

# Windows 10 Upgrade Step by Step Guide

For Administrative Workstations

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

Information Technology

# 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 Wi-Fi 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?

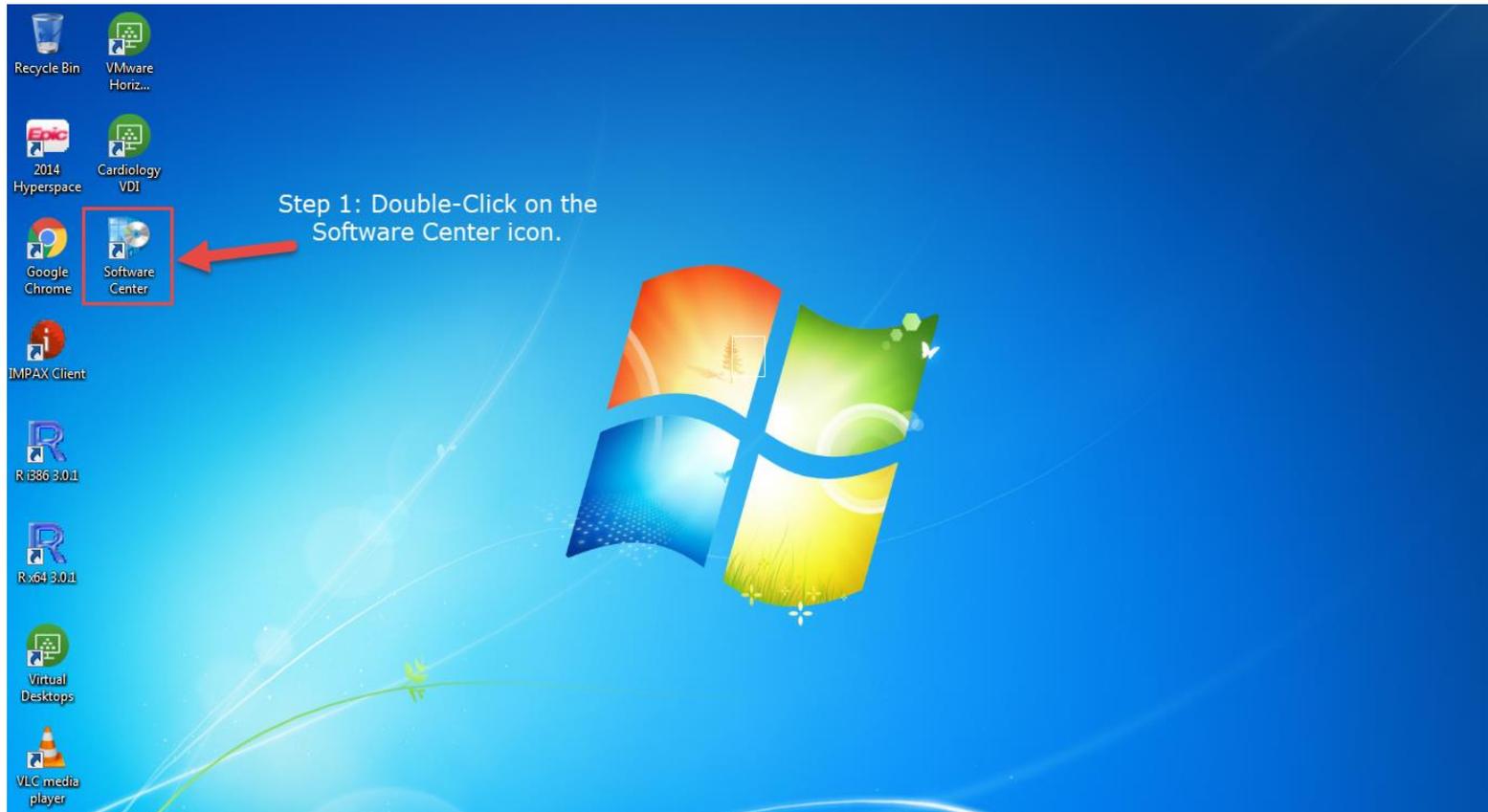
- Begin your upgrade as you leave for the day
- Backup your important files to a network folder or to Box storage before you begin your upgrade

