



Configuring Automatic Software Updates

One of the most important things you can do to protect a computer, is to keep the software up to date. Bad actors often design malware and other hacking exploits to take advantage of known software vulnerabilities.

With Microsoft Windows, you can usually find these settings through the Windows Update Center. Although most of the settings are the same, some details vary throughout each operating system. Updating software is important, because it patches vulnerabilities, outdated functions, and usually adds more or better security options..

If you need help at anytime, please e-mail us at CFCyberRisk@CFins.com.

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[What version of Microsoft Windows does my computer use?](#)

[Microsoft Windows – Version 7](#)

[Microsoft Windows – Version 8.1](#)

[Microsoft Windows – Version 10](#)

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How to find out what version of Microsoft Windows you have:

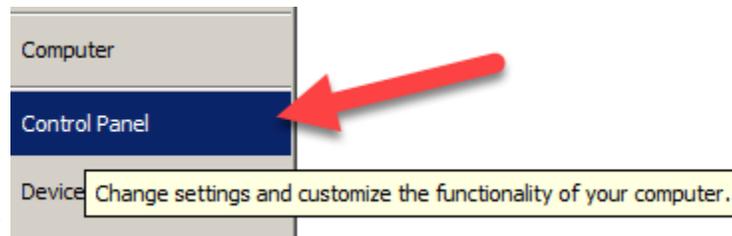
- 1-Click the **Start** button
- 2-Enter “**Computer**” into the search box
- 3-Right-click “**Computer**” and then click **properties**
- 4-Look under “**Windows edition**” for the version and edition of Windows you are running

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Activating Windows Update in Windows 7

 **NOTE:** Activating this Windows Process may require administrator rights on the account logged into the PC. If your individual account does not have administrator rights, save what you are working on, log off the PC and log back on the computer with an administrator level account.

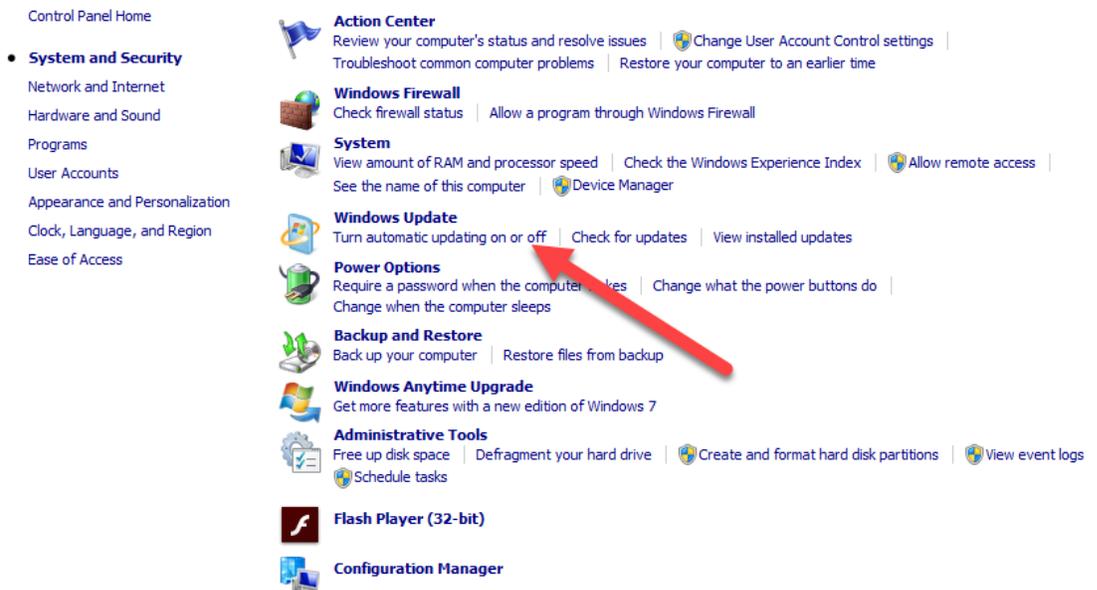
1. Click “**Start**” 



