**Windows updates**

Window updates are an important part of the NHS’s cyber-security protection. The Morecambe Bay I3 Team deploy updates to all Morecambe Bay computers on a monthly basis to ensure our systems and data remain secure.

To avoid any disruption from Windows updates it is important that you follow the below steps:

**Windows 10 users:**

1. When leaving work each day, do not ‘shut down’ your computer. Simply choose the sign-out button.
2. Do not switch off your computer at the plug sockets, doing so will prevent your computer from booting up automatically and installing updates during the night.
3. If your computer has updates that are requiring installation, a notification to ‘update and restart’ will be displayed on your start menu. Choose this option at a suitable time to force the updates to install
4. If you do not take action to install updates within 24 hours of the email notification you will likely be prompted to restart the computer.
5. If you do not take any action to the notifications, you will receive a final warning indicating that a forced reboot will happen in 60 minutes.

**Windows 7 users:**

1. When leaving work each day, do not ‘shut down’ your computer. Simply choose the Log off button.
2. Do not switch off your computer at the plug sockets, doing so will prevent your computer from installing updates during the night.
3. If your computer has updates that are requiring installation, a ‘shield’ icon will be displayed next to the shutdown/reboot icon on the start menu
4. If you choose to delay the installation of updates, they will likely be installed next time your computer is switched on/rebooted. This may not be ideal as you may need to start work immediately following your next log on. The I3 team recommend that you should install updates at a time convenient to you by following steps 1,2 & 3 above.

A full guide to all of these steps can be found here <https://nhscanl.sharepoint.com/:w:/r/_layouts/15/Doc.aspx?sourcedoc=%7BE5436C04-6320-4607-A2F5-986BB19F4EE3%7D&file=Windows%2010%20-%20Update%20Messages%20Amended.docx&action=default&mobileredirect=true&CID=27ca1cb4-3fdd-9ecb-9643-ec4fee06d960>