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 approximately 3 hours and you will not be able to use your computer during this period.
- 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.
2. In the Search programs and files box type **Software**
3. Click on **Software Centre**
Under **Operating systems** you will see the option to upgrade to Windows 10

**Click Install**

**Upgrade to Windows 10**

This will upgrade a Windows 7 PC to Windows 10. **PLEASE NOTE** this will take around three hours, and cause several reboots.

Status: Available
Date published: 10/06/2010
Restart required: Yes
Download size: Less than 1 MB
Estimated time: 0 minutes
Total components: 1

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

If you want to upgrade now, click **Install**
You will see a variety of progress messages over a period of 3 hours 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**