



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

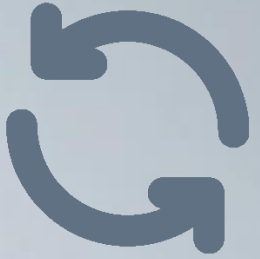
Check these 5 areas to be secure:

- ✓ 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“Out of date software is one of the biggest cyber risks today”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

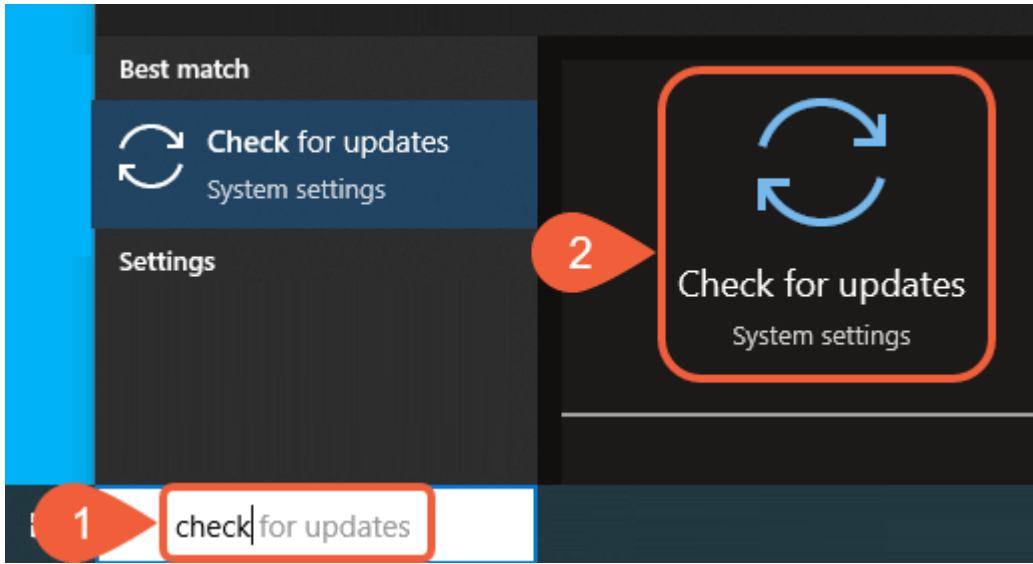




Windows updates

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



The screenshot shows the Windows search interface. At the bottom, a search box contains the text 'check for updates' with a red callout '1' pointing to it. The search results are displayed in a dark theme. Under the 'Best match' section, there is a result for 'Check for updates' with a blue circular refresh icon and the text 'System settings'. A red callout '2' points to this result. Below this, under the 'Settings' section, there is another result for 'Check for updates' with the same icon and text.

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

The screenshot shows the Windows Update settings page. On the left, the 'Update & Security' section is expanded to 'Windows Update'. Three red callout boxes with numbers 1, 2, and 3 point to specific elements: 1. The 'Updates available' section, which includes a refresh icon and the text 'Updates available' and 'Last checked: Today, 7:55 am'. 2. The 'Install now' button. 3. The 'Download and install' button. Below these, there is a section for 'Feature update to Windows' with a version number, and a note: 'The next version of Windows is here with new features and security improvements. Your device may need to restart.'

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



The screenshot shows the Windows Update settings page. The left sidebar has 'Update & Security' and 'Windows Update' highlighted. The main content area shows 'Windows Update' with a status 'You're up to date' and 'Last checked: Today, 7:32 am'. A red callout box with the number '1' points to this status. Below it is a 'Check for updates' button. A blue link 'View optional updates' is also visible. Further down, there is a section for 'Feature update to Windows' with a 'version' field. A text block below states: 'The next version of Windows is available with new features and security improvements. When you're ready for the update, select "Download and install".' A red callout box with the number '2' points to the 'Download and install' link.

