

# How to Update Your Macbook OS


## Before you begin


Before installing new software, it's a good idea to back up your files to Google Drive.

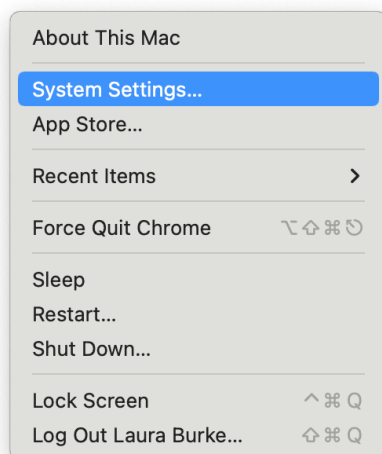
Make sure that your Mac is connected to the internet. You should be able to access websites or receive email, for example.

## Use Software Update

Open Software Update:

From the Apple menu  in the corner of your screen, choose System Settings. Click General in the sidebar of the window that opens, then click Software Update on the right.

If you don't have System Settings in the Apple menu , choose System Preferences instead. Then click Software Update in the window that opens.



When you open Software Update, it automatically begins checking for new software.

If new software is available for your Mac, click the button to Update or Upgrade. Before installation begins, you will be asked to enter your administrator password. It's the password you use to log in to your Mac.

During installation, your Mac might restart and show a progress bar or blank screen several times. If installation is

Example: Software Update in macOS Sonoma]

If this does not work, or it asