Windows 10 Upgrade
Step by Step Guide
For Administrative Workstations
Windows 10 Overview

What will my Windows 10 experience be?
• An icon called “Software Center” will appear on your computer’s desktop
• **Allow one to four hours for your upgrade**
• Your workstation will not be available during your upgrade
• Make sure you are connected to a wired network or a stable WiFi connection
• Make sure your workstation is plugged into a power outlet
• If your upgrade is not successful for any reason, your computer will revert back to your original operating system automatically

Is there anything I could do to prepare?
• Begin your upgrade as you leave for the day
• Backup your important files to a network folder or to Box storage before you begin your upgrade

Where can I get support and assistance?
• Visit [www.vumc.org/it/Windows10](http://www.vumc.org/it/Windows10) for more information
• Follow the instructions outlined in the **Upgrade Tutorial Video** or the **Step by Step Upgrade Guide** for the best upgrade experience
• If you have any issues with your upgrade, contact the VUMC IT/NTT Help Desk at 615-343-HELP/3-4357
• The VUMC IT/NTT Team will be on site the morning of January 18th from 8 to 10 a.m. for technical assistance
Upgrade Step 1

Double-click on the **Software Center icon** on your desktop.
Upgrade Step 2

Select **Operating Systems** on the left side of your task bar
Upgrade Step 3

Select the Windows 10 version available to you and click **install**

Step 3: Click Install
Upgrade Step 4

Acknowledge the message and click **Install**
Upgrade Step 5

The computer will restart multiple times and you will need to log back in once the upgrade is complete.