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



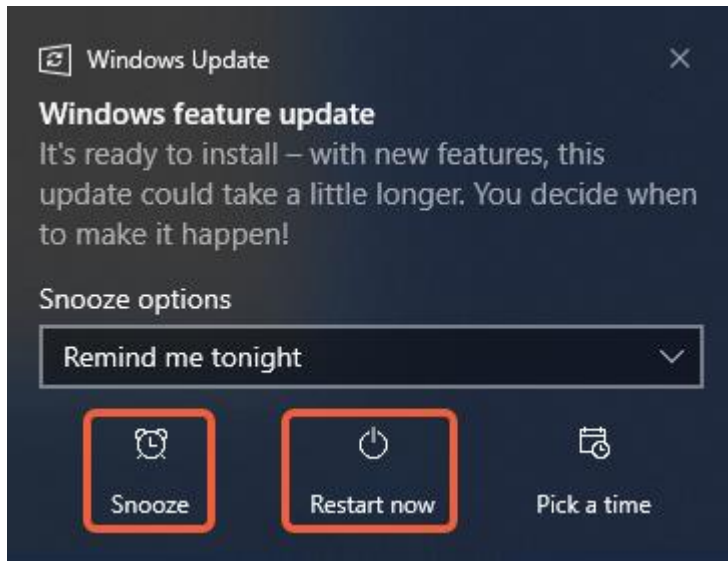
A restart may be required

<p>Settings</p> <p>Home</p> <p>Update & Security</p> <p>Windows Update</p>	<h3>Windows Update</h3> <div data-bbox="512 625 1470 743"> Restart required *This update is ready to install! We need your help deciding when to restart so we can finish up.</div> <p>Status: Pending restart</p> <p>Status: Pending restart</p> <div data-bbox="512 886 881 953">Restart now Schedule the restart</div>	<p>Remember to restart your computer to apply the updates.</p> <p> You can schedule the restart for a convenient time such as the end of the workday.</p>
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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 updates

Antivirus software should run automatically in the background. It is important to check that it is working properly

Antivirus – expected operation

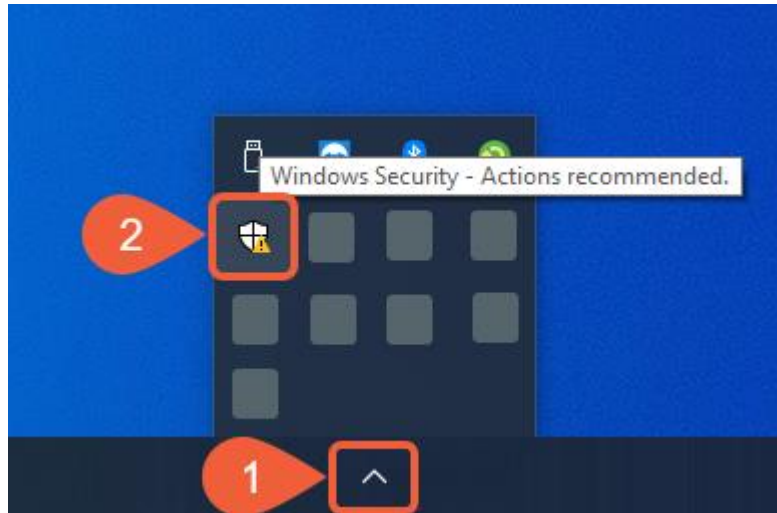


The antivirus software on your computer should be regularly scanning your computer against a list of known threats. The scan should be done at least daily.



