



Digital Essentials:

Staying safe and up to date

We know staying safe is really important



Keeping your device and browser up to date

We know that staying safe online is really important. It's often the number one concern for people when they're on the internet.

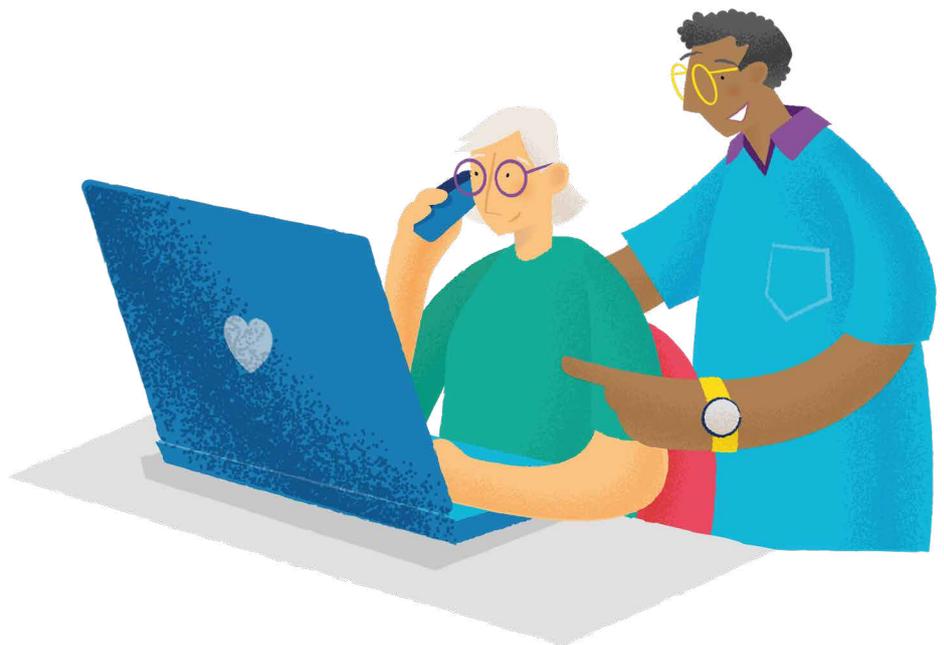


Imagine your digital device is your house. Naturally, we all want our homes to be safe and secure, and if a stranger knocks on the front door, we wouldn't let them straight in. By updating your device regularly, you're effectively making sure you're not letting anyone into your house without checking who they are first.

The same goes for your browser. As it's the gateway into the internet, it is also the internet's gateway into you, so it's important to stay on top of updates.

Keeping your device and browser up to date means you'll get the latest fixes and security improvements, to keep your device running smoothly and securely.

A lot of computers and smartphones update automatically, but not all of them, and not always.



Here's how you can check your device is up to date

All devices use a built in 'operating system' to function. The two most common operating systems are run by Microsoft (called 'Windows') and Apple (called 'macOS' for laptops and computers and 'iOS' for mobile devices such as smartphones and tablets). Operating systems are updated regularly to repair any issues and release improvements.

Here, we'll focus on laptops and computers as our example.

Checking for updates on a windows laptop or computer



1

You may be on a device that looks like this.

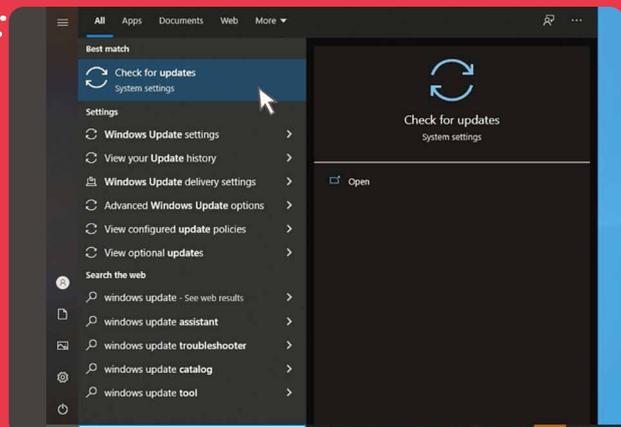
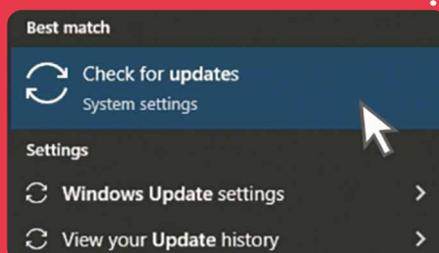


Open the menu in the bottom left corner.



