Windows 10 Upgrade Guide

Overview
In an ongoing commitment to provide a secure and compliant computing environment, Information Technology Services (ITS) makes available Windows 10 updates and upgrades to managed Mason-owned computers that are joined to MESA.

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1. If your managed Mason-owned computer is below the ITS-supported version of Windows 10, you will see the following on your screen when you connect to the Mason network (MESA):

   ![Upgrade to the newest version of Windows 10](image)

   If you click **Upgrade now**, the upgrade will begin immediately, and your computer will be unavailable for the next 30-60 minutes.

   If you choose **Schedule** you will be presented with a scheduling window where you can choose the exact date and time your upgrade will begin.

   ![Schedule the upgrade](image)
If you choose **Minimize**, a small Windows 10 icon will appear in the taskbar next to the clock and a reminder will pop up every 15 minutes until you start or schedule the upgrade.

**Note:** If you do not start or schedule the upgrade to begin by the deadline, the upgrade will start automatically at a time you cannot choose or cancel.

2. When the upgrade begins, your account will be logged out and you will see this splash screen.

You will then see the progress screen.

3. The computer will reboot several times during the upgrade process.

4. The upgrade is complete when you see the normal login screen.