

Critical Laptop Updates

Do these three procedures as soon as possible!

Windows XP activation (see other side) is a one-time only procedure. The other two procedures, updating your anti-virus software and installing Windows updates, are repeated activities.

NOTE: Make sure you are connected to the network before doing any of the procedures described below.

1. Protect your laptop against computer viruses

Computer viruses pose a constant threat to the security and safety of the data stored on your laptop, and it is your responsibility to keep your laptop virus-free. The Norton AntiVirus package has been installed on your laptop. You need to *keep it up-to-date* to provide the protection for which it has been designed. Norton continually publishes updates to the virus signature databases used to detect or clean a new virus, should it find its way to your system. For your own security and peace of mind, *update your anti-virus software often* by doing the following:

1. Right click the shield on the quick-launch toolbar (bottom right of your screen) and select **Open Norton AntiVirus...**
[Alternatively, you can use the Start menu, select All Programs, then Norton AntiVirus Corporate Edition.]
2. In the window that appears, click the **LiveUpdate...** button.
3. A LiveUpdate window appears. Click the **Next** button to begin downloading the anti-virus software files.
4. When the downloading is finished, click the **Finish** button.
Wait for the update process to complete.
5. Finally, click **Exit** to close Norton AntiVirus.

2. Download New Windows Updates

Windows XP recognizes when you are on line and searches for downloads from the Windows Update Web site. Each time updates are available, an icon appears in the notification area on the task bar at the bottom of the screen (near the clock). You will also receive pop-up reminders that "New updates are ready to download". In some cases, you will need to restart the computer after installing the updates, so do this procedure when restarting will not cause interruption.

1. When the reminder pops up, click as instructed, or else click on the appropriate icon on the taskbar.
2. Click on **Start Download**.
3. After a short wait, a window will pop up saying, "New updates are ready to install."
Click as instructed to bring up the Install window.
4. In the Install window, click on **Install**. Wait while the installation takes place.
5. When the installation is complete, click **OK**.

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3. Activate Windows XP

To combat software piracy, Microsoft has introduced Windows Product Activation (WPA). After first booting XP, users have 30 days in which to activate it. If you fail to activate within the specified time, you will have only limited access to your system until you do activate it.

Until you activate, you will receive frequent pop-up reminders urging you to activate your copy. Activation is quick (a minute or two), so be sure to do this right away.

1. When the pop-up reminder appears that says "*nn* days left for activation," click as instructed.
2. Click the button next to **Yes, let's activate Windows over the Internet now.**
Click **Next**.
3. In the next window, click the button next to **No, I don't want to register now, let's just activate Windows.** (Activation is mandatory; registration is optional.)
Click **Next**.
4. Almost immediately a window will appear stating that you have successfully activated Windows.
Click **OK**.