## Where can I get support and assistance?

- Visit [www.vumc.org/it/Windows10](http://www.vumc.org/it/Windows10) for more information
- If you have any issues with your upgrade, contact the VUMC IT/NTT Help Desk at 615-343-HELP/3-4357

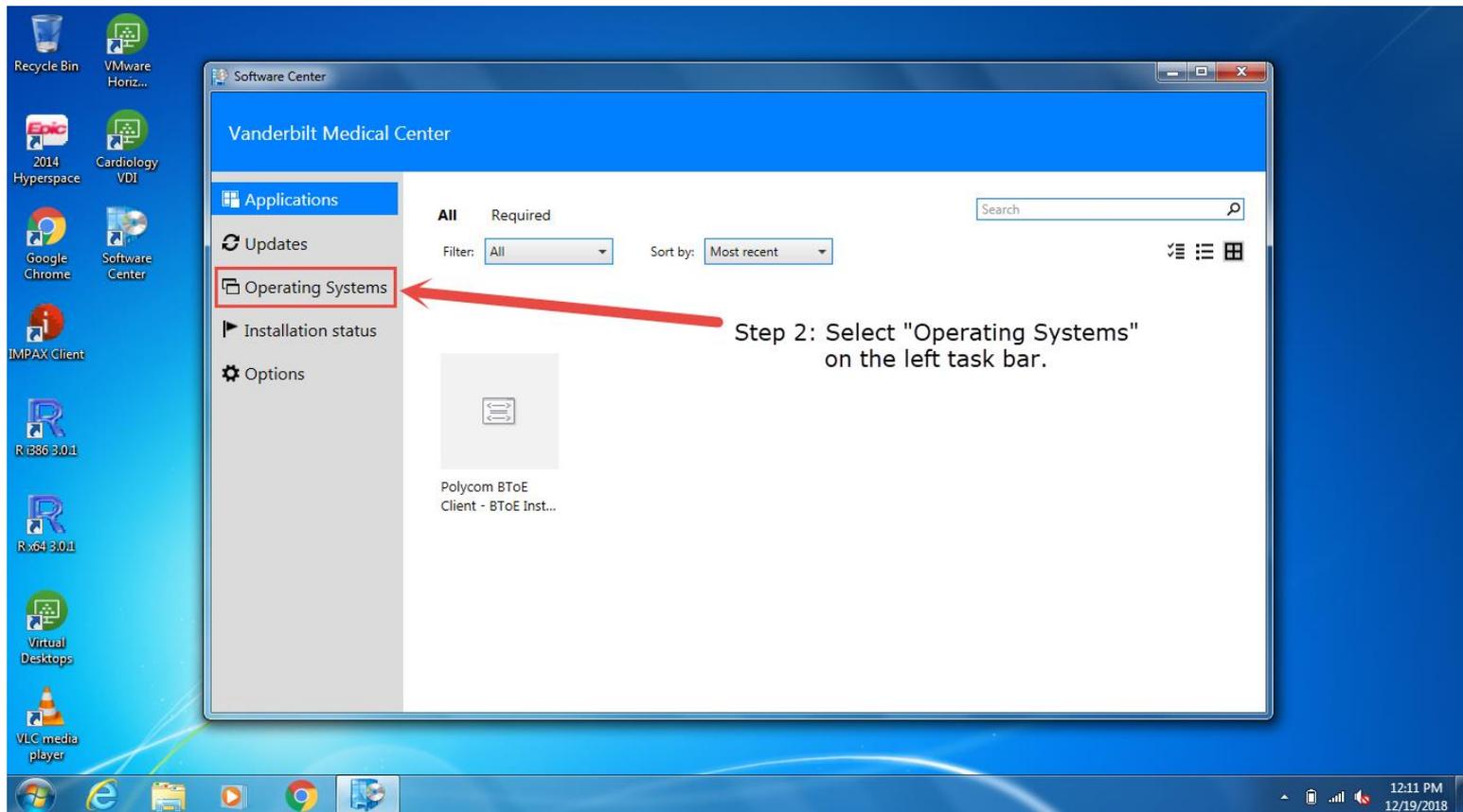
# Upgrade Step 1

Double-click on the **Software Center** icon on your desktop



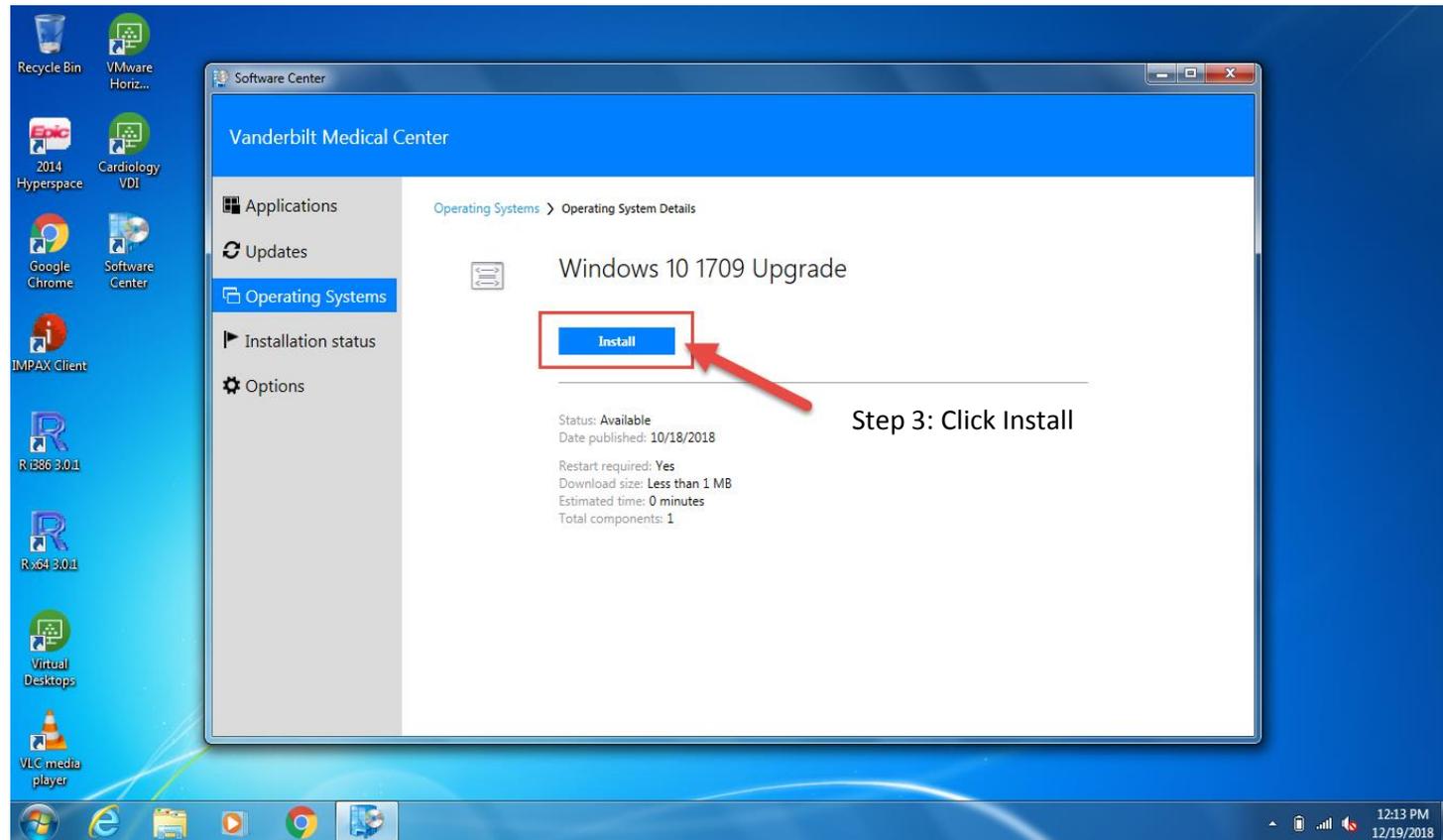
