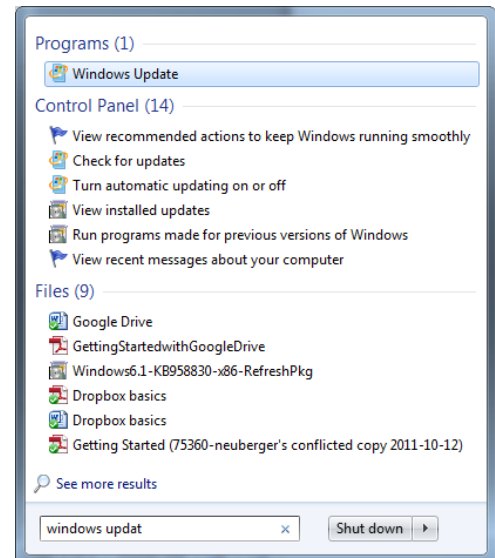


Windows Update – Apply the Internet Explorer Patch

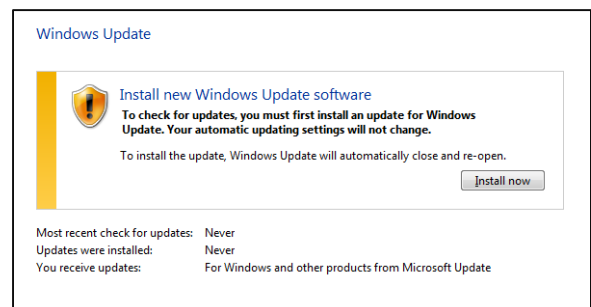
Most staff members have automatic updating enabled on their district pcs and laptops and will not need to take any action because this security update will be downloaded and installed automatically. However, if you want to install this update immediately so you can start using Internet Explorer now (instead of days later), you'll find the instructions below.

1. Click on the **Windows Orb** in the lower *left-hand* corner of your pc.
2. In the **Search** box, type **windows update**. When the link, with the same name, appears at the top of the menu, click on it. The Windows Update window will appear.

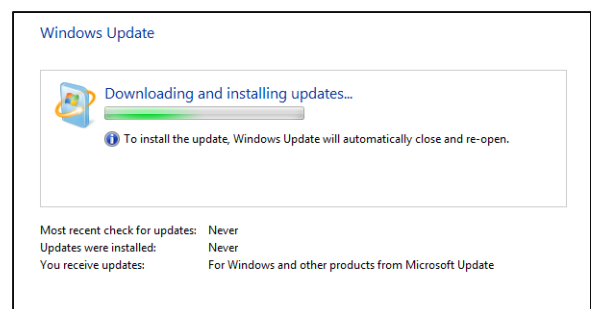


3. For some of you, a warning will appear indicating that you need to install the new Windows Update software (which you'll need to have installed before you can install the actual security patch update). Click on the **Install now** button.

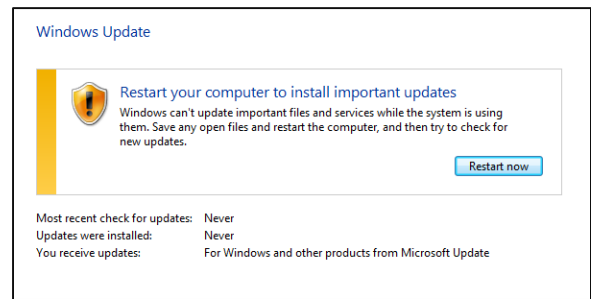
If the warning doesn't appear, you can skip to Step 8.



