

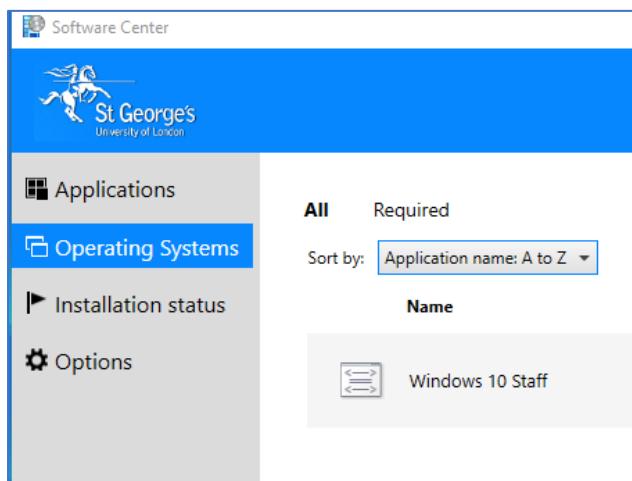
Windows 10 – self-install instructions

Before you start:

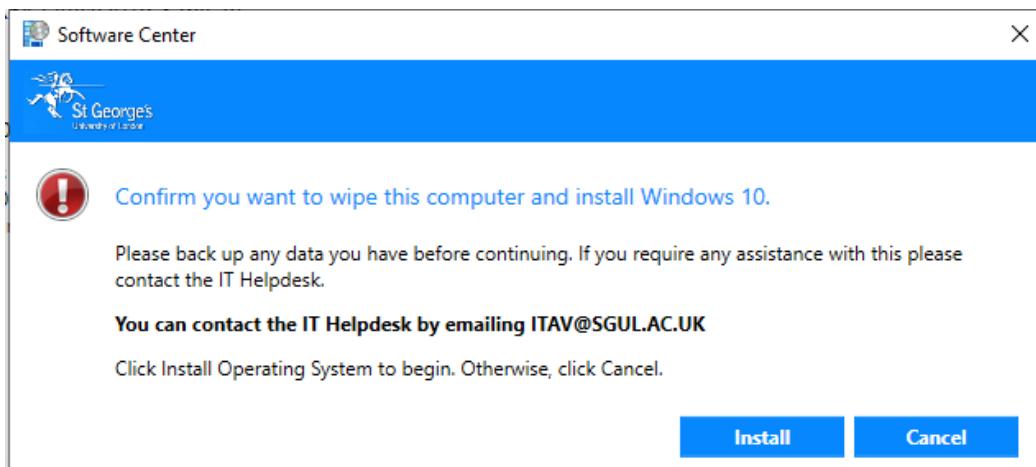
- Back up any of your data you have on your hard disk eg on the Desktop; My Documents, Browser bookmarks. **This is vital as the install wipes your hard disk completely**
- Make sure that if you have any additional software installed that you have the licence information or install media for this software; and that it is compatible with Windows 10. IT AV Support will re-install for you post the Windows 10 install
- Note for Outlook mail client users (ie not Outlook Web) – any signatures you have created will be lost in the install, so you might want to copy them to an email. They can then be re-created post install by copying & pasting the text
- If you have any problems during the installation process please email itav@sgul.ac.uk with the details

How to install Windows 10:

- Double click on the **Windows Software Center** icon on your Desktop; the screen below is displayed:



- Select **Operating Systems**
- Select **Windows 10 Staff**
- Select **Install**
- The screen below is displayed:



- Select **Install** to begin the process

- The Install will take about an hour to complete. During this time your PC will restart several times but it will not require any intervention from you
- Once the Install has completed, you will see the normal log in screen. Please login at this stage
- The system will then perform final set up tasks which only take a few minutes to complete
- You will then see the SGUL Desktop which should look familiar

Post installation

- To install your printers, double-click on the **Install SGUL Secure Print System** icon



- The AppsAnywhere software replaces the Microsoft Software Center in Windows 10. It gives you access to software you can download and install yourself. The software is either free to use or for which we have a site licence



A note for Outlook client users (ie not Outlook Web which you access via a browser)

- The first time you run Outlook it will run through a short set up routine which will take a few minutes to complete. It includes downloading a copy of your mailbox
- To request installation of additional software please email itav@sgul.ac.uk You will need to provide licence details for the software in order for staff to perform the install