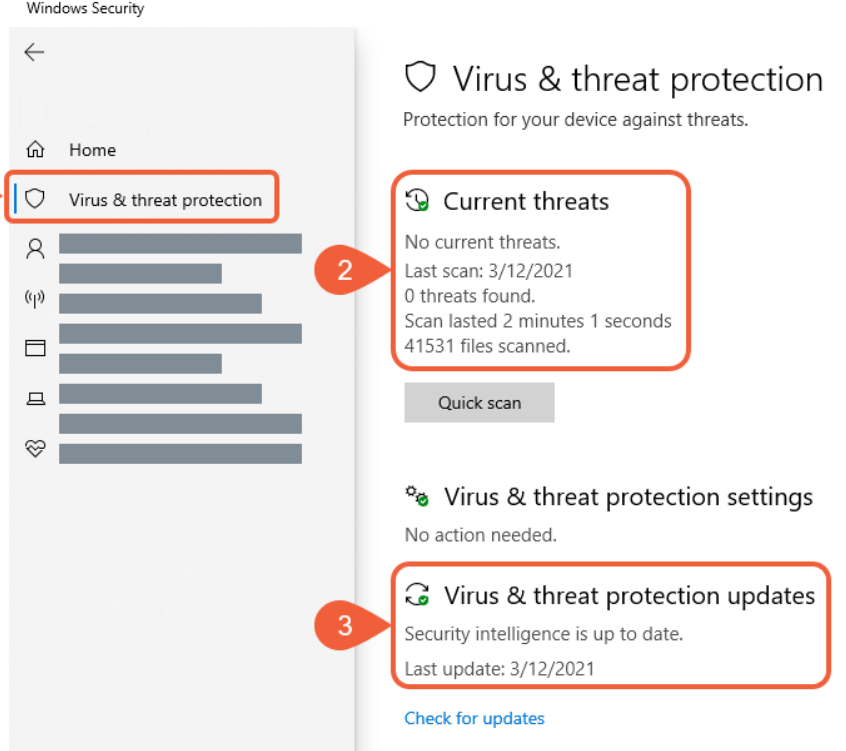
The antivirus software on your computer must have an up to date list of known threats (threat protection criteria). The list should be updated at least weekly.

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



The screenshot shows the Windows Security interface. On the left, a navigation pane has 'Virus & threat protection' highlighted with a red box and a '1' in a red circle. The main content area shows 'Virus & threat protection' with a shield icon. Below it, 'Current threats' is shown with a green checkmark icon, a red box around it, and a '2' in a red circle. The text under 'Current threats' reads: 'No current threats. Last scan: 3/12/2021. 0 threats found. Scan lasted 2 minutes 1 seconds. 41531 files scanned.' Below this is a 'Quick scan' button. Further down, 'Virus & threat protection settings' is shown with a green checkmark icon and the text 'No action needed.' Below that, 'Virus & threat protection updates' is shown with a green checkmark icon, a red box around it, and a '3' in a red circle. The text under 'Virus & threat protection updates' reads: 'Security intelligence is up to date. Last update: 3/12/2021.' Below this is a 'Check for updates' link.

