

# Critical Software Updates

*Do these three procedures as soon as possible!*

The Virus Updates, Windows Updates, and Office Updates listed below need to be repeated periodically. However, Activating Windows XP is only done once. **NOTE: Make sure you are connected to the network before doing any of the updates described below.**

## 1. Virus Updates

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 Symantec 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. Symantec 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. Either right-click the shield on the quick-launch toolbar (bottom right of your screen) and select **Open Symantec AntiVirus...** or left-click on the Start menu, select All Programs, then Symantec 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 Symantec AntiVirus.

The default configuration is set to automatically update the virus signature database daily at 8pm provided your laptop is connected to the network. If you disable this setting, you must follow the steps above at least once a week.

## 2. 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 right of the screen. 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. Doing so will not cause interruption of the remainder of updates that need to be installed. **Note:** Some updates must be installed by themselves.

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**.

## 3. Microsoft Office XP Updates

To obtain the most current Microsoft Office XP updates go to the following URL:

**<http://office.microsoft.com/Downloads/default.aspx>**



#### 4. 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**.