

Windows: Self-upgrade from Windows 7 to Windows 10

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This article is intended only for faculty and staff interested in self-upgrading their University-owned office computers to Windows 10 from Windows 7. It is not meant for upgrading the operating system on lab or research computers.

- You should back up your data that is stored locally on your machine.
- **Please do not use your computer while the upgrade is installing. The installation may take 1-2 hours to complete.**

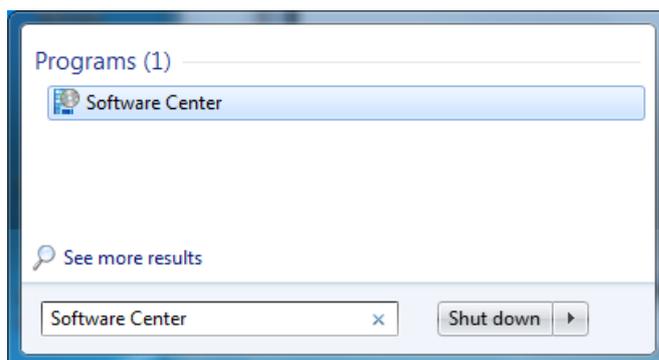
NOTE: As part of the procedure, your computer will restart itself.

Step 1: Back up your local files

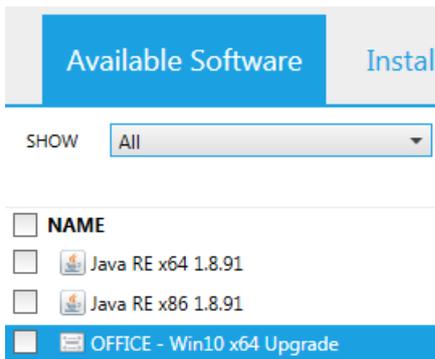
While the upgrade shouldn't affect the files on your computer, it's always a good idea to backup your data before you perform an upgrade. This includes any files you have stored on the computer's C: drive. After you've identified the files that you would like to back up, you should choose a network drive, such as your H: Drive, to copy them to. If you have any questions about backing up your content, please contact the [LTS Help Desk](#) at 715-836-5711.

Step 2: Run the Upgrade

1. Click the **Start** menu button.
2. Type Software Center in the *Search* field.
3. Click **Software Center** found in the results list.



4. Click the **OFFICE - Win 10 x64 Upgrade** checkbox.



5. Click **INSTALL**.



6. Wait for a username/password prompt.

7. Type in your university username and password.

8. Press [Enter] on the keyboard.

9. **Please do not use your computer while the installation is running. The installation can take 1-2 hours to complete.**

NOTE: If this process fails, please try it again the next day. If it fails a second time, please contact the [LTS Help Desk](#) at 715-836-5711.