



Australian Government
Digital Transformation Agency

Update Management - Standard Operating Procedure

March 2020

Contents

Document Overview 3

 Background 3

 Document Audience..... 3

 Purpose 3

 Prerequisites 3

 Associated Documentation 4

Windows Update for Business 5

 Create Update Ring 5

 Manage Update Ring 7

Abbreviations and Acronyms 9

Document Overview

Background

Microsoft provides a regular cadence for the updating of operating systems with version updates generally being provided every six months. Monthly security updates are generally provided the 2nd Tuesday of every month.

The Information Security Manual (ISM) describes the need to maintain the most current version or N-1 and security patching requirements.

Through an agency change management process and procedures, systems will need to be updated to most current version and security patch level.

Document Audience

This Standard Operating Procedure (SOP) is intended to advise administrators how to manage system updates for Digital Transformation Agency (DTA) Blueprint devices via Update Management and Windows Update for Business in Azure. It is intended to be used by administrators who will be maintaining patch and update compliance for user devices.

Purpose

The purpose of this document is to provide the necessary steps to deploy and manage patches/updates for Windows 10 devices.

The services and settings provided by the Blueprint should not be modified without fully understanding the security and operational consequence of the change.

Prerequisites

Before completing the procedures detailed in this document, the following prerequisites should be met:

- It is recommended that the reader/administrator performing the procedures in the document has certification and/or experience with Microsoft Azure.

Associated Documentation

Table 1 identifies the documents that should be referenced and understood before administering this solution

Table 1 Associated Documentation

Name	Version	Date
DTA – Solution Overview	March	03/2020
DTA – Platform Design	March	03/2020
DTA – Workstation Design	March	03/2020
DTA – Office 365 Design	March	03/2020
DTA – Office 365 - ABAC	March	03/2020
DTA – Platform – ABAC	March	03/2020
DTA – Intune Security Baselines - ABAC	March	03/2020
DTA – Software Updates - ABAC	March	03/2020
DTA – Intune Applications – ABAC	March	03/2020
DTA – Intune Enrolment – ABAC	March	03/2020
DTA – Conditional Access Policies – ABAC	March	03/2020
DTA – Intune Compliance – ABAC	March	03/2020
DTA – Intune Configuration – ABAC	March	03/2020

Windows Update for Business

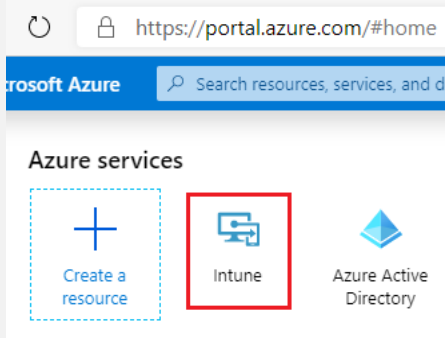
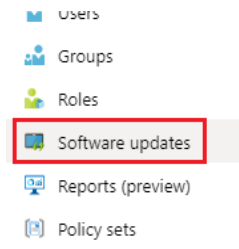
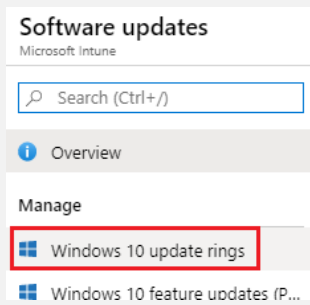
Windows Update for Business is utilised for all Windows 10 endpoints within the tenant. It manages and deploys the latest security updates, Windows features, and patches by directly connecting to the Windows Update service. It also provides management capability for devices within the tenant.

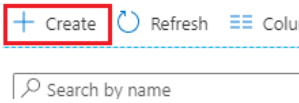
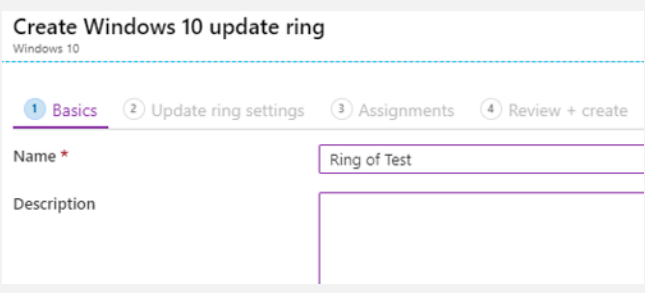
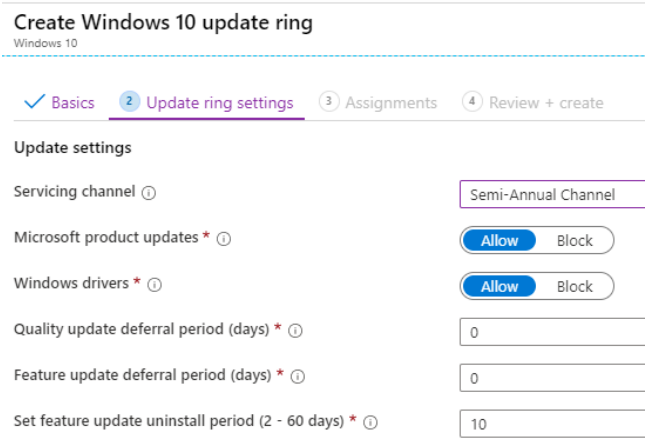
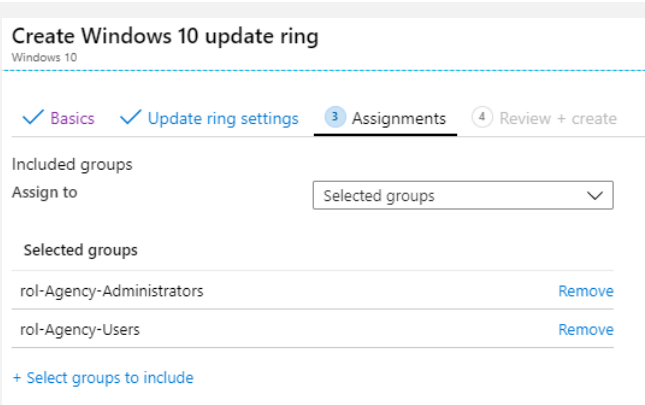

