Cybersecurity How to Upgrade & Update Your Windows Devices

With the ever-growing presence of cyber-attacks, it's crucial to keep your Windows devices up to date. Regularly upgrading and updating these devices with the latest patches and updates ensures optimal performance and access to the latest features.

This document will take you through how to upgrade and update your Windows devices.

Disclaimer

Proceed with upgrading your devices at your own risk. Marist University will not be held responsible for any damage that may occur to your device during or after the upgrade process.

By initiating the update, you acknowledge and accept full responsibility for any potential issues, including but not limited to data loss, hardware malfunction, or software incompatibility.

We highly recommend backing up all the important data before proceeding with the upgrade. Please refer below to learn how to back up your data.

If you have any questions, please reach out to Marist IT.

Thank you for your understanding.

Upgrading Windows 10 computers to Windows 11

Microsoft is ending support for Windows 10. All Windows devices connected to the campus network must support Windows 11. Devices running outdated or unsupported operating systems will not be permitted to access the network. Please take the necessary steps to upgrade your devices to Windows 11.

- Please visit the official Microsoft website for hardware compatibility information for Windows 11: https://www.microsoft.com/windows/windows-11-specifications.

Upgrading Windows Devices

Before upgrading your Windows 10 and 11 devices, it is recommended to do a full backup of your computer. This can be done via Microsoft's Windows Backup option, or through a third-party option. Using Windows Backup, you can back up your computer to an external hard drive or the cloud using a OneDrive account. By default, a Microsoft account includes 5 GBs of storage. If more storage is needed, you can purchase more from Microsoft.

Backing up Windows Devices to an external hard drive

Step 1: Acquire an External Hard Drive for the Backup

- It is recommended to use a Hard Drive that is one and a half times - twice the capacity of your Windows Device. This External Hard Drive should be formatted to NTFS (New Technology File System).
- Plug your External Hard Drive into your Windows device.

Step 2: Open System Image Backup

- From the search bar next to the windows icon | search Control Panel.
- On the top right corner that is labeled View by: select Category.
- Select System and Security > File History > System Image Backup.

Step 3: Creating a System Image

- Select the Create a system image option.
- Your system will scan all the drives that are connected to your Windows device.
- You will then see the Create a system image screen. This will ask you where you would like to save the backup and will give you three options. On a hard disk, On one or more DVDs, or on a network location. It is recommended to use the on a hard disk option.

Step 4: Select Drives to Back Up

- Choose what drives you want to back up. By default, Windows will include the drives that are required to run. You can also select any other drives you may have if needed. Then select next.

Step 5: Wait for the Backup to Complete

- You will then be asked to Confirm your backup settings, once you have fully reviewed them select Start backup. The Backup will then start the backup process, time will vary based on how much you are backing up.
- Windows will prompt you to create a system repair disc, which helps recover your computer in case of a serious error. It is recommended to select "yes".

Backing up Windows Devices to the Cloud

Step 1: Open Windows Backup

- From the search bar next to the windows icon | search Windows Backup.

Step 2: Sign into your Microsoft Account

- When prompted to sign into your Microsoft account, if you don't have one you can sign up for one. Your Backup will be saved to the account's OneDrive.

Step 3: Select Data to Back Up

- Choose what you want to back up, such as Folders (Desktop, Documents, Pictures), Apps, Settings, and Credentials.