# Upgrade Step 2

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



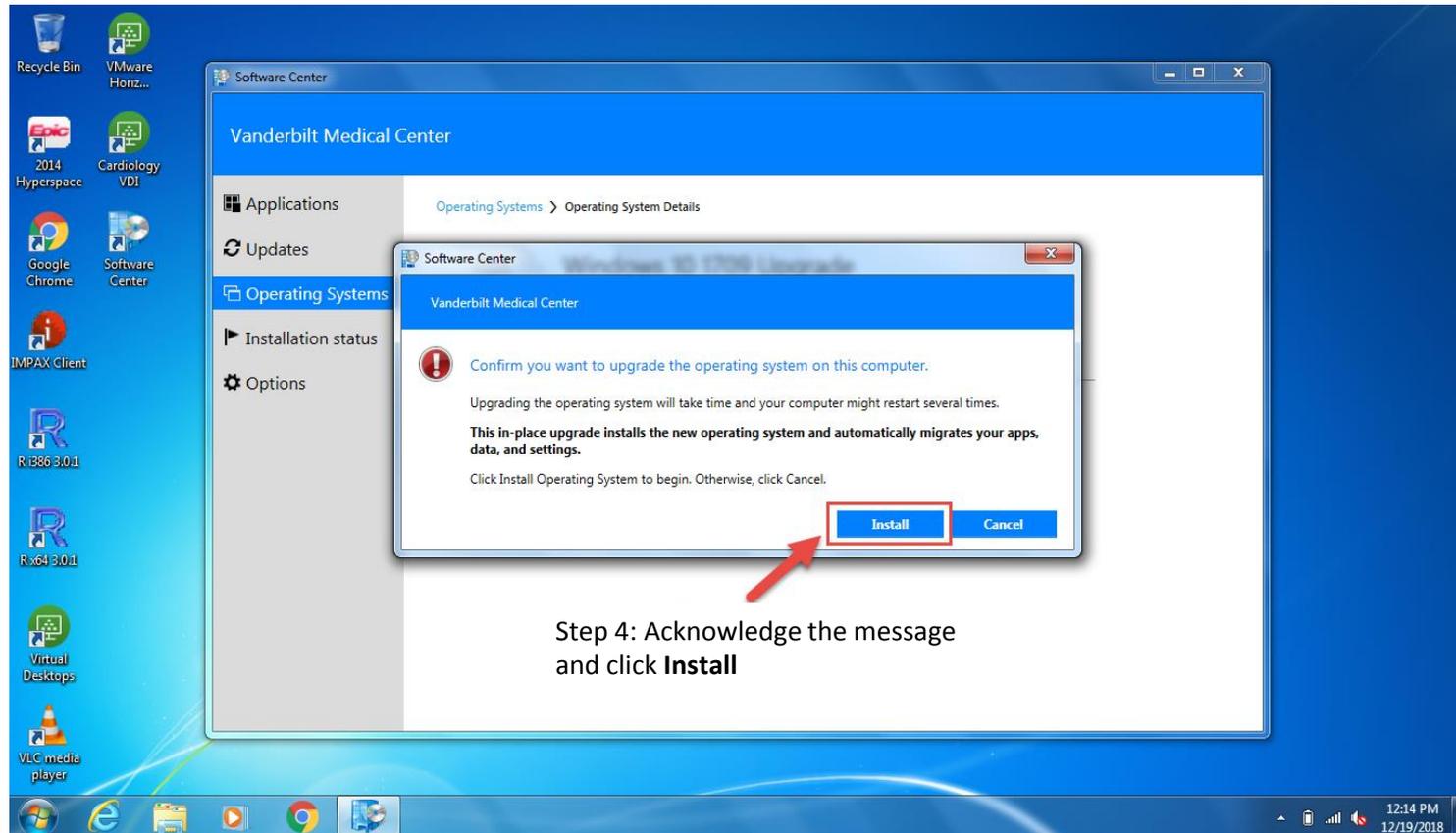
# Upgrade Step 3

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



# 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