2. Click “**Control Panel**”
3. Click “**System and Security**”



4. Click “Turn Automatic Updating On or Off” under “Windows Update”



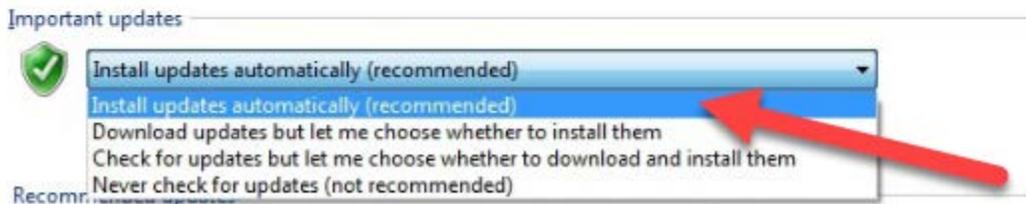
5. Click the **down arrow**  on the “Important Updates” drop-down menu.

6. Click “Install Updates Automatically” to select

Choose how Windows can install updates

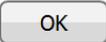
When your computer is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also install them before shutting down the computer.

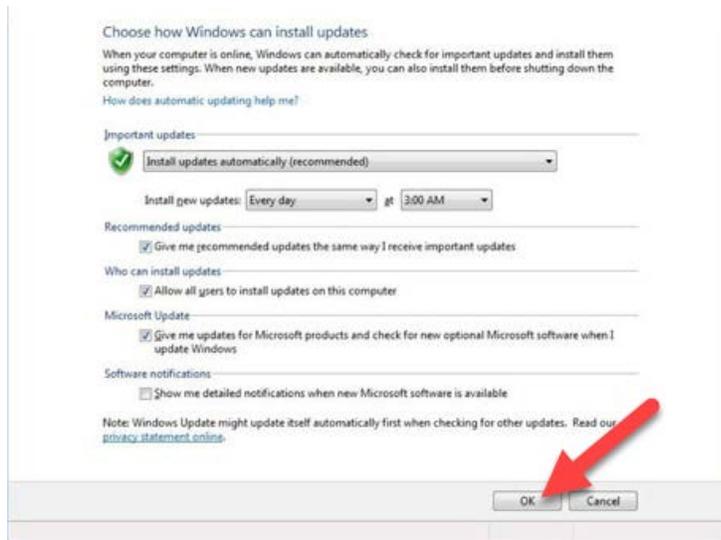
[How does automatic updating help me?](#)



7. Once selected, you can set a specific time when to install any Updates.

 **NOTE:** Its good practice to set a time frame for when you are Not working with the PC to install updates, some updates may require that applications and programs like MS Word or any internet browser be turned off in order to install properly. Best practice would be at night shut down any applications. Log off or lock the computer before leaving and let the updates install overnight.