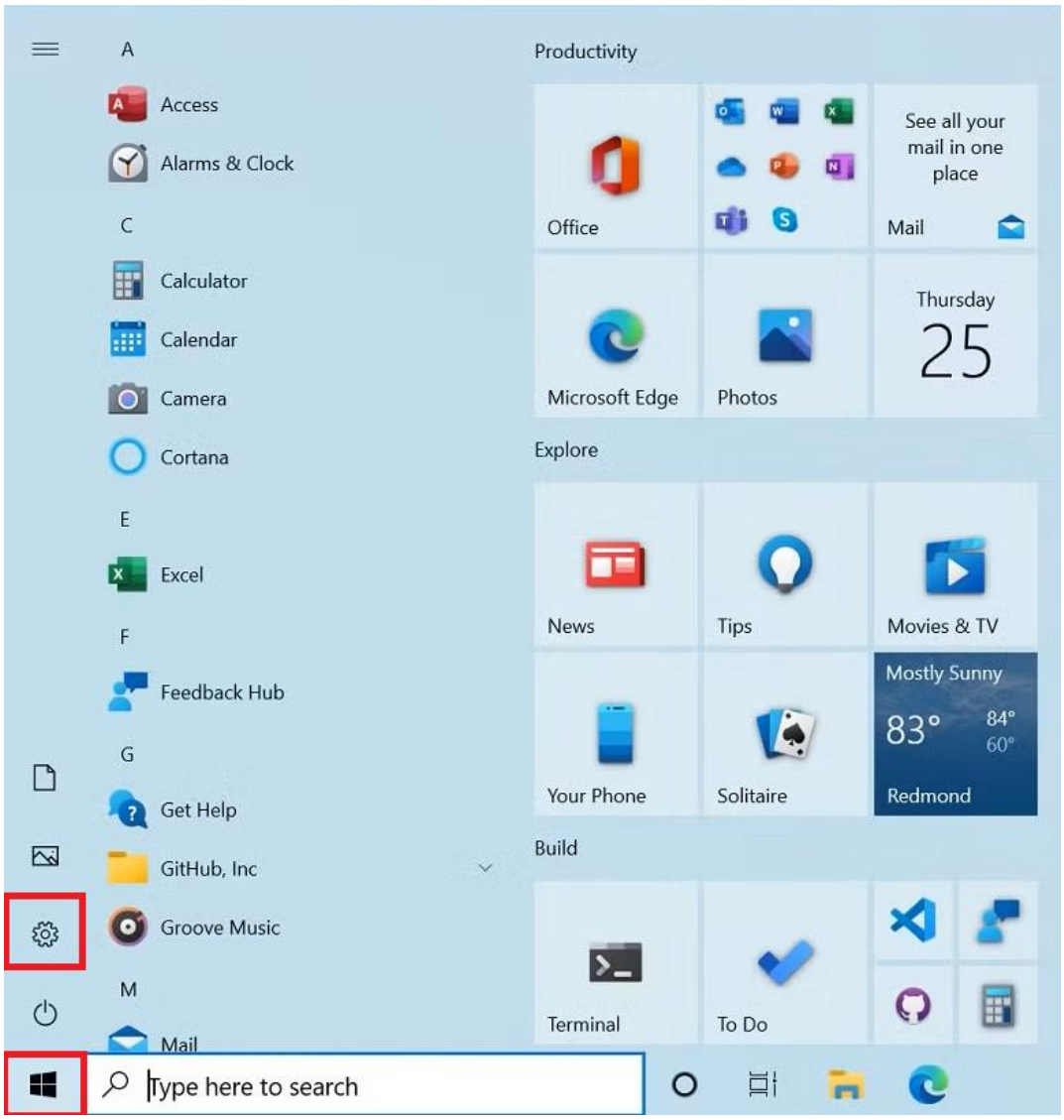
Step 4: Wait for the Backup to Complete

- Select the backup button.
- Wait for the backup to finish, time will vary based on how much you are backing up.

