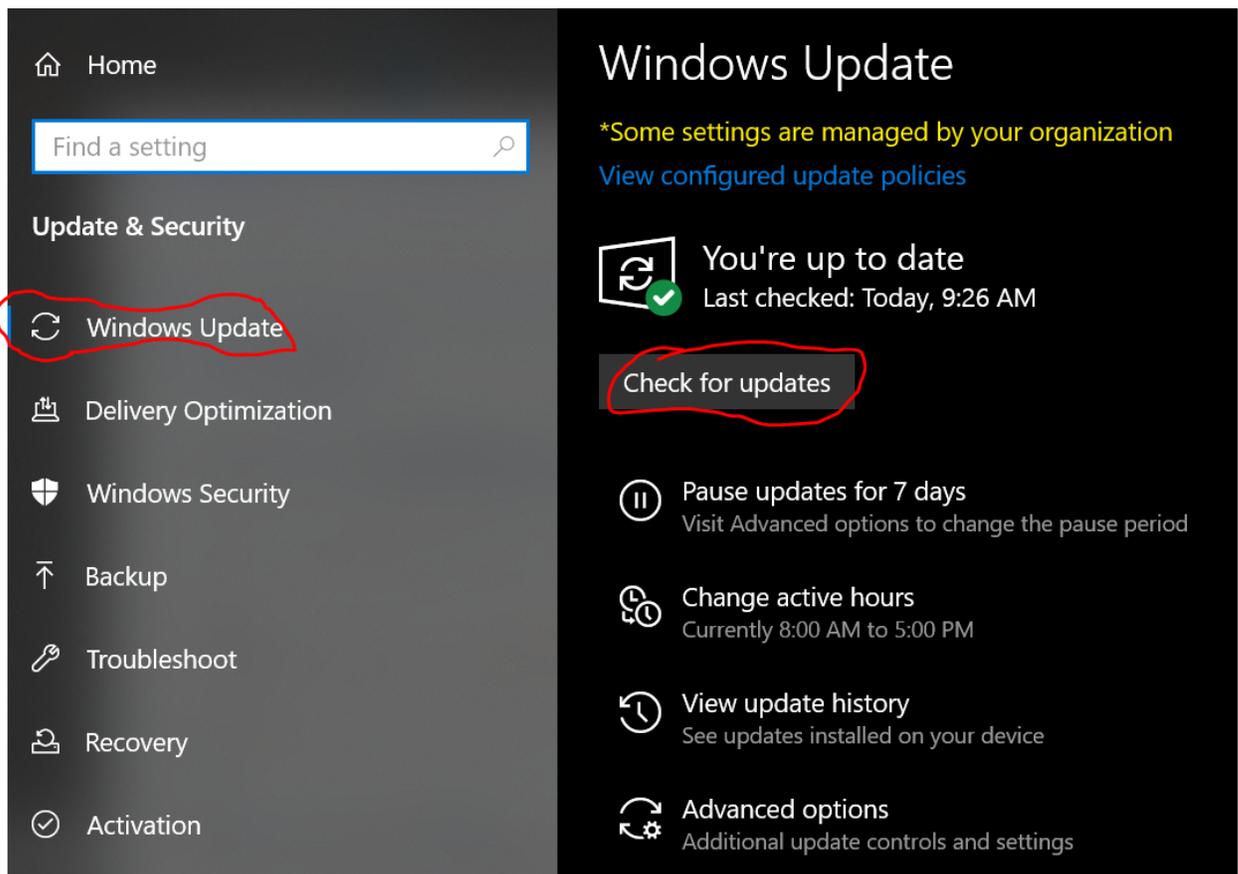
1. Go to the Start Menu and Select "PC Settings"

