

# Accessing Software Updates

Instructions on how to access software updates for end users

## Instructions

Whenever new Software Updates are available for your machine, a popup balloon will let you know that new updates are available to be installed. Please note, only University Windows-based computers will receive updates.

### Viewing and Installing Available Updates:

1. To view the Software Updates available to you, **double-click the Installation Balloon** next to the clock, **F1**, or the icon in the **System Tray**.



2. The System Tray will open the **Configuration Manager window, F2**. **Select Custom (Advanced)** to see a list of available updates. **Click Next**.
3. **Select all available updates**. **Click Install, F3**.
4. When Install is selected, the updates will prepare to download and install. This will take several minutes, **F4**.
5. After the updates have installed, **select Restart Now or Close, F5**.
  - a. If you choose to close the window and not restart now, you will see that the Icon in the System Tray has now turned RED. This will remain red till you reboot your machine.



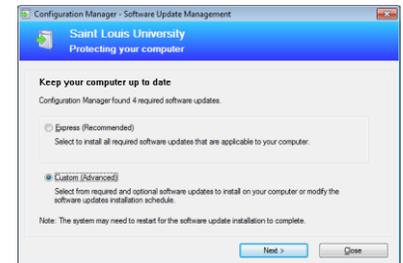
### If you choose not to Install Updates before the deadline:

ITS will automatically install the updates to all desktops and laptops. A balloon will appear in the System Tray to announce this is happening. Once the updates have been installed, you will be asked to Restart your computer. Updates are not applied until the computer is restarted.

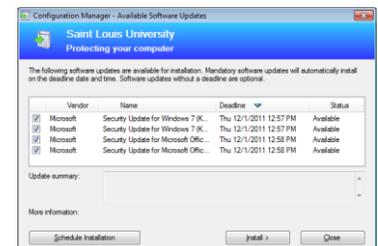
## Screens



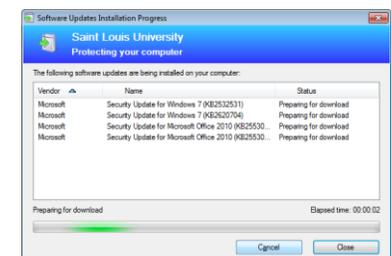
**F1: Installation balloon**



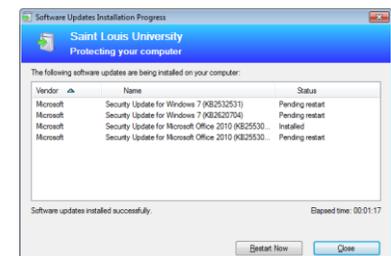
**F2: Configuration Manager**



**F3: Selecting updates to install**



**F4: Preparing to install**



**F5: Restart now window**