Windows Update

Icons | Taskbar | Notification Area

The icon for **Windows Update** is located in the **Pinned** area of the **Start Menu**. The **Start Menu** is located on the left side of the **Taskbar**. The **Notification Area** is on the right side of the **Taskbar**.

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1. To manually check for updates, click the **Start Menu**.
2. Click **Windows Update** in the **Pinned** area to open the **Settings** window.
3. Click the **Check for updates** button (top right) and **wait** for the system to check for updates.
    a. Some updates are not installed automatically. If a special update is available, a "**Download & install**" button will display next to the update. Click the button to process the update.
4. Click **Restart now**, when prompted, to finalize the update process.

NOTE: Windows updates are generally available from Microsoft the **second Tuesday** of every month and periodically at the end of the month. Most updates will occur automatically in the background; system may intermittently request a restart to complete the Windows update.

NOTE: If **Update and shut down** or **Update and restart** options display when you click the **Power** button from the **Start Menu**, **ALWAYS** select **Update and restart**; updates will process and the system will restart; run **CCleaner** and **Shut down** the system.