

Systems and App Updates

It is important to keep operating systems and applications up to date in order to have better performance of systems and applications.

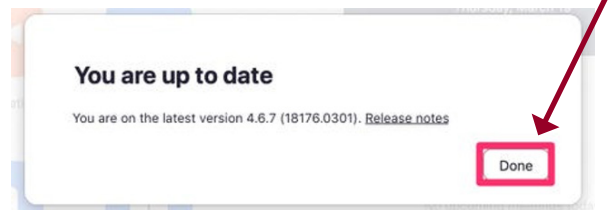
Keeping the **ZOOM application** up to date helps us to have the latest features and operational and security corrections of Zoom available.

How to update your Zoom desktop app

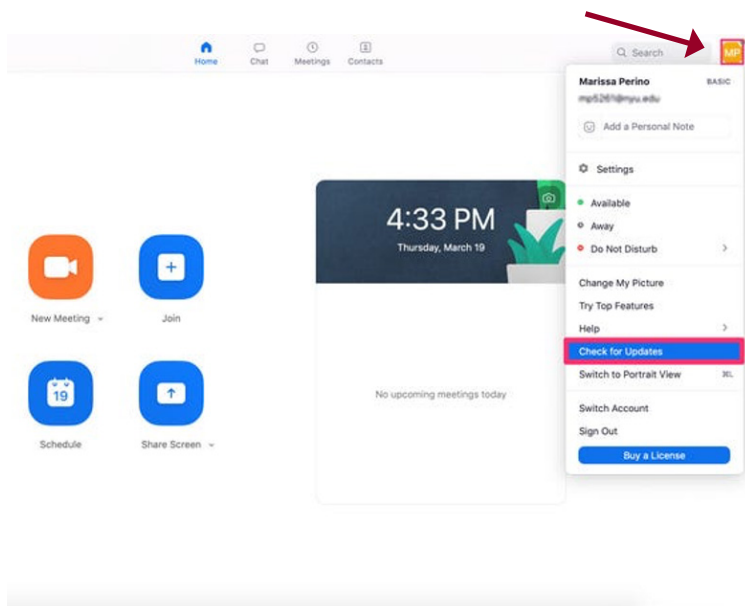


1. Open the **Zoom app** on your Mac or PC.
2. Click on **your profile picture** in the top-right corner. If you haven't changed your photo, the icon will appear as your initials inside a colored square.
3. Select **"Check for updates"** from the dropdown menu. If you are up-to-date with your app version, a pop-up will appear to tell you so. If you are due for an update, Zoom will automatically begin to update your app and you'll momentarily be unable to start or join calls.

4. Click your profile. **Marissa Perino/ Business Insider**
5. Click **"Done"** to close the pop-up.



6. While your phone should automatically download updates, you may need to manually check on the desktop **Zoom app**.



To do so, you'll have to access the app's profile menu, which is found in the upper right hand corner of the screen.

Select **"Check for updates"** from the dropdown menu. It's important to note that this option **DOES NOT EXIST** on the mobile Zoom app for iPhones, iPads, or Android devices.

In addition to having the *zoom application up to date*, we must have the updates of windows and mac that can be applied to your computer.

How to Update Windows 10



Updating the software on your laptop is an easy and effective way to make sure your system runs smoothly. When you update **Windows 10**, your PC will have the latest features, bug fixes, and, most important, security patches.

Fortunately, Windows will periodically check for the latest system updates and install them automatically. All you need to do is restart your computer to ensure the updates finish installing. As convenient as automatic updates are, there are times when you'll want to manually check for updates, like when an important security patch is rolling out or if you've encountered a major bug.

How to Manually Update Windows 10

1. Select the **Start (Windows)** button from the bottom-left corner.
2. Go to **Settings** (gear icon).
3. Select the **Update and Security** icon
4. Choose **Windows Update** tab in the sidebar (Circular arrows)
5. Select **Check for updates**. If there is an available update, it will begin downloading automatically.

If you don't see an update, don't worry, this page will tell you if your hardware is currently incompatible. You may see this message:

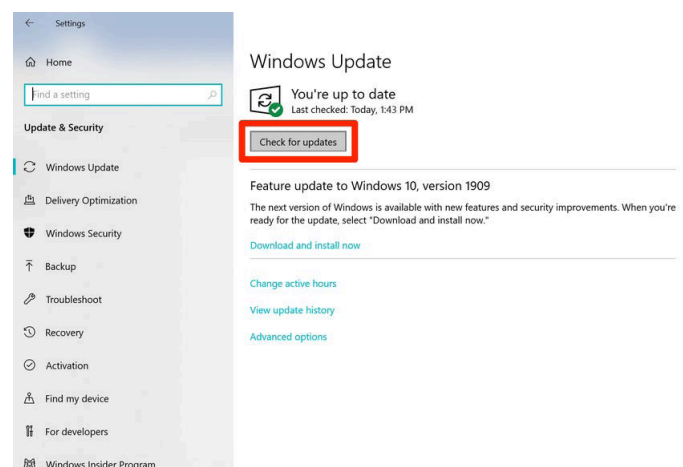
"The Windows 10 May 2019 Update is on its way. We're offering this update to compatible devices, but your device isn't ready for it. Once your device is ready, you'll see the update available on this page. There's nothing you need to do at this time."

If there's a more convenient time to restart your laptop, Windows 10 will let you reschedule. Doing so is pretty straightforward — just follow these simple instructions. (Note, your system will not have the latest updates until it's been restarted.)

How to Schedule a Windows 10 Update

1. From the **Windows Update** settings page (**Step 4 from above**), select **"Schedule the restart"** found next to **"Restart now"**.
2. You will then be taken to a scheduling page. From there, move the **Schedule a Time slider** to the right (the on position).
3. The grayed-out Pick a time and Pick a day options will then be available to select. Use the time ticker and the date drop-down to choose when to restart your laptop.

Credit: Microsoft

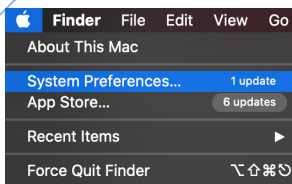



How to update the software on your Mac



Use Software Update to find and install updates for **macOS**, built-in apps like Safari, and apps downloaded from the App Store.

Use Software Update



1. Choose **System Preferences** from the Apple menu , then click **Software Update** to check for updates.
2. If any updates are available, click the **Update Now** button to install them. Or click **"More info"** to see details about each update and select specific updates to install. You might be asked to enter your administrator password.
3. When **Software Update** says that your Mac is up to date, the installed version of macOS and all of its apps are also up to date. That includes *Safari, Music, Photos, Books, Messages, Mail, Calendar, and FaceTime*.
4. To automatically install future updates, including for apps that you got from the App Store, select **"Automatically keep my Mac up to date"**. Your Mac will notify you when updates require it to restart, so you can always choose to install those later.

