



## 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



	Software Center			(	Under Operating
	The University of Au	ckland			<b>systems</b> you will see the option to
2	■ <u>A</u> pplications <i>€</i> <u>U</u> pdates	All Required	Search		upgrade to Windows 10
	C Operating Systems	Name	Publisher	Status	
	Installation status	Upgrade to Windows 10		Available	
	Device compliance				

	Software Center		Click Install
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	Applications	Operating Systems > Operating system details	
	<b>∂</b> <u>U</u> pdates	Upgrade to Windows 10	
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	✿ O <u>p</u> tions	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: 10/06/2019	
		Restart required: Yes Download size: Less than 1 MB Estimated time: 0 minutes Total components: 1	

	Cotton		This is your
	The U	Iniversity of Auckland	to cancel and do the
		Confirm you want to upgrade the operating system on this computer. Upgrading the operating system will take time and your computer might restart several times.	upgrade at another time.
4		This in-place upgrade installs the new operating system and automatically migrates your apps, data, and settings.   Click Install Operating System to begin. Otherwise, click Cancel.	If you want to upgrade now, click
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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