

STAY SMART ONLINE ALERT SERVICE

Factsheet 23

Setting up automatic updates for Windows 7

Microsoft Windows operating systems, such as Windows 7, have features which download and install software updates automatically. The instructions provided below describe how to automatically update the Microsoft Windows 7 operating system and other Microsoft software installed on the same computer.

Software updates, also known as patches or fixes, correct security bugs in the operating system software which, if exploited, could allow an attacker to steal sensitive information from your computer, delete or modify your computer's files or use your computer for other criminal purposes.

Setting up your computer to automatically update its operating system will help reduce the risk of your computer being compromised by ensuring you do not miss or delay installing important security updates.

All software needs to be updated periodically to correct software bugs which can affect the security of your computer and/or your sensitive personal or business information. Software made by other vendors generally include settings which also allow them to be updated automatically.

1. Click the "Start" button in the lower left corner of your computer screen. The button looks like the image on the right.



2. Select "All Programs" from the Start menu as shown in figure 1 below.

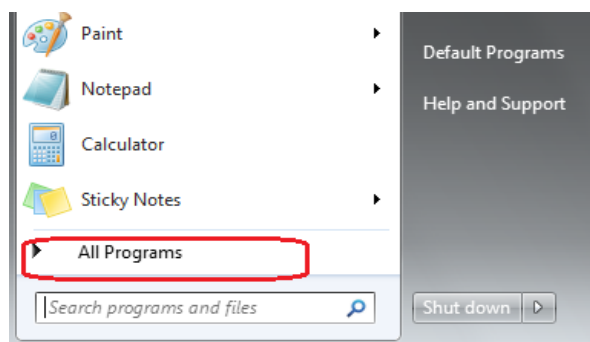


Figure 1, Windows 7 start menu

3. Select "Windows Update" from the menu as shown in figure 2 below.

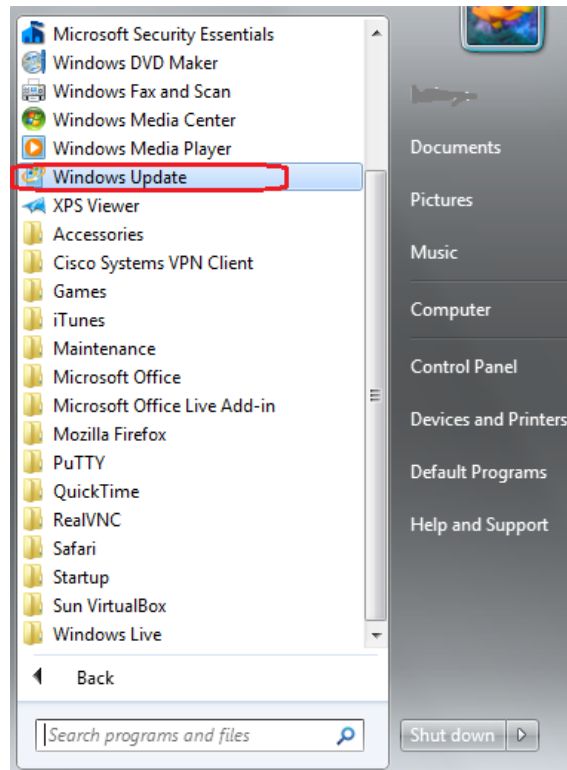


Figure 2, Windows 7 start menu

4. If you have other Microsoft software installed on your computer (in addition to the Microsoft Windows 7 operating system), then select “Find out more” next to “Get updates for other Microsoft products”, as shown in figure 3 below.