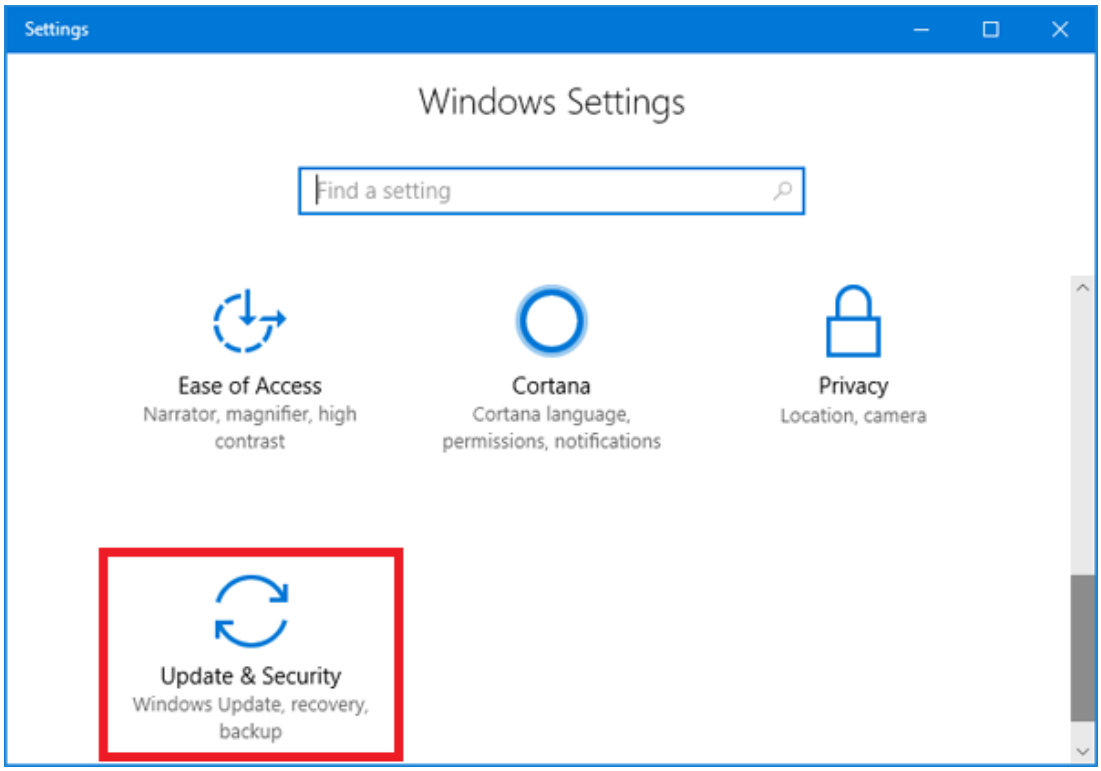
Updating Windows 10 devices to the latest versions

Updating your Windows 10 device to the latest version is a straightforward process. Please follow the simple steps outlined below.

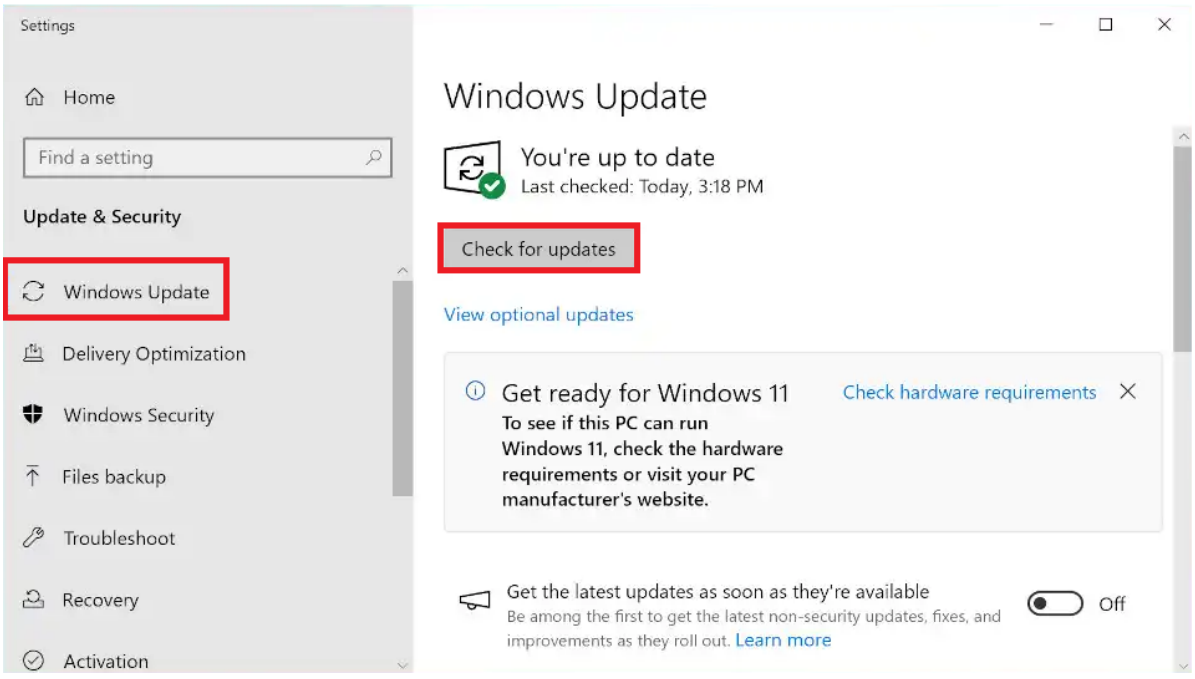
Step 1: Select the Windows start Icon and select the **Settings** icon.



