



Self-Upgrade Guide

14 Oct. 19 (v1.3)

Introduction

Your University-owned Windows 7 computer needs to be upgraded to Windows 10 and Office 365. This is a remote upgrade that you can do yourself at a time convenient to you.

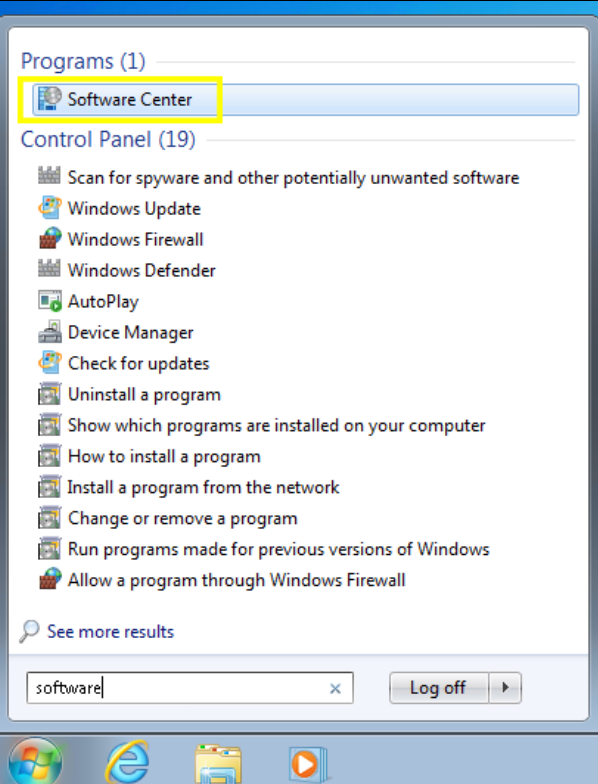
Note the following;

- The process to upgrade to Windows 10 takes a couple of hours and you will not be able to use your computer during this period. It is best to commence this process at the end of the day before you leave the office.
- If you do shutdown the computer when the upgrade is running it will restart the upgrade when the machine is next turned on
- The first time you login once Windows 10 has been installed, it will take 30 minutes for the upgrade process to be completed
- If you do use a laptop ensure the machine is plugged into a power source before you initiate the upgrade to Windows 10

You will have access to the latest version of Microsoft Office once the upgrade has been completed

Self-upgrade steps

1

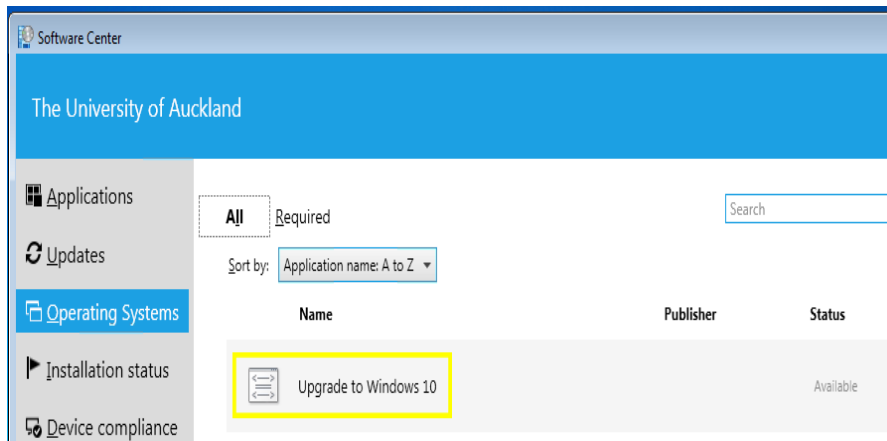


Go to the Windows start button in the bottom left of your screen.