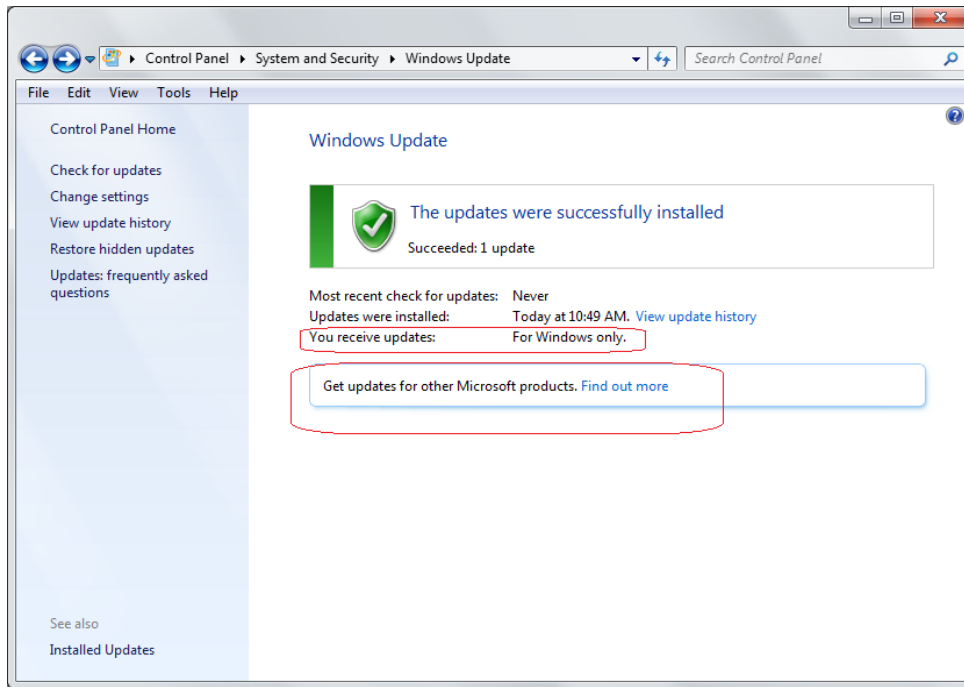


Figure 3, Windows Update for Windows 7

If the setting **“Get up dates for other Microsoft products. Find out more”** is not present in your Windows Update dialogue box (as is the case in figure 5 below) then go straight to step 8 below.

5. By clicking **“Find out more”**. You will be connected to a Microsoft web site called Microsoft Update, as shown in figure 4 below. To use this feature, you need to agree to the Terms of use and then click **“Install”**.

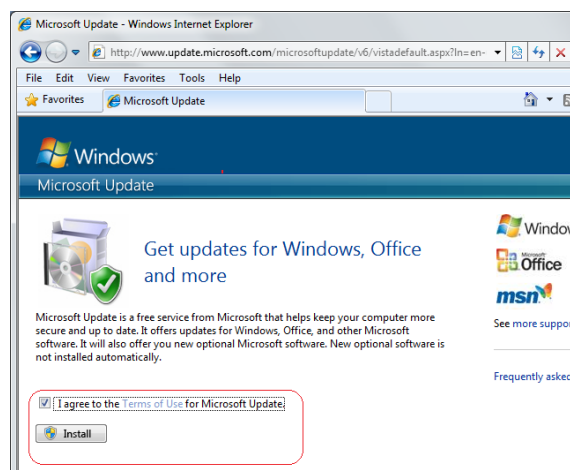


Figure 4, Microsoft Update automatic update feature

6. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

7. In the “Windows Update” dialogue box (figure 5 below), you will notice that you will now receive updates for Windows and other Microsoft products.
8. Select “Change settings” from the “Windows Update” dialogue box as shown in figure 5 below.

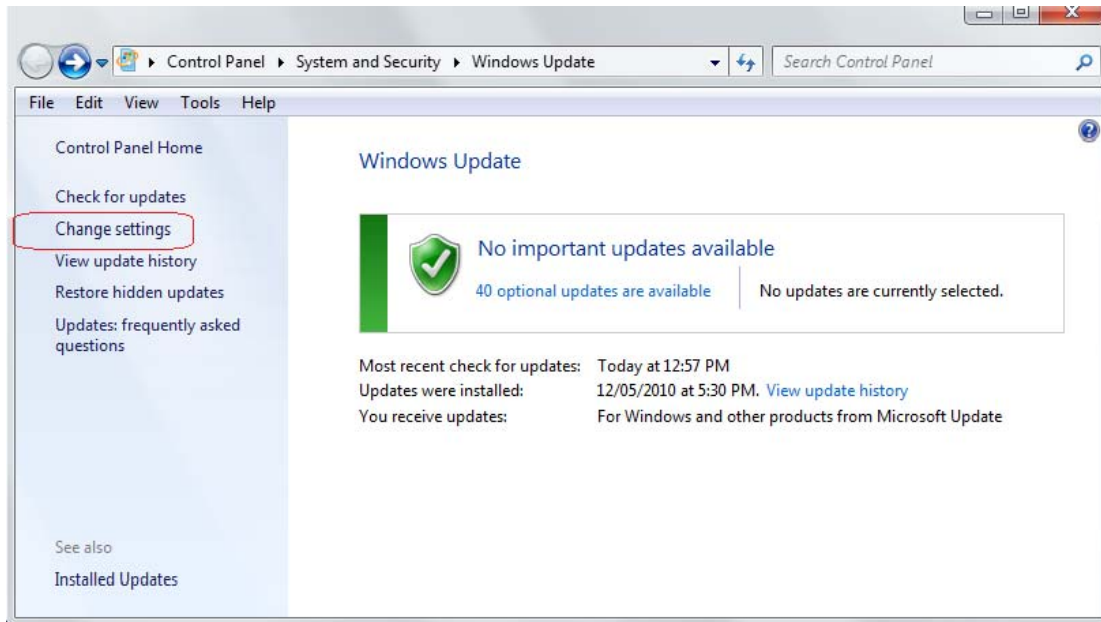


Figure 5, Windows Update

9. Under “Important updates”, select “Install updates automatically (recommended)” from the drop down menu, as shown in figure 6 below.