Step 2: Within Settings select **Update & Security.**

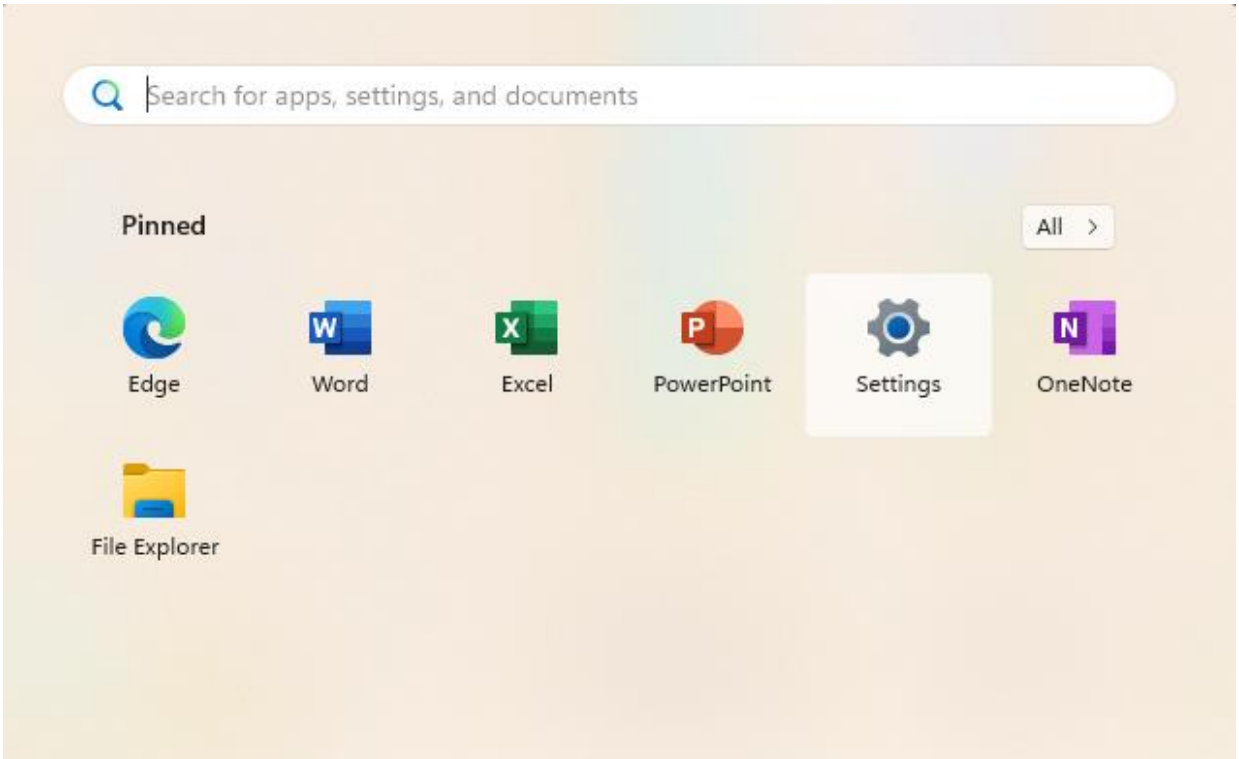


Step 3: Within Update and Security select **Windows Update** and then **Check for Updates.** If any updates are available, select **Download & install**. Your device will download and install the updates. If prompted, you may need to restart your device for the updates to be applied.

