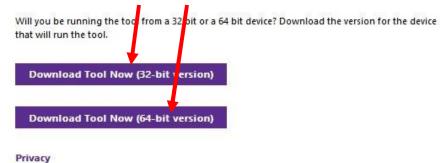
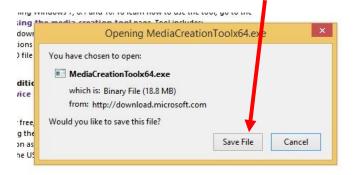
Windows 10 - Upgrading Steps

The following steps are based on upgrading from Windows 7 or 8.1, since those are the only operating systems eligible for a free upgrade to Windows 10. If you are upgrading from a Windows 8/8.1 computer, I would also recommend that you first "disconnect" that computer from a Microsoft account, which will switch it to a local account. Steps for disconnecting a windows 8/8.1 computer from a Microsoft account can be found on the internet by doing a google search for exactly that.

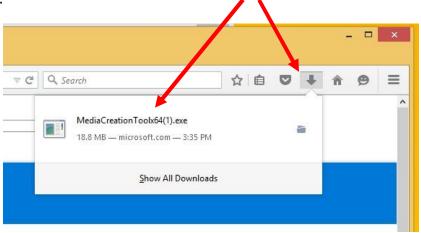
- On the computer that you want to upgrade, go to the Control Panel, make sure the "View by:" is set to "Large Icons" rather than "Category View", and then click on "System". In the system dialog box, make note of whether your operating system is 32-bit or 64-bit.
- From the computer you want to upgrade, go to this website: <u>https://www.microsoft.com/en-us/software-download/windows10</u> Note: These next three steps are shown using Firefox as the web browser. Other browsers would be similar.
- 3. Scroll down to and click on the "Download Tool Now" button for your specific operating system (32-bit or 64-bit).



4. When the Open dialog box pops up, click "Save File".



5. On the Firefox toolbar, to the right of the search field, click on the download arrow, and then click on the downloaded Media Creation Tool to start the installation.



6. In the Windows 10 Setup window, select "Upgrade this PC now" and click "Next".

	Windows 10 Setup	- • ×
What do you wa	nt to do?	
• Upgrade this PC now		
Create installation media for a	nother PC	
		-
	Bac	ck Next

7. At the "Ready to Install" step, click the "Install" button. The installation will complete on its own.

Note: the next few customization steps are optional, can be changed later in the system settings, and are recommended for those who wish to minimize compromises to privacy and maximize system performance.

8. After the installation completes and the computer restarts, it will begin the configuration steps. After clicking "Next" when you see your login name on the "Welcome Back" screen, you will be taken to the "Get going fast" screen. Do NOT use Express Settings. Instead click "Customize settings".

Get going t	ast					
Change these at any tim	e. Select Use Express setting	js to:				
Personalize your speech, other associated input da recognition platforms.	typing, and inking input by se ata to Microsoft. Let Microsoft	ending contains and calend it use that it no to improve t	lar details, along v he suggestion and	vith d		
Let Windows and apps re personalize your experie location services.	equest your location, including nces. Send Microsoft and trus	g In ation history, and use 2 d partners some location	your advertising II data to improve	D to		
Help protect you from m browsing, and make you sent to Microsoft.	alicious web content and use r overall experience better in N	page prediction to improv Windows browsers. Your b	e reading, speed t rowsing data will b	up be		
Automatically connect to	suggested upen hotspots an	nd shared networks. Not all	networks are secu	ure.		
Send error and diagnosti	c infornation to Microsoft.					
Do Not Track is off, but y	can turn it on in browser s	settings.				
	*					
Ġ				Back	Use Express settings	

9. At the "Customize Settings" screen, turn off all three of the "Personalization" settings (Note: they are turned on in this picture). You can also turn off the "Location" setting if you want, or leave it on for the apps that need to know your location. Then click "Next".

Customize settings
Personalization
Personalize your speech, typing, and inking input by sending contacts and calendar details, along with other associated input data to Microsoft.
On
Send typing and inking data to Microsoft to improve the recognition and suggestion platform.
On
Let appendix advertising ID for experiences across apps.
On Con
Location
Let Windows and apps request your location, including location history, and send Microsoft and trusted partners some location data to improve location services.
On

10. On the next "Customize" screen, turn off all five of these settings. Click "Next".

Customize settings
Browser and protection
Use SmartScreen online services to help protect against malicious content and downloads in sites loaded by Windows browsers and Store apps.
Off I I I I I I I I I I I I I I I I I I
Use page prediction to improve reading, speed up browsing, and make your overall experience better in Windows browsers. Your browsing data will be sent to Microsoft.
Off
Connectivity and error reporting
Automatically connect to suggested open hotspots. Not all networks are secure.
Off
Automatically connect to networks shared by your contacts.
Off
Condierror and diagnostic information to Microsoft.
Off

11. In the "New Apps for the new Windows" screen, they are asking if you want the new Windows 10 apps to take over the tasks that you probably are using some other software to accomplish. For example, you may prefer to continue using the digital photo management software you already have installed on the computer rather than let the new Photos app take over. These are also settings you can change later after you explore the new Windows 10 apps. If you want to keep using your existing software, click "Let me choose..." before clicking "Next".

New apps for the new Windows These apps don't just come with Windows 10, they were built for it. Bett on your phone and tablet as they will on your PC. Click Next to use ther	er yet, the	y'll work as beautifully files and websites.			
Photos	Micro	soft Edge			
Photos and videos from all your device, are automatically organized into albume enhanced to look their best, and ready to share.	The web at its best. Take notes directly on pages, find things faster, and read distraction-free with Microsoft's new browser.				
Music	Movi	es & TV			
 Play and manage your music collection on your PC, phone, and Xbox. Wan more? Subscribe and get unlimited listening tr millions of tracks (where available). 	**	Rent and buy the late them in high definitio personal videos, too.	nd buy the latest movies & TV shows and watch n high definition (where available). It plays all you nal videos, too.		
Let me choose my default apps			Back		

12. Uncheck all four if you want to keep using your current software for these functions. Then click "Next" to complete the upgrade.