2

In the search bar at the bottom left type "Windows update" and select the Windows update that appears.



3

If you're using a Windows 8 device that looks like this, use the magnifying glass in the top right to search and select "Windows update".

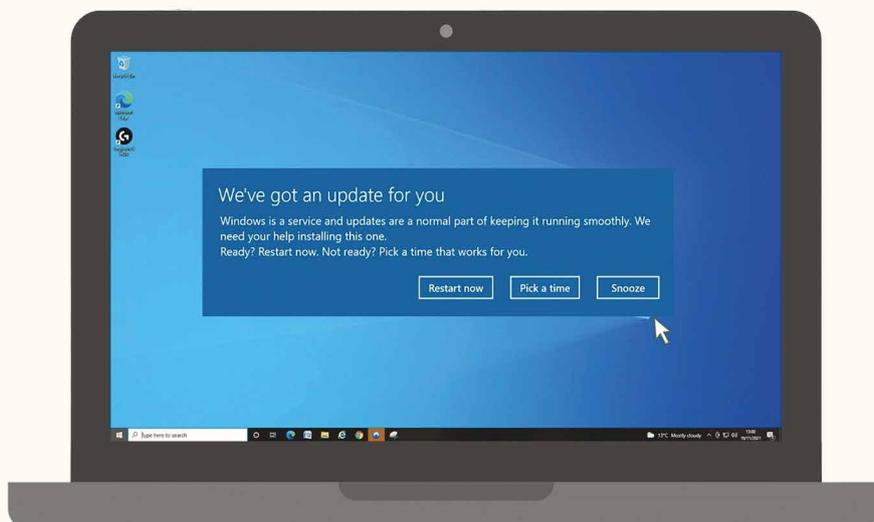


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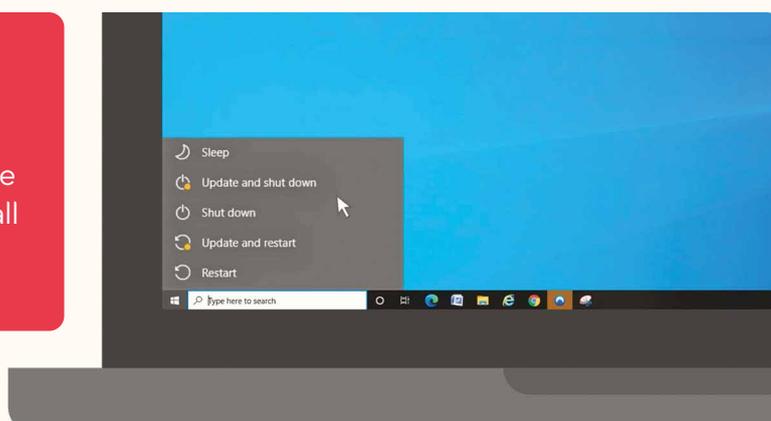
Select "check for updates" "check now" – this will differ depending on how old or new your laptop is and may look like the following.



Install all updates – you may be prompted to restart your computer as part of this process. Don't forget to save anything you're working on before you do this.



Windows will sometimes prompt you to update when you go to switch off or restart. Selecting 'Update and shut down' or 'Update and restart' will automatically install the latest update.