8. Click the “**OK**” button  to accept the changes.



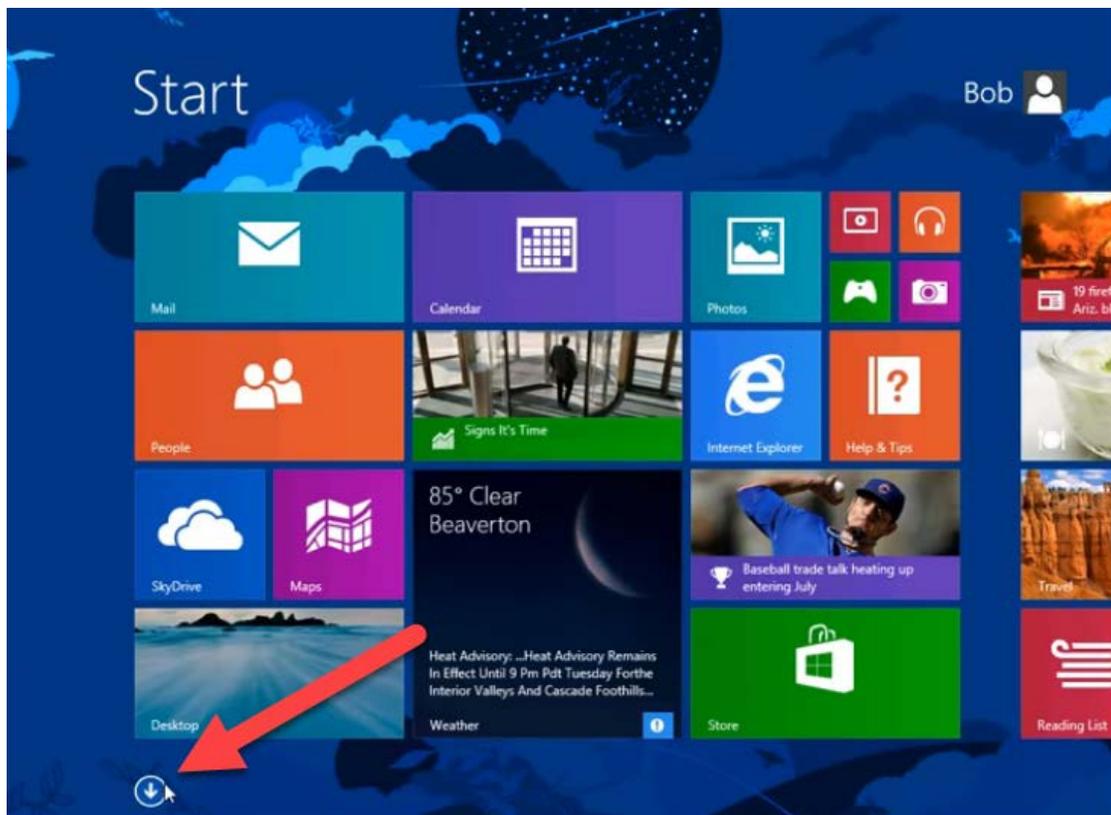
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Activating Windows Update in Windows 8.1

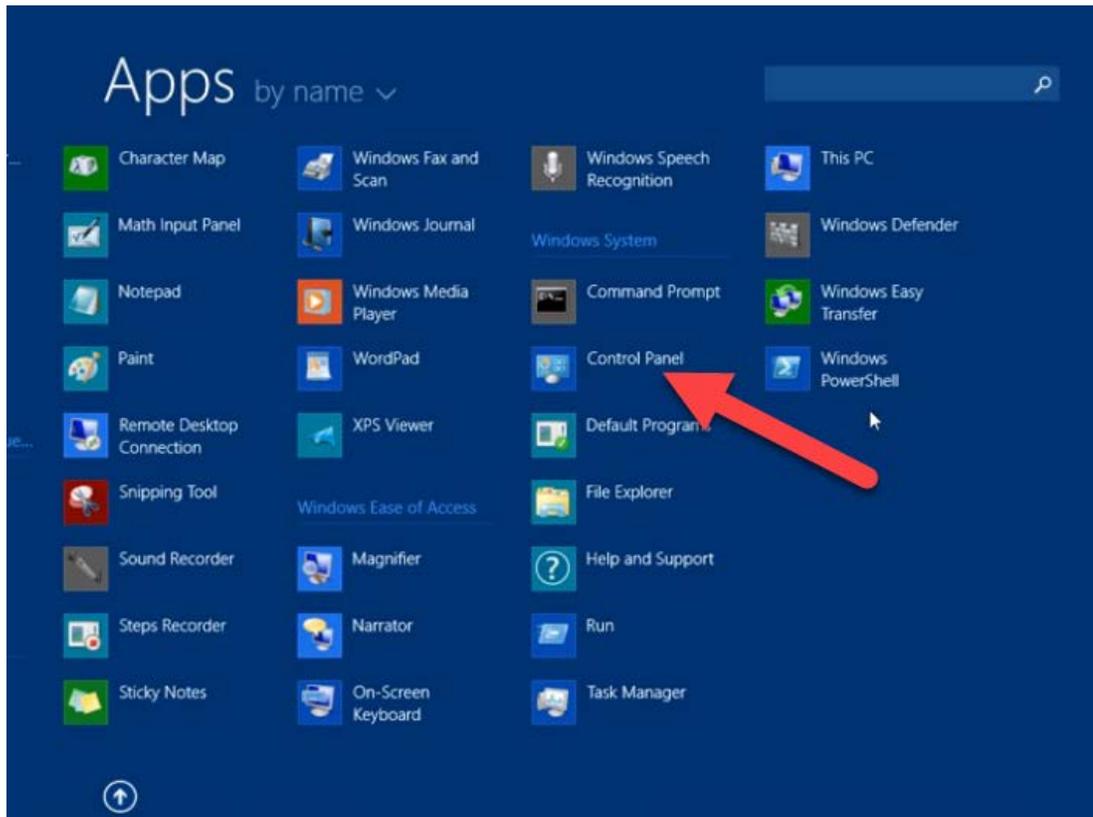
 **NOTE:** Activating this Windows Process may require administrator rights on the account logged into the PC. If your individual account does not have administrator rights, save what you are working on, log off the PC and log back on the computer with an administrator level account.

