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| **it SUPPORT INSTRUCTION** |

**how to upgrade a software**

VERSION 1.0

INTRODUCTORY PROVISIONS

GOALS

This instruction defines the procedure for an employee to follow providing advice on upgrading a software.

TASKS

The main objectives of the instruction are:

* description of the steps to take when you need to upgrade a software.

PERIOD OF VALIDITY AND PROCEDURE FOR MAKING CHANGES

Changes to the instruction are made when new settings appear in the SOFTWARE, as well as when information on current settings is updated.

**Get the latest updates automatically as soon as they're available**

You can now choose to have Windows get the latest non-security and feature updates as soon as they become available for your device. To learn more about this, see Get Windows updates as soon as they're available for your device.

**Things to note**

* To check for updates, select **Start**  **> Settings**  **>**

**Windows Update** , then select **Check for updates**. If updates are available, you can choose to install them.  


* If you run into problems updating your device, including problems with previous major updates, see common fixes at Troubleshoot problems updating Windows.
* If you're warned by Windows Update that you don't have enough space on your device to install updates, see Free up space for Windows updates.
* If you experience internet connection issues while updating your device, see Fix Wi-Fi connection issues in Windows.