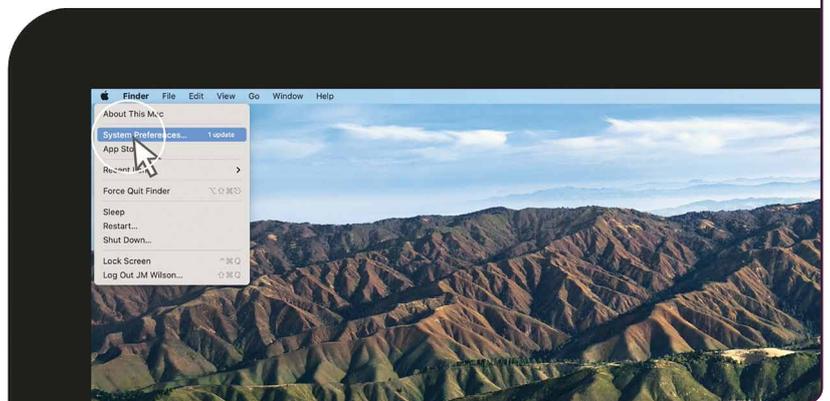


Checking for updates on an Apple laptop or computer



1

From the Apple menu in the top left corner of your screen, choose System Preferences.



2

Select Software Update.



3

Select Update Now or Upgrade Now.

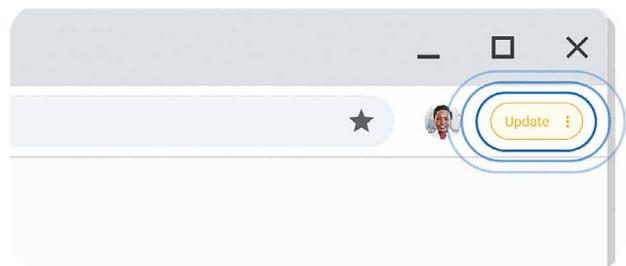


Updating your browser

Google Chrome



You only need to update your browser if it is indicated to you. This will look like this and sits in the top right of your browser.



If an update is pending, the icon will be coloured:

Green

An update was released less than 2 days ago.

Orange

An update was released about 4 days ago.

Red

An update was released at least a week ago.

At the top right, select the three dots. Select Update Google Chrome.

You'll also need to close your browser and re-open it to install the latest version. If you don't see a prompt you can check yourself whether the latest version is installed by following the next steps:

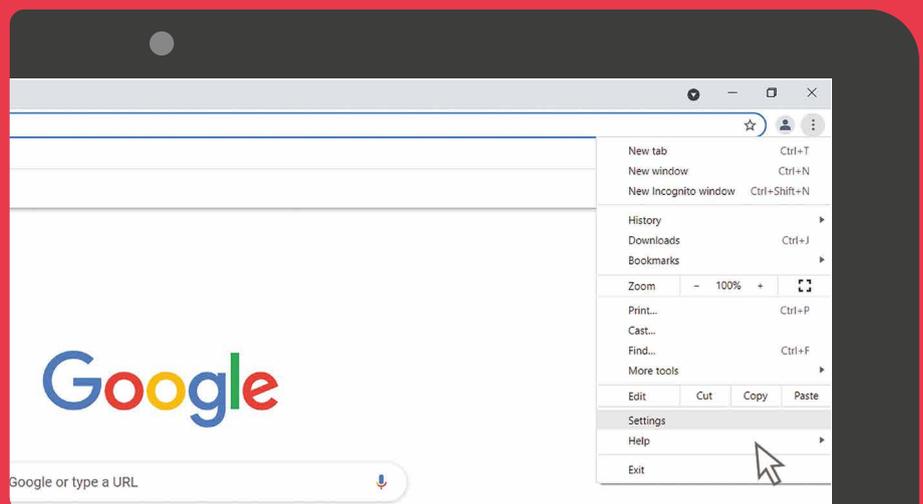
1

On your computer, open Chrome.