In the Search programs and files box type **Software**

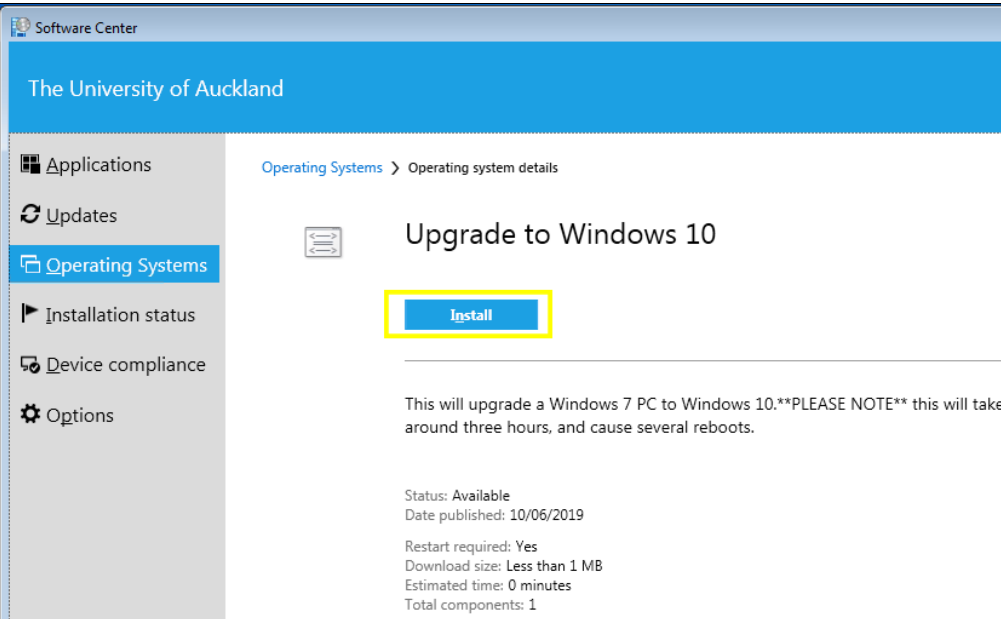
Click on **Software Centre**

2



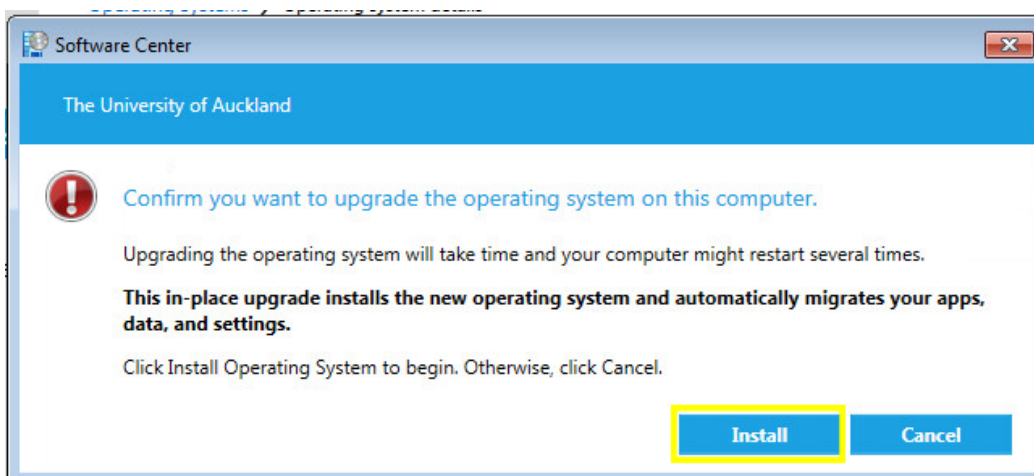
Under **Operating systems** you will see the option to upgrade to Windows 10

