Keeping systems up-to-date
Update your system to maintain security

Computer updates often contain critical security patches, so it is important to check that all software on your computer is up to date, including custom software.

You may find the update option in the settings, help or about menu, depending on the software.

Check these 5 areas to be secure:
✓ Check your system is up to date by checking Windows
✓ Check that your antivirus protection is working properly
✓ Check that your internet browser is up to date (eg. Chrome)
✓ Check that your Adobe is up to date
✓ Check that any custom software is up to date

Where possible, set software to update automatically.
When you get an update notification – update!

DON’T

DELAY

UPDATE TODAY

“Out of date software is one of the biggest cyber risks today”
– Chief Technology Officer THINK Hauora

Read on for help checking for updates in commonly used computer software
Windows updates

Consult with your IT provider when changing to a new Windows release (e.g. Windows 10 → Windows 11) to make sure nothing breaks
Checking for updates in Windows

1. Type ‘check for updates’ in the search box in the task bar
2. Click ‘check for updates’
## Install available updates

Check this once a week

<table>
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<tr>
<th>Settings</th>
<th>Windows Update</th>
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<tbody>
<tr>
<td>Home</td>
<td>Update &amp; Security</td>
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<td></td>
<td>Windows Update</td>
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1. You can see if there are updates available and when this was last checked
2. When there are updates available, click to install
3. Feature updates can contain security improvements – download and install these

Try adding this process into your weekly routine at the end of a work day
Remember to install feature updates

Security is a feature too

1. Check that the ‘last checked’ date is recent. If not, then check for updates
2. Feature updates can contain security improvements – download and install these
Applying the update

A restart may be required

Remember to restart your computer to apply the updates.

You can schedule the restart for a convenient time such as the end of the workday.
Scheduling the update

Restart when convenient

You can either restart immediately or you could schedule the restart when it is more convenient.

When the time comes to restart the computer, you will get a message and you can reschedule again if it is not convenient to restart immediately.
Antivirus software should run automatically in the background. It is important to check that it is working properly.
Antivirus – expected operation

The antivirus software on your computer should be regularly scanning your computer against a list of known threats. The scan should be done at least daily.

The antivirus software on your computer must have an up to date list of known threats (threat protection criteria). The list should be updated at least weekly.
Find & open your antivirus tool

1. Click on the up arrow on the bottom right of your screen to expose the icons
2. Hover over the icons till you find the antivirus software, click to open (I have Windows Security, you might have something else)
Check that your antivirus is scanning

You are checking two things here – that your computer is being scanned and that the threat protection criteria is current

1. Find the threat protection menu
2. Check the date of the last scan, this should be within the last day
3. Check when the protection criteria were last updated, this should be within a week for example

If there has been no recent action, change your settings or contact your IT provider
We spend a lot of time working in the internet browser. Keep the browser software up to date as protection against attack
Check that your internet browser is up to date

Updates in Chrome

In Chrome, the updates are in the About section which is in the Settings menu

1. Click the three dots to open the menu list
2. Click ‘Settings’
Scroll down and click About Chrome

Scroll to the bottom of the menu on the left - click ‘About Chrome’ to see the update status.
Chrome tells you when it needs an update

A good thing about using Chrome as your browser, it tells you when you need to update. The colour of the prompt ranges from green to red.

1. Click the update prompt to start the update
Find ‘Check for updates’

The ‘check for updates’ link may be in the help, account, about or settings menu. Here are some examples...
Check the Help menu

In Adobe Acrobat, the updates are in the Help menu
Check the Account menu

(if you have M365 apps on your computer)

In M365, your Word, Excel and PowerPoint will update automatically if you have set this up.

Go to File
1. Select Office Account
2. Select Update Options
3. Select Enable Updates
Automatic updates are enabled

Set and forget

Any updates will now be automatically downloaded and installed
Have the latest?

Sometimes vendors stop updating software versions and you need to start fresh. For example, you can no longer update Windows 7, you would need to buy that latest version of Windows in order to stay up to date.

**Tip:** You can check the vendor’s website to confirm you are running the latest version, read on to see an example using Adobe.
Finding out which software version you have

You can usually find the version number in the About area.
Checking the vendor’s website for the latest version

If the version number on the vendor’s website matches the version number on your computer – all is good.
Mobile phone updates

Your mobile phone can be vulnerable to attack too. Keep your mobile phone up to date with regular updates.
Update your phone’s system (Android)

1. Tap Download and install to see if there is an update available
2. Save your mobile data by updating only when connected to wifi
Staying up to date

- Regularly check for updates
- Subscribe to CERTNZ for updates in cyber security threats
- Subscribe to vendor newsletters (if available) to be notified of updates, vulnerabilities and threats