1. Click **“Start”**

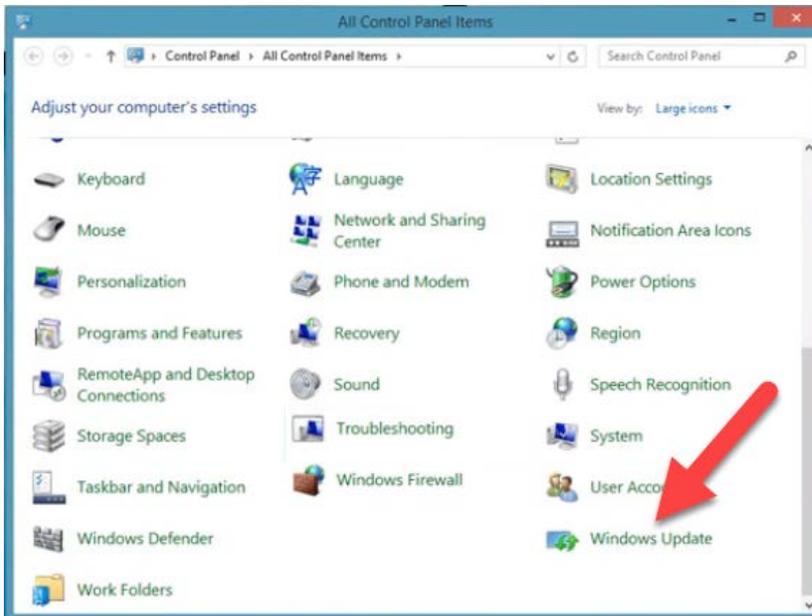
2. Click the **“Dropdown”**  arrow



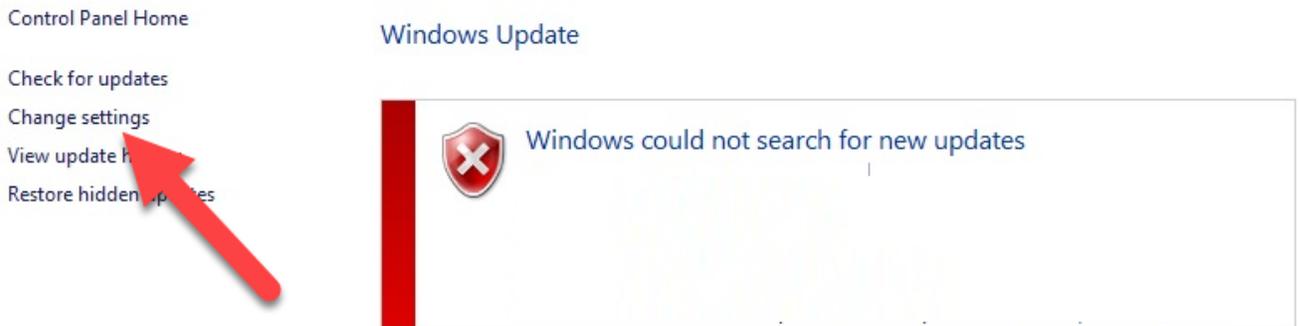
3. Scroll the menu to the **right** to locate **“Control Panel”** then click on **“Control Panel.”**