Within the environment, updates are maintained and controlled by Update Rings. Update Rings have been deployed within the environment already however more may need to be created dependant on a number of factors such as what hardware and operating systems are supported.

Create Update Ring

The following table describes the steps required to create a Windows 10 update ring.

Table 2 Create Update Ring

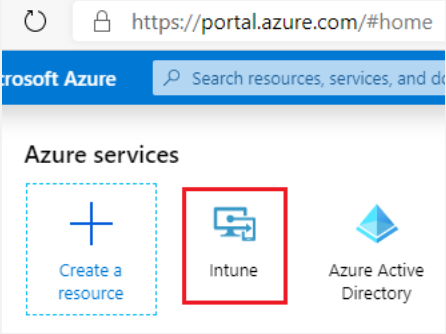
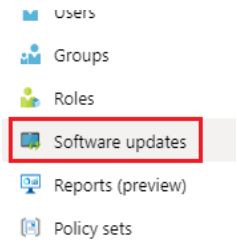
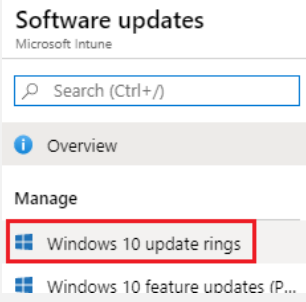
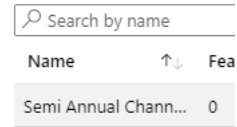
Step	Instruction	Screenshot
1.	Navigate to the Azure Portal (https://portal.azure.com) then click on Intune	
2.	Within Intune click on Software updates	
3.	Within Software updates click on Windows 10 updates rings	

Step	Instruction	Screenshot
4.	Along the top ribbon, click Create	
5.	The Create Windows 10 update ring blade will open, enter an appropriate Name and Description . When complete press Next	
6.	When presented with the Update ring settings screen select the appropriate settings then press Next	
7.	When presented with the Assignments screen select the groups that this update ring is to be applied to. In this example the update ring will apply to rol-Agency-Administrators , and rol-Agency-Users . When complete, press Next	
8.	On the Review + create screen ensure that all of the settings are correct, if you're confident that they are, press Create	
9.	To confirm that these settings have been applied to an endpoint, navigate to Settings > Update & Settings > Advanced Options on a Windows 10 device and ensure the settings match your update ring.	No screenshot required

Manage Update Ring

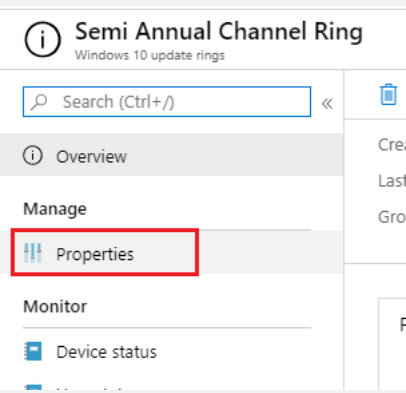
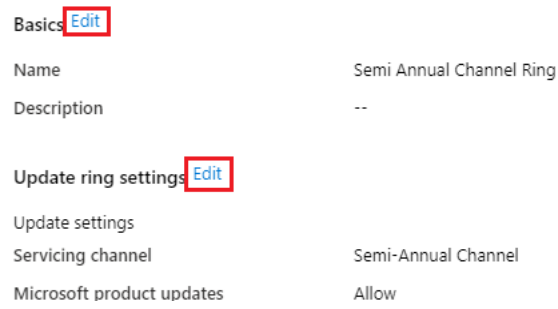

Update rings are able to be modified, this includes settings within the update ring itself, as well as assignments. The following table explains how to complete these changes.

Table 3 Manage Update Ring

Step	Instruction	Screenshot
1.	Navigate to the Azure Portal (https://portal.azure.com) then click on Intune	
2.	Within Intune click on Software updates	
3.	Within Software updates click on Windows 10 updates rings	
4.	Identify the update ring you wish to modify; in this instance it is Semi Annual Channel Ring then click on it	

Step Instruction

Screenshot

5.	Within Semi Annual Channel Ring , click on Properties	
6.	<p>Within the Properties screen there are 3 sections that can be modified:</p> <ul style="list-style-type: none">- Basics- Update ring settings- Assignments <p>Identify what needs to be adjusted, then press the Edit button to adjust.</p>	
7.	Within the edit window, make the required changes then click Review + save when complete	

Abbreviations and Acronyms

Table 4 details the abbreviations and acronyms used throughout this document.

Table 4 Abbreviations and Acronyms

Acronym	Meaning
DTA	Digital Transformation Agency
ISM	Information Security Manual
SOP	Standard Operating Procedure