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

 **Do this** If there has been no recent action, change your settings or contact your IT provider



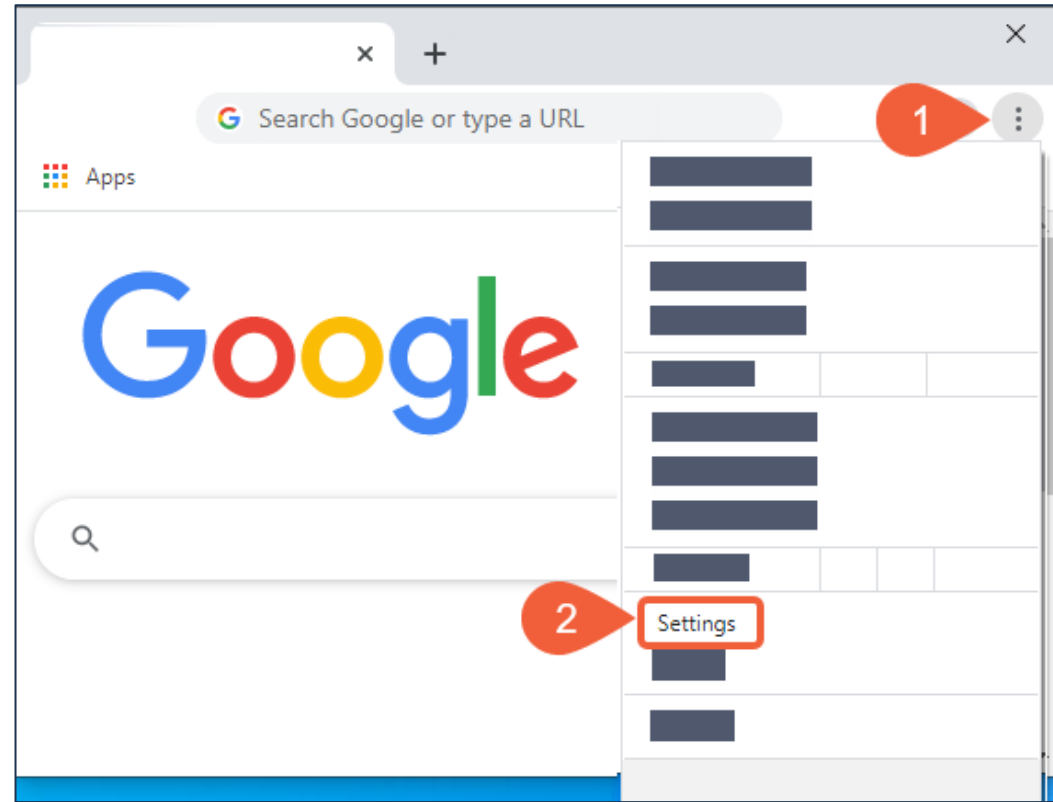
Browser updates

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



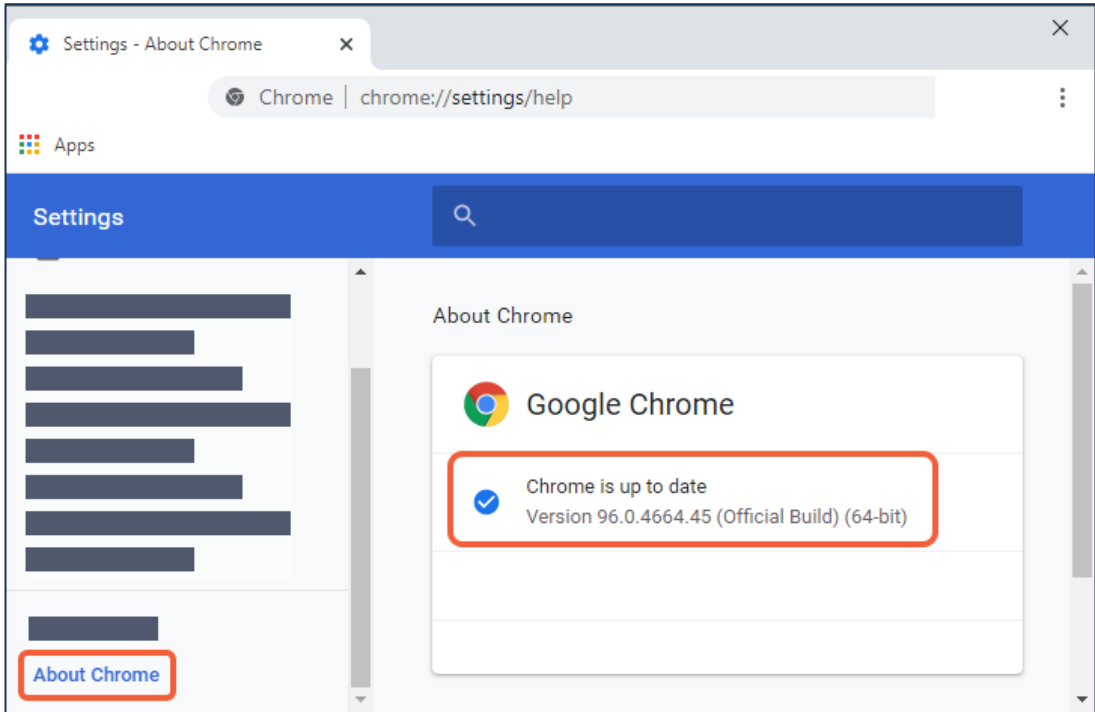
Updates in Chrome



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'

