

# Windows 10 Post-Upgrade Tasks

## ☐ Run Updates

To run updates, go to Start (Windows icon in bottom left) -> Microsoft System Center -> Software Center -> Updates and select "Install All". Reboot after updates have been installed.

## ☐ Set Default Programs

- ☐ PDF Viewer (Adobe Acrobat Reader DC or Adobe Acrobat DC)
- ☐ Email Client (Thunderbird or Outlook)
- ☐ Web Browser (Firefox or Internet Explorer)

To set default programs go to Start -> Windows System -> Control Panel -> Default Programs (LEFT MENU) and set your default programs and select the program you want (see above). You can either select "Set this program as default" (which gives it all of its defaults) or you can select "Choose defaults for this program", which makes a program default for a specific file extension, e.g., .docx for Word.

## ☐ Set your default printer (if desired)

To set your default printer go to Start -> Settings (cog icon) -> Devices -> Printers and Scanners. Scroll down and uncheck the box that says "Let Windows manage my default printer". Then scroll back up to the printer you want to set as your default and select "Manage" then select "Set as Default".