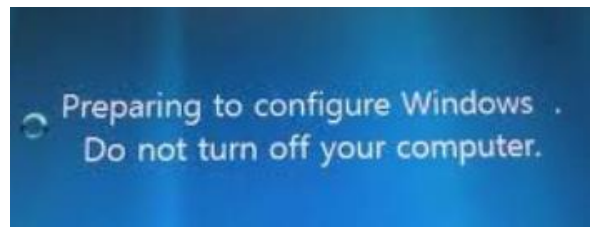
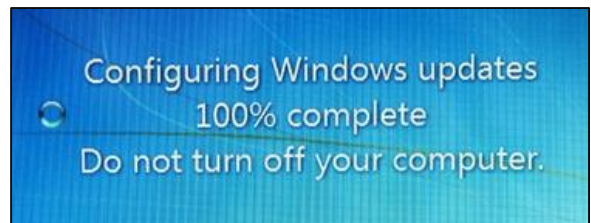
4. The update will begin downloading to your pc.



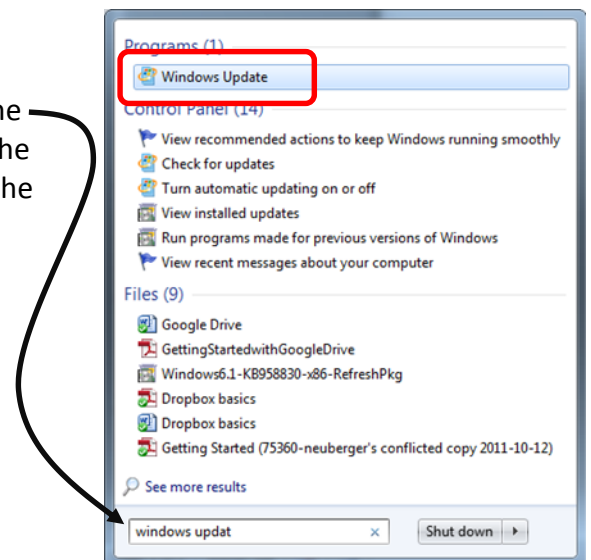
5. Once the update is downloaded, you'll be prompted to restart your computer. Make sure to close any other windows that you may have open (e.g., Outlook) and then click on the **Restart now** button.



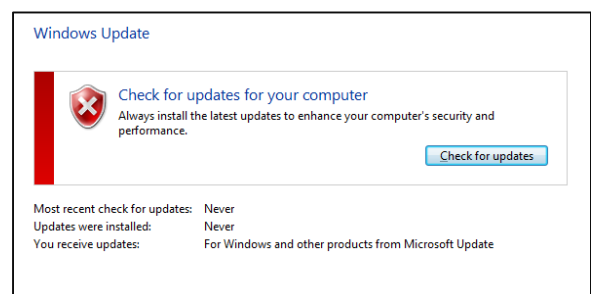
6. As your pc is rebooting, you'll see the following messages on your screen as it shuts down and starts back up. Be sure not to turn your pc off while it's processing the updates.



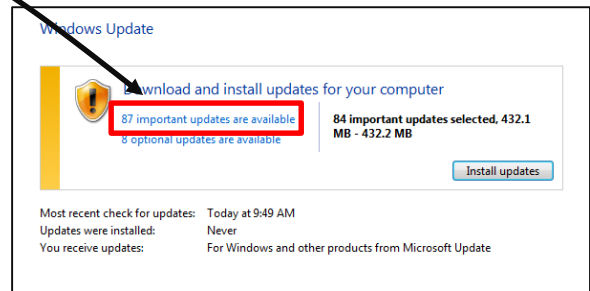
7. Once your pc boots back to the desktop, click on the Windows Orb again and type **windows update** in the Search box. Click on the **Windows Update** link at the top of the menu.