3



Click **Install**

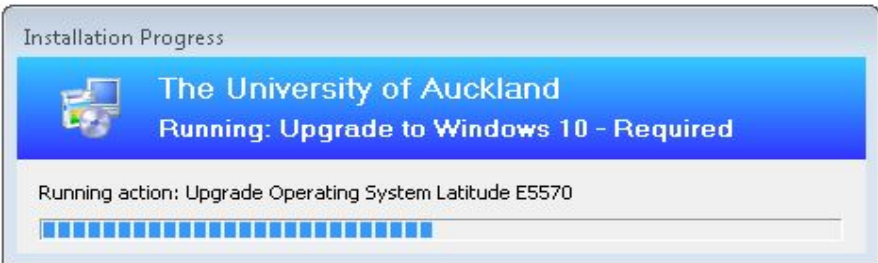
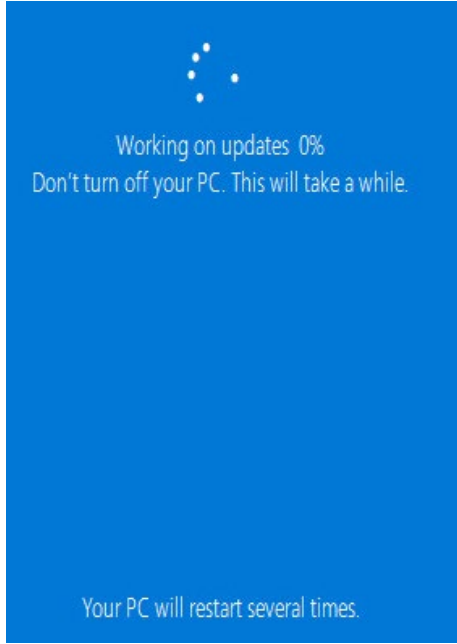
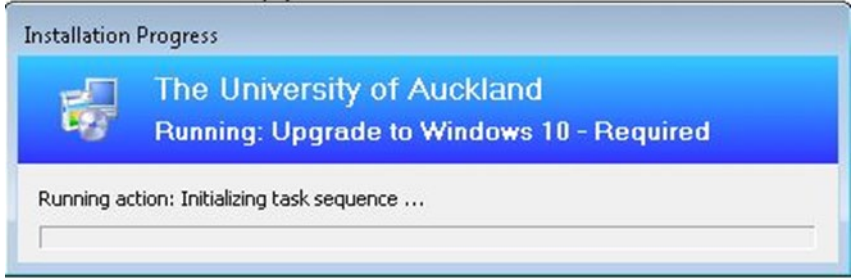
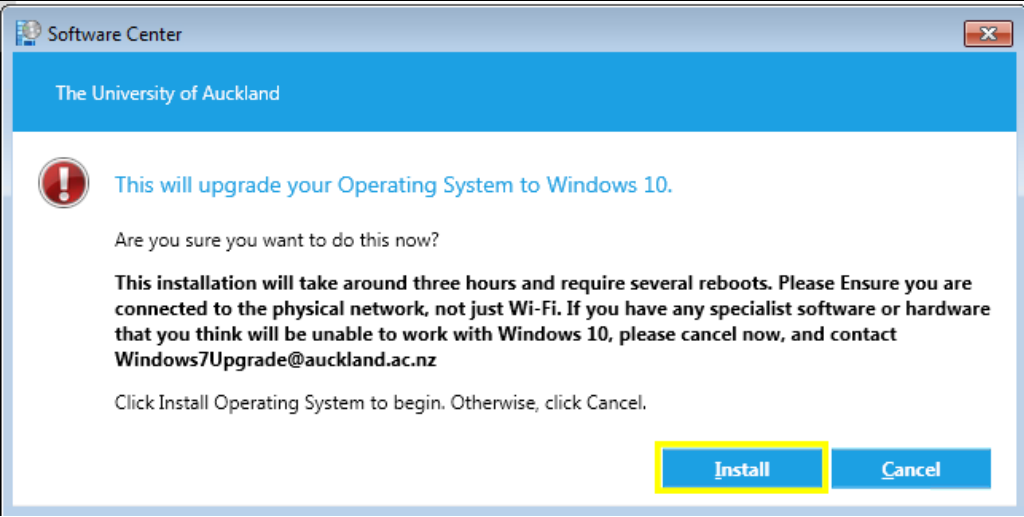
4



This is your last chance to cancel and do the upgrade at another time.

If you want to upgrade now, click **Install**

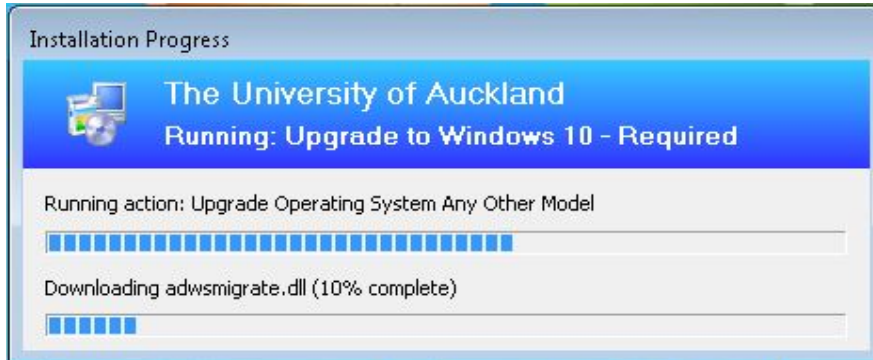
4



You will see a variety of progress messages and your computer will restart automatically many times during the process.

It is critical that you don't interrupt the process, turn your computer off or try and break out of the upgrade as this will leave your computer in an unusable state.

Any restarts will count down and not require you to press any button.



When the upgrade has been completed you will see a screen similar to this.

Press **CTRL ALT** and **DEL** keys to login as usual

Enter your usual **username** and **password**

5