4. Scroll through the menu to locate **“Windows Update”**



5. Click **“Change Settings”** on the Windows Update menu.

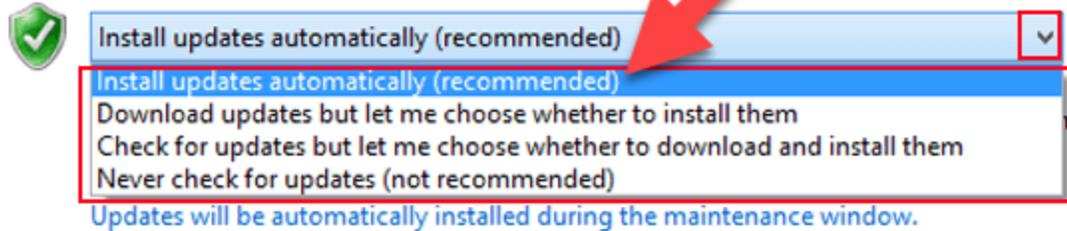


6. Click the **drop-down arrow** on the **Important Updates** menu and **click on “Install Updates Automatically.”**

Choose your Windows Update settings

When your PC is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also choose to install them when you shut down your PC.

Important updates



Install updates automatically (recommended) ▼

Install updates automatically (recommended)

Download updates but let me choose whether to install them

Check for updates but let me choose whether to download and install them

Never check for updates (not recommended)

Updates will be automatically installed during the maintenance window.

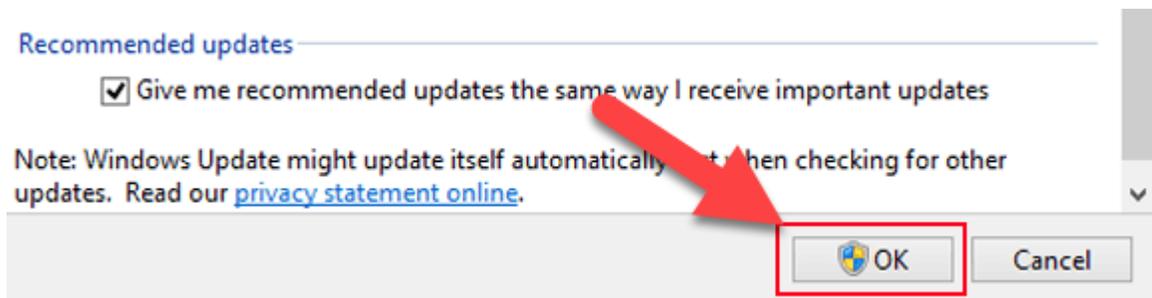
7. Click the “Give Me Recommended Updates The Same Way I receive Important Updates” Checkbox.

Recommended updates

Give me recommended updates the same way I receive important updates

Note: Windows Update might update itself automatically first when checking for other updates. Read our [privacy statement online](#).

8. Click the “OK” button



Recommended updates

Give me recommended updates the same way I receive important updates

Note: Windows Update might update itself automatically first when checking for other updates. Read our [privacy statement online](#).