8. Once you open Windows Update, click on the **Check for updates** button to see what updates are available. (your icon image may or may not be a big X)

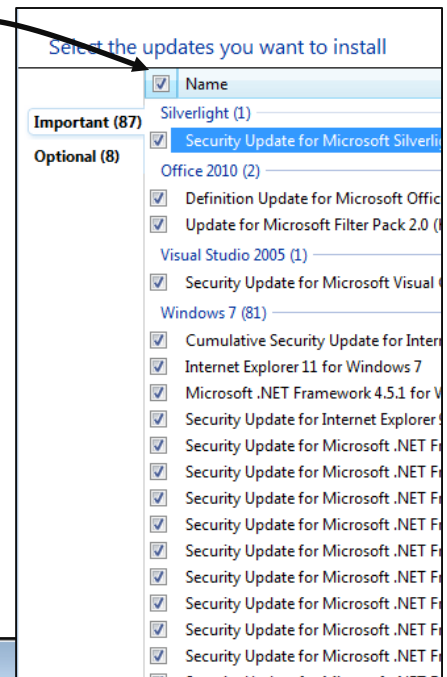


9. After checking for updates, your window will display the results. Click on the **XX important updates are available** link to view the list of updates. Don't be alarmed if your number (XX) is high – the district only installs those updates that are critical.

