Software Update Guide

Windows Computers

1. **Open Settings**
2. Click on the Start button (Windows icon) in the bottom-left corner
3. Click on the gear icon (Settings)
4. **Navigate to Update & Security**
5. In the Settings window, scroll down and click on "Update & Security"
6. **Check for Updates**
7. In the left panel, make sure "Windows Update" is selected
8. Click the "Check for updates" button
9. Wait for the scan to complete
10. **Install Available Updates**
11. If updates are found, click "Download and install"
12. Follow any on-screen prompts
13. Save your work before installing updates that require a restart
14. **Restart Your Computer**
15. When prompted, click "Restart now" to complete the installation
16. If you need to finish work first, select "Schedule the restart" instead

iPhone/iPad Devices

1. **Open Settings**
2. Tap the Settings app (gray gear icon)
3. **Navigate to General**
4. Scroll down and tap "General"
5. **Check for Software Update**
6. Tap "Software Update"
7. Wait for the device to check for updates

8. **Install Available Updates**
9. If an update is available, tap "Download and Install"
10. Enter your passcode if prompted
11. Agree to the terms and conditions
12. **Important Notes**
13. Connect to Wi-Fi before updating
14. Make sure your device has at least 50% battery or is plugged in
15. Updates may take 15-30 minutes to complete

Android Devices

1. **Open Settings**
2. Tap the Settings app (gear icon)
3. **Navigate to System Updates**
4. Scroll down to "System" or "About Phone"
5. Tap "System Updates" or "Software Updates"
6. (Note: Menu names may vary by device manufacturer)
7. **Check for Updates**
8. Tap "Check for updates"
9. Wait for the device to check for available updates
10. **Install Available Updates**
11. If an update is available, tap "Download" or "Install"
12. Follow any on-screen prompts
13. Enter your PIN or pattern if prompted
14. **Important Notes**
15. Connect to Wi-Fi before updating
16. Make sure your device has at least 50% battery or is plugged in
17. Updates may take 15-30 minutes to complete

Making Updates a Habit

1. **Set a Monthly "Update Day"**

2. Choose a specific day each month (e.g., first Sunday)
3. Mark it on your calendar
4. My Update Day: _____
5. **Create Reminders**
6. Set a recurring reminder on your phone or calendar
7. Place a note on your refrigerator or bulletin board
8. **Update All Devices**
9. Update all your devices on the same day:
    - Computer
    - Phone
    - Tablet
    - Other smart devices
10. **Troubleshooting Common Issues**
11. Not enough storage space: Delete unused apps or photos
12. Slow internet: Schedule updates overnight
13. Update fails: Restart device and try again
14. Need help? Contact local resources listed on the Resources handout

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