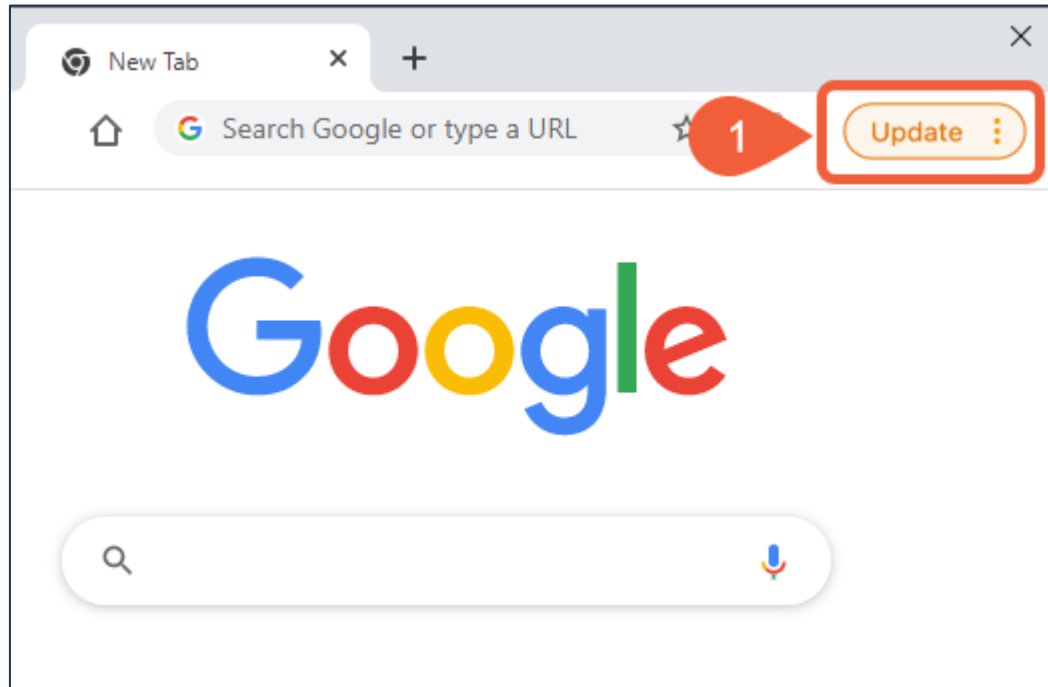
Scroll down and click About Chrome



The screenshot shows the Chrome Settings page for 'About Chrome'. The browser's address bar displays 'chrome://settings/help'. On the left, a settings menu is visible with 'About Chrome' highlighted at the bottom. The main content area shows the 'About Chrome' section with the Google Chrome logo and the text 'Chrome is up to date' next to a blue checkmark. Below this, it specifies 'Version 96.0.4664.45 (Official Build) (64-bit)'. Both the 'About Chrome' menu item and the 'Chrome is up to date' status are highlighted with red boxes.

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.