2. On the PC Settings home screen (the default screen), select Updates & Security

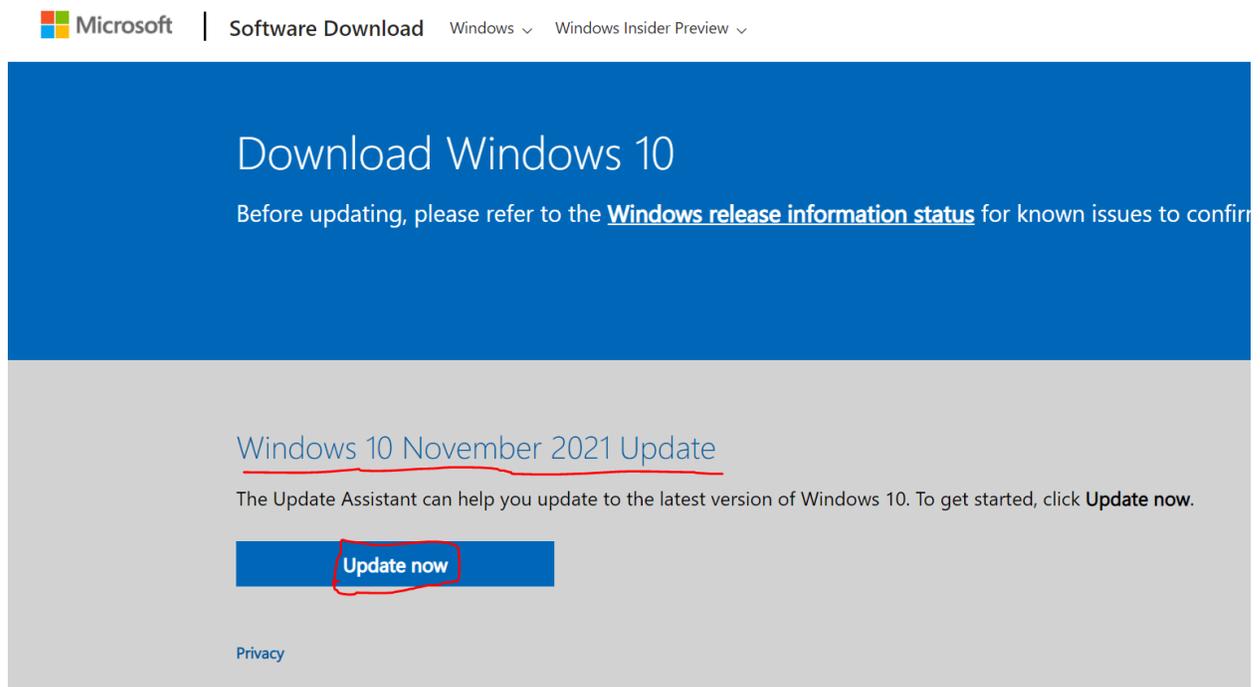3. Click "Check for Updates" on the Windows Update screen

4. Windows will now check for and install updates. It may need to restart during this process. You may also need to prompt windows to retry downloading an update, or something similar.

5. After restarting, you'll want to repeat the above process. Do so until Windows says that you're up to date **after** you've clicked "Check for Updates." When you first open the update screen

after a restart, Windows will often state that you're up to date incorrectly, only to find updates as soon as you check for them.

If the above instructions don't work for any reason, or if you get an error saying updates failed and/or Windows can't install updates due to policies set by your organization, you'll need to move onto Method 2.

Method 2: Windows Update Assistant

1. Go to https://www.microsoft.com/en-us/software-download/windows10

2. Click the "Update Now" button under the heading with the dated update listed. In this image it's "Windows 10 November 2021 Update"

3. Open and run the downloaded file. If you get a pop-up asking if you want to allow the program to make changes to your device, click "Yes."

   (Note: if you get a pop-up asking for an administrator username and password at any point during this process and your own username and password don't work, please file an incident ticket with the Global Service Desk.)

4. In the Update Assistant, click "Update Now" and follow the prompts. You'll probably need to restart your computer after it's done running. Note that the update assistant can take a long time. You should be able to work while it's working on the update process, until the restart, without any issues, unless it specifically tells you it needs to exit a running program or something similar.

Update to the latest version of Windows 10

One of the best features of Windows 10 is that it keeps getting better with every update. This PC is currently not running the latest and most secure version of Windows 10. This PC is running version 21H1. The latest version is 21H2.

We can help you get the latest security enhancements and feature improvements. Click 'Update Now' to get started.

Cancel   Update Now

Microsoft   Learn more

5. After the final restart, your computer should be up to date!