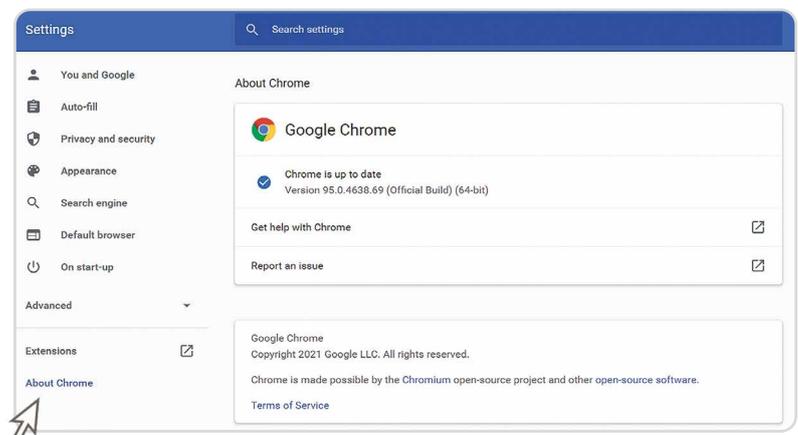
2

At the top right, select the three dots next to 'Update', and then select 'Settings' from the list that appears:



3

Within the Settings page, choose 'About Chrome' from the list of options along the left-hand side:



Updating your browser Safari



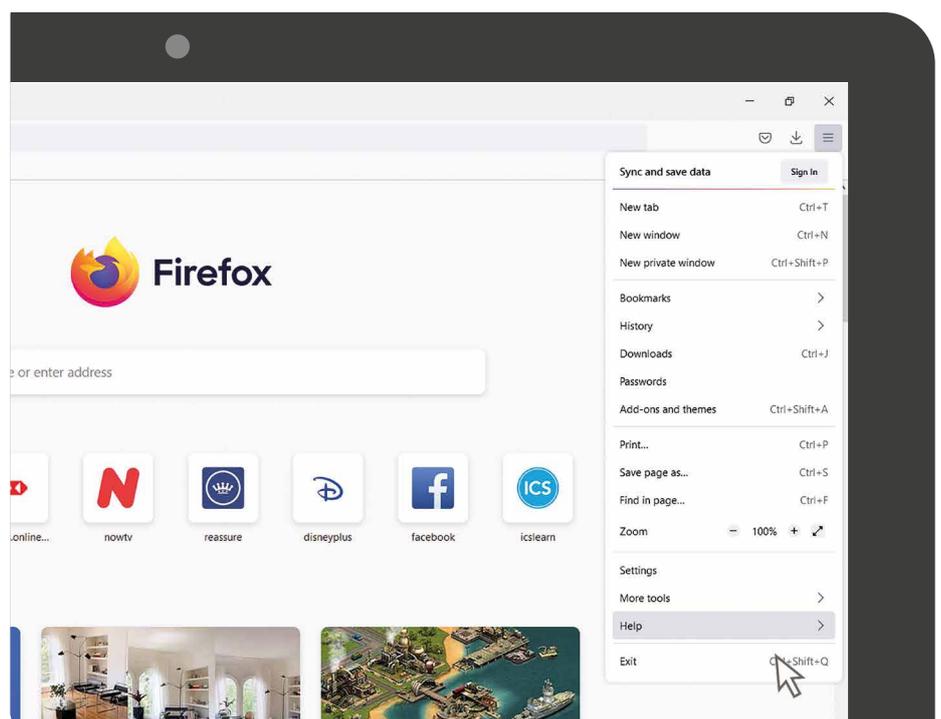
This will be updated automatically when updating your device.

Updating your browser Firefox



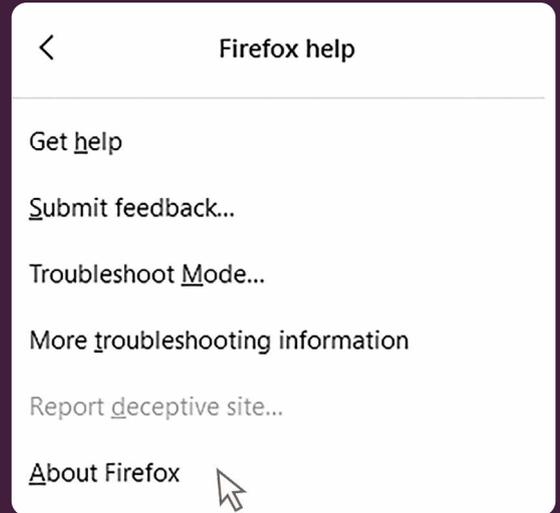
1

Go to Settings in the top right corner (the three lines) and select Help:



2

Select "about Firefox" from the next menu:



3

The About Firefox window opens. Firefox will check for updates and, if an update is available, it will be downloaded automatically by default.



