Running Windows Updates

1. *Windows 2000* – Click on **Start** and click on the **Windows Update** icon near the top of the list.

2. *Windows XP* – Click on **Start**, then **All Programs**, and finally the **Windows Update** icon at the top of the list.

3. If you have never performed an update, you will get this box. Click on **“Always trust content from Microsoft Corporation”** and press **OK**.

4. Click on **Scan for Updates**.

5. Click on **Critical Updates and Service Packs**. You should typically install all Critical Updates unless you are advised otherwise by CIS.

6. Click on **Review and Install Updates**.

7. Click on the **Install Now** button.
8. Click **Accept** to continue.

9. Windows will automatically download and install the updates.

10. Once the installation is complete, Windows will ask you to restart. If any updates have failed to install, the website in the background will alert you to this. After you have restarted, you should run Windows Update again to capture the failed updates.

**To ensure that all service packs and patches are installed...**

In order to fully patch your system, you should go back to the Windows Update site until the section for Critical Updates and Service Packs has a “(0)” indicating that there are no more patches to apply. This may require a few restarts.

It is up to you whether you want to install the Recommended Updates, or not. These are specific to programs you may or may not use so install at your discretion.

DO NOT perform Driver Updates. These have been known to cause problems from time to time. Consult your laptop's manufacturer’s website for any driver updates.

After you have installed all patches, visit the Windows Update site every 2 to 3 weeks to keep you system up to date.