OK Cancel

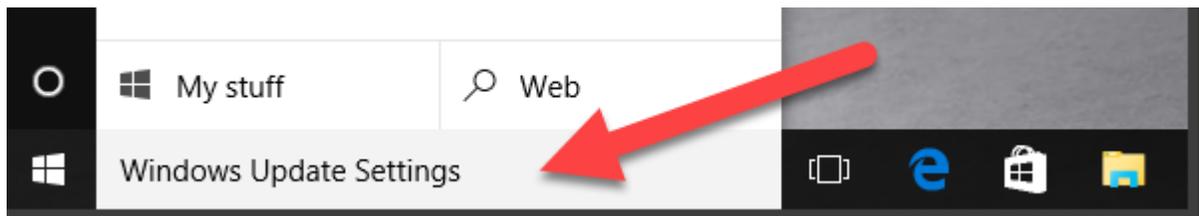
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Activating Windows Update in Windows 10

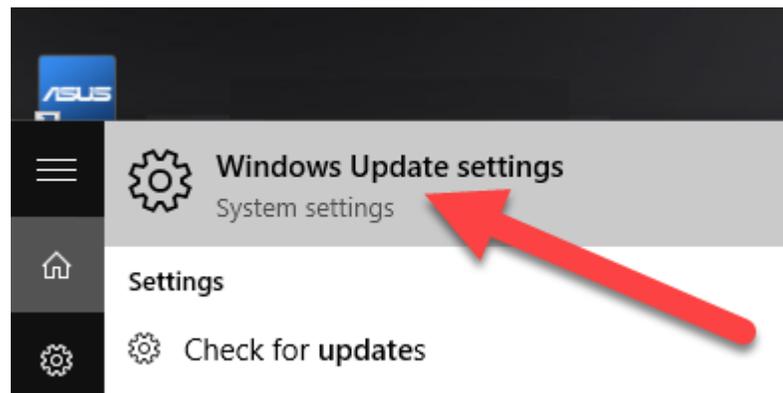
By default, Windows10 automatically activates Windows Update. However, it is a good practice to periodically make sure that the functionality is up and running protecting your system. The instructions below will demonstrate how to check if Windows update is indeed running on your Windows 10 computer.

 **NOTE:** Activating this Windows Process may require administrator rights on the account logged into the PC. If your individual account does not have administrator rights, save what you are working on, log off the PC and log back on the computer with an administrator level account.

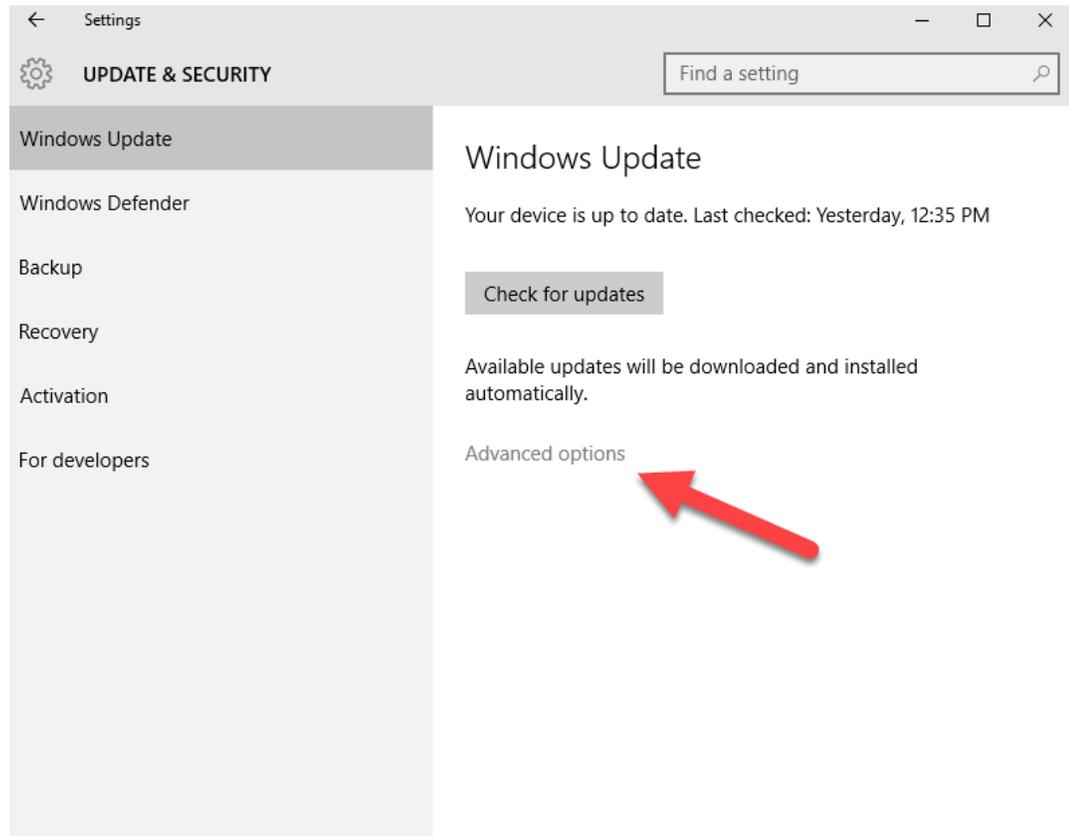
1. Type “**Windows Update Settings**” in the Windows 10 **Search Bar**.