4

When the download is complete, select "restart to update Firefox".



Updating your browser Microsoft Edge

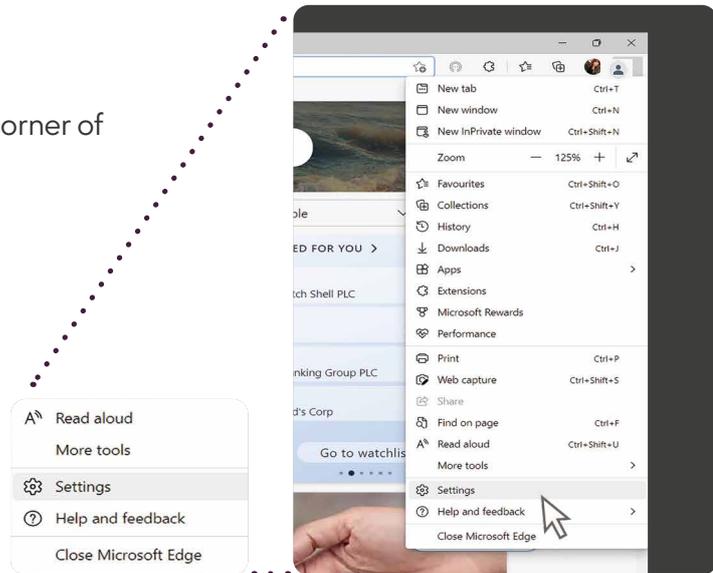


1

Go to the three dots in the top right corner of your browser.

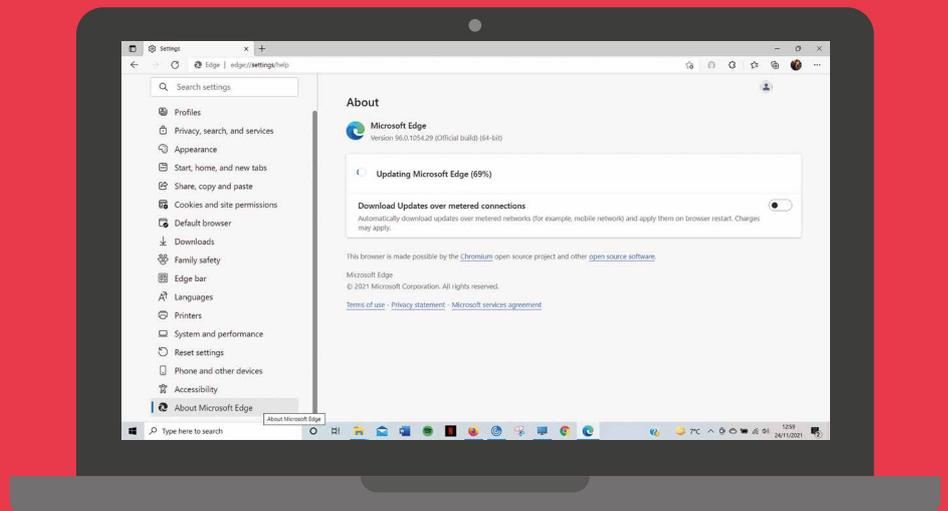
2

Select Settings.



3

Go to About Microsoft Edge.



Updating your browser

Internet Explorer



Most Windows computers and laptops already have the latest version of Internet Explorer installed. There won't be any future updates to Internet Explorer because Microsoft have announced that they won't be supporting this browser after June 2022.

You don't need to do anything, but Microsoft are encouraging users to switch to their Edge browser and it's likely you'll be automatically redirected to Edge in the future.



Now you know how to stay safe and up to date, you can continue to grow your digital knowledge.

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PHO0629/221-0647/September 2022