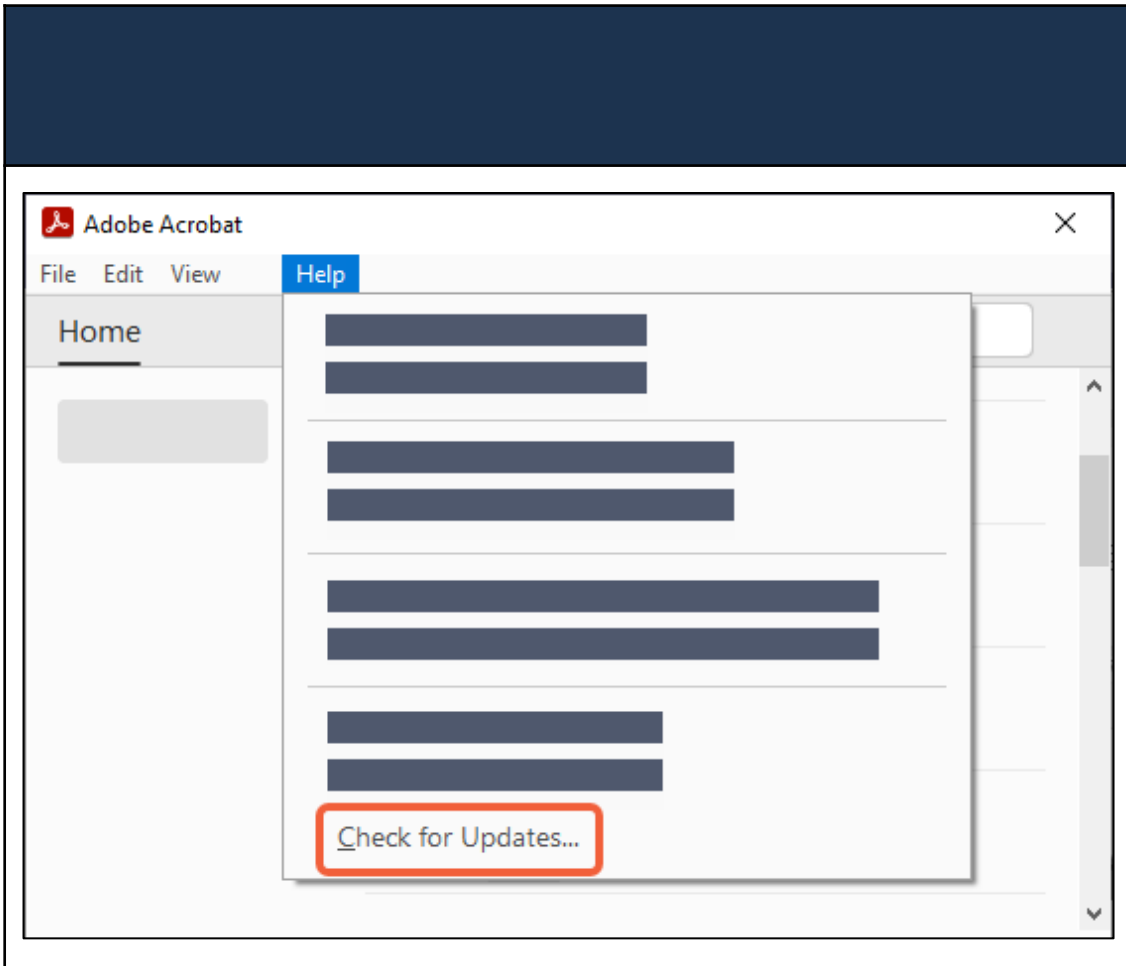
1. Click the update prompt to start the update



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

A screenshot of the Adobe Acrobat application window. The title bar reads "Adobe Acrobat" and the menu bar includes "File", "Edit", "View", and "Help". The "Help" menu is open, showing a list of items represented by dark blue horizontal bars. At the bottom of the menu, the option "Check for Updates..." is highlighted with a red rectangular border. The background of the application window is a light gray color.

In Adobe Acrobat, the updates are in the Help menu

Check the Account menu



(if you have M365 apps on your computer)

The screenshot shows the 'Account' settings page in an Office application. The page is divided into 'User Information' and 'Product Information' sections. The 'Product Information' section shows 'Microsoft 365 Apps for business' as the subscription product. Below this, there are three numbered callouts: 1. A red circle with the number '1' points to the 'Office Account' link in the bottom left navigation bar. 2. A red circle with the number '2' points to the 'Update Options' button in the 'Office Updates' section. 3. A red circle with the number '3' points to the 'Enable updates' option, which is currently disabled (indicated by a red slash over the update icon).

Account

User Information

Product Information

Microsoft

Subscription Product
Microsoft 365 Apps for business

Office Updates
This product will not be updated.

Update Options

Enable updates
Automatically receive the latest updates for security, performance, and reliability.

View Updates

About Updates

Office Account

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

The screenshot shows the Microsoft account settings page. On the left is a blue navigation bar with a back arrow and the text "Office Account". The main content area is titled "Account" and is divided into two sections: "User Information" (with a grey placeholder) and "Product Information". Under "Product Information", it shows the Microsoft logo and "Subscription Product: Microsoft 365 Apps for business". Below this is the "Update Options" section, which is highlighted with a red border and contains a green checkmark. The text in this section reads "Office Updates" and "Updates are automatically downloaded and installed".