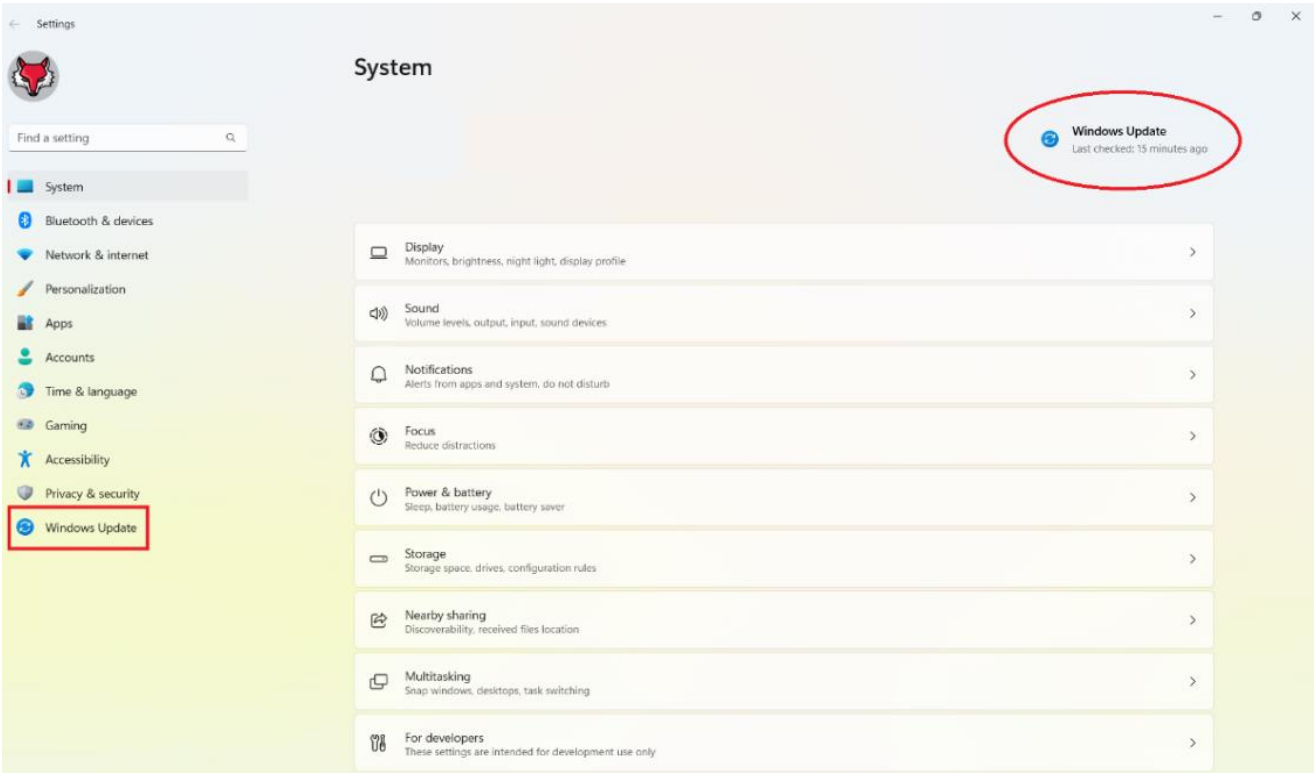


Updating Windows 11 devices to the latest versions

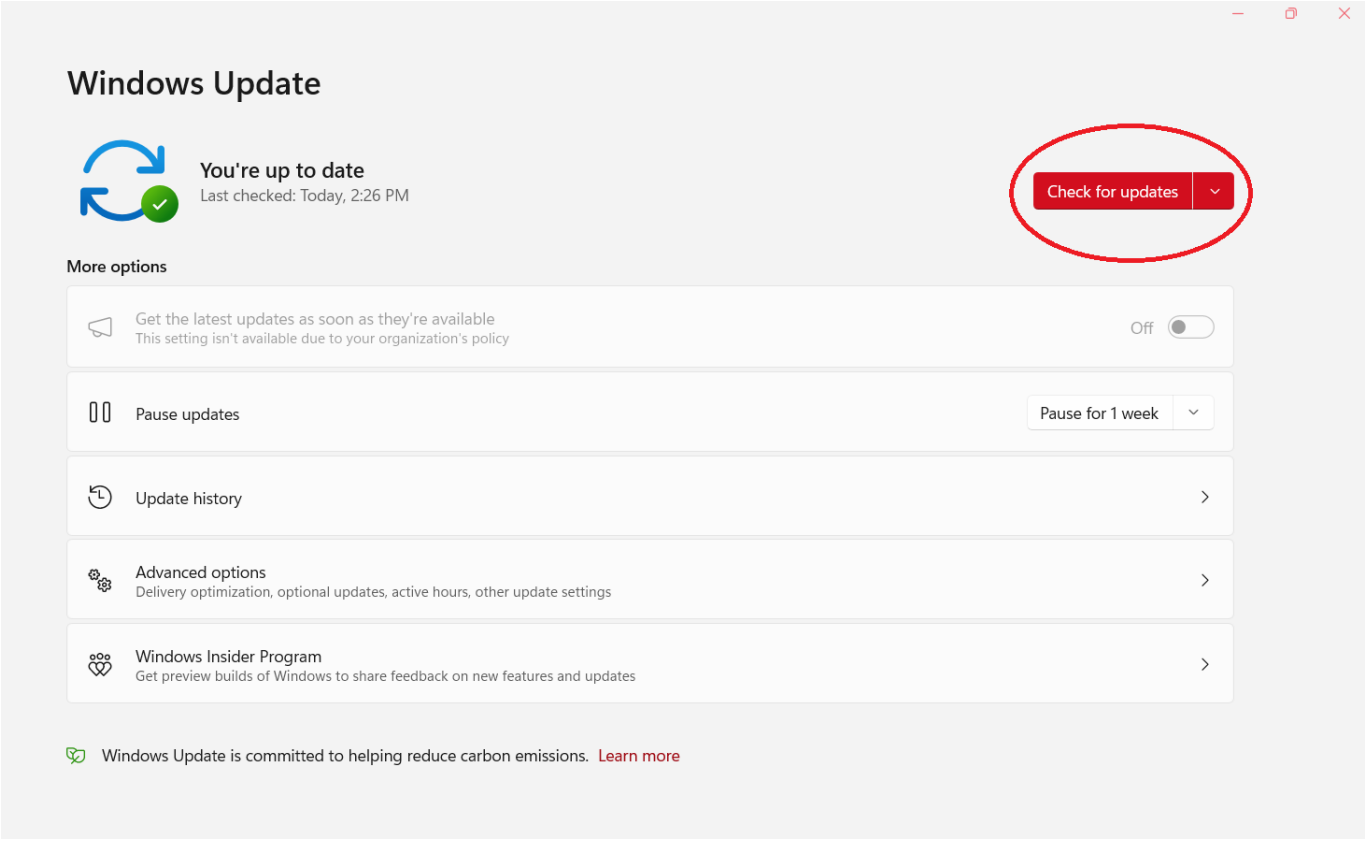
Step 1: Select the Windows start Icon and select the **Settings** icon.



Step 2: Inside the Settings, select **Windows Update** as shown in the screenshot below.



Step 3: Select Check for updates.



Step 4: If there are any updates available, click on Download & Install. Your Windows device will then download and install the updates. You may be prompted to restart your device to apply the updates.

Be sure to check out our Cybersecurity Bookmark! Available at the Help Desk!

For more content from Marist Cybersecurity, visit:

marist.edu/information-security