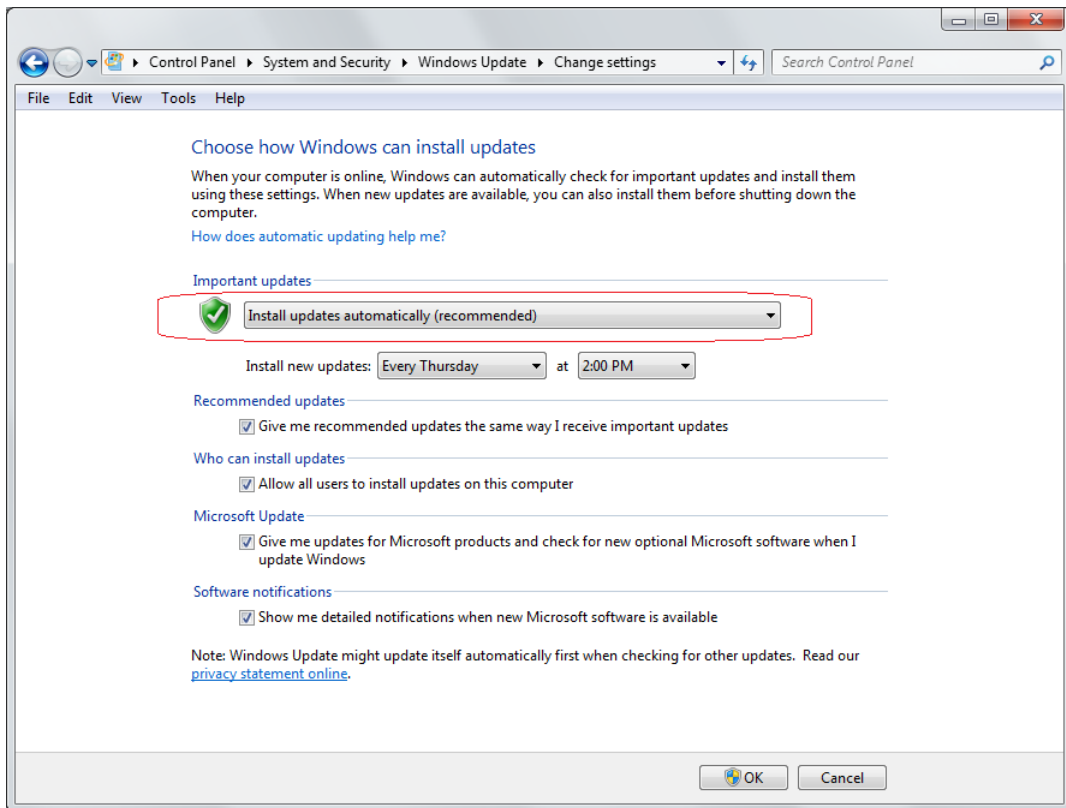



Figure 6, Change settings in Windows Update

10. Select when or how often you would like updates installed. Automatic updates may occur either daily or weekly. If your computer is off, or not connected to the Internet at the scheduled update time, it will check for updates at the next opportunity, when the computer is connected to the Internet.
11. Under "Recommended updates", select "Give me recommended updates the same way I receive important updates" check box, as shown in figure 6 above.
12. If you have other Microsoft software installed on your computer (in addition to the Microsoft Windows 7 operating system), then it is recommended that you select **"Give me updates for Microsoft products and check for new optional Microsoft software when I update Windows"** check box, as shown in figure 6 above. Note that this setting will only appear if you have previously chosen to be notified about updates for other Microsoft products, as described in steps 4 to 7 above.
13. Click OK . If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

14. For further information about automatically updating Microsoft Windows 7, see the following guides:

<http://windows.microsoft.com/en-us/windows7/Turn-automatic-updating-on-or-off>

<http://windows.microsoft.com/en-AU/windows7/Change-how-Windows-installs-or-notifies-you-about-updates>

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