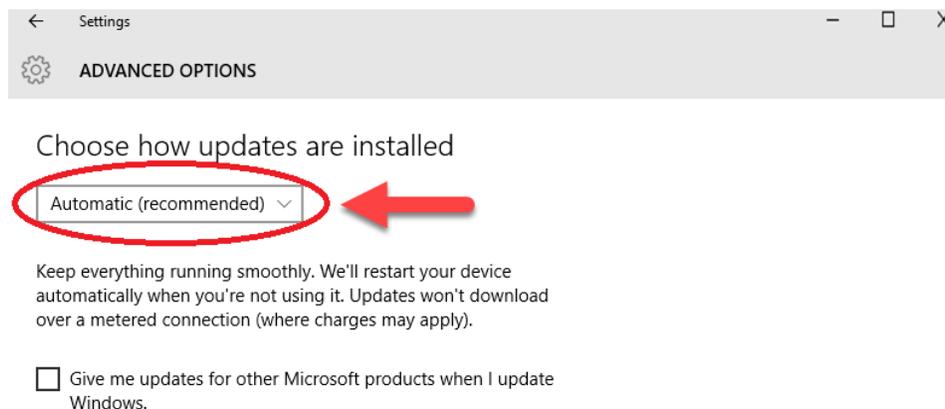
2. Click on “**Windows Update Settings**” once presented in the menu.



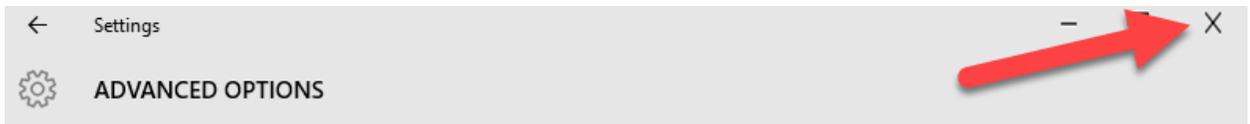
3. Click **“Advanced Options”** in the **“Update & Security”** Window.



4. Make sure the **“Choose how updates are installed”** section is set to **“Automatic.”** If **Windows Update is NOT set to Automatic:** Click the **drop-down arrow**  and select **“Automatic”** from the menu.



5. Click the “X” icon in the upper right to close the window.



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Automatic Software Updates for Apple Computers

1. Choose **Apple** menu > System Preferences, then click App Store.
2. Select “**Automatically check for updates.**” To have your Mac download updates without asking, select “**Download newly available updates in the background.**”
3. To have your Mac install app updates automatically, select “**Install app updates.**”
4. To have your Mac install MacOS updates automatically, select “**Install macOS updates.**”
5. To have your Mac install system files and security updates automatically, select “**Install system data files and security updates.**”

Note: MacBook, MacBook Pro, and MacBook Air must have the power adapter plugged in to automatically download updates.

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NEED HELP?!? Please e-mail us at CFCyberRisk@CFins.com