Account

User Information

Product Information

Microsoft

Subscription Product
Microsoft 365 Apps for business

Update Options

Office Updates
Updates are automatically downloaded and installed

Office Account

Any updates will now be automatically downloaded and installed

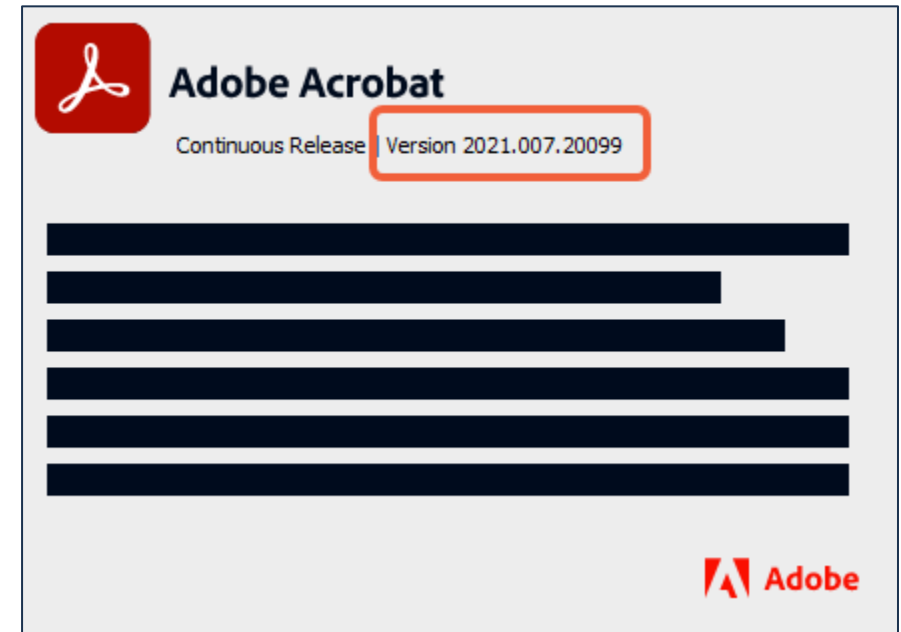
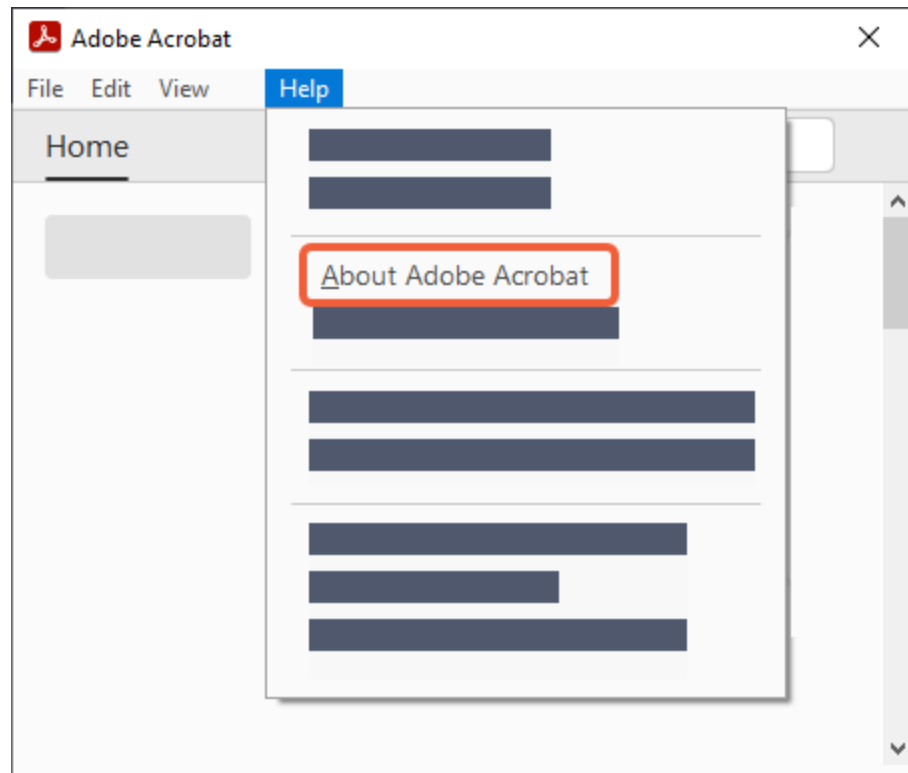


Have the latest?

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.

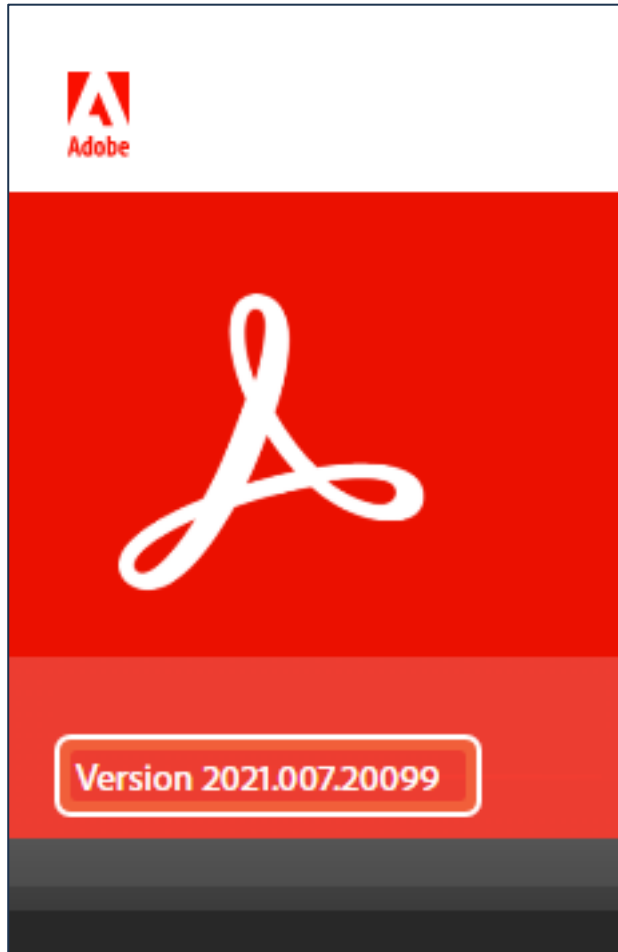
Tip: You can check the vendor's website to confirm you are running the latest version, read on to see an example using Adobe.

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



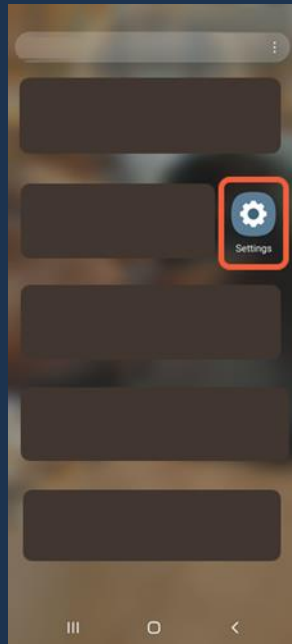
If the version number on the vendor's website matches the version number on your computer – all is good.



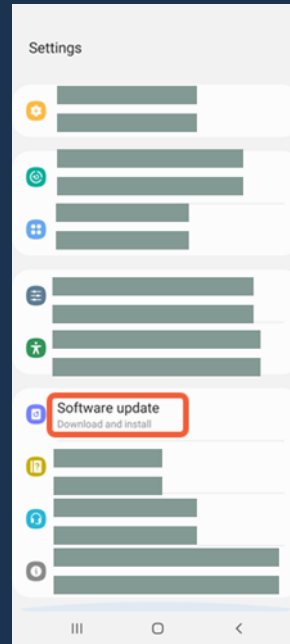
Mobile phone updates

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)



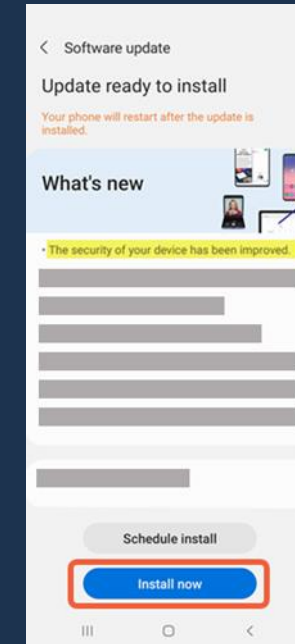
Swipe up on your phone's home screen
Swipe left till you find the settings icon
Tap the Settings icon



Tap Software update



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



Tap Install now



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