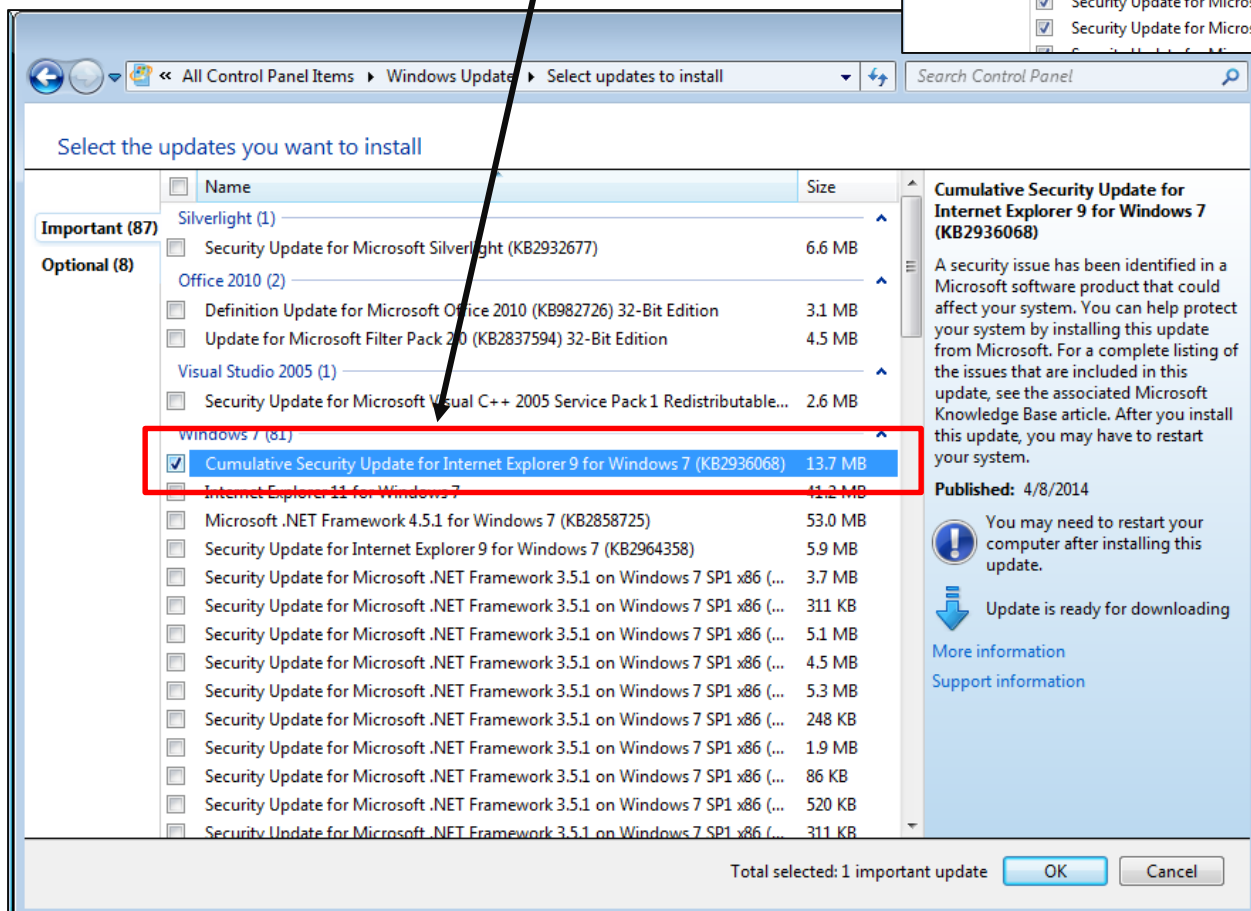


10. In the list of updates, click on the check box next to **Name** to uncheck all the updates. You may have to do this a couple of times to completely remove all checkmarks.

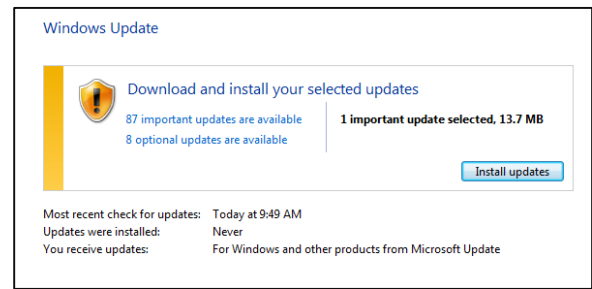
Then, check ☒ **Cumulative Security Update for Internet Explorer ? for Windows 7** (some of you may not have the word “cumulative” listed). This is the only update to install right now (you may want to install the others . . . do those at a different time when you have lots of time to spare!). Don't worry if your screen doesn't exactly match this handout. You may have a different version of IE or a different version of Windows.



11. Click on the **OK** button.

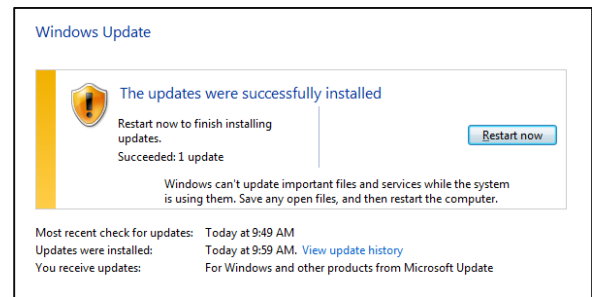


12. In the *right-hand* pane of the Windows Update screen, it'll show you how many updates are being installed. Click on the **Install updates** button to proceed.

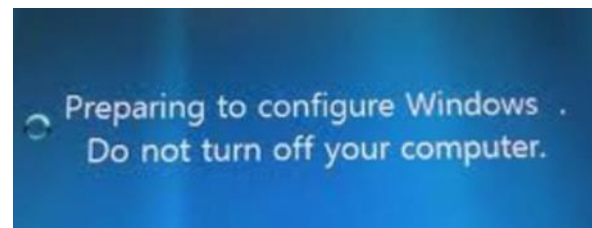
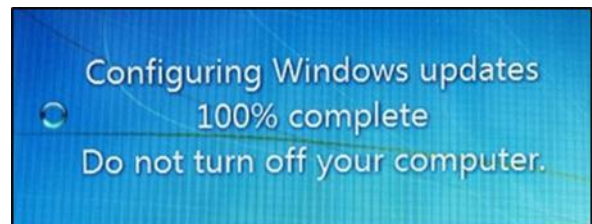


Depending on the Internet connection, the download may take some time to load. Once loaded, you may be prompted to restart your pc. If so, close out of any other open windows, then click on the **Restart now** button and go to **Step 13**.

If you were NOT prompted to restart, you are finished and can close the Windows Update window.



13. As you pc is rebooting, you'll see the following messages on your screen as it shuts down and starts back up. Be sure not to turn your pc off while it's processing the updates.



14. Once your pc boots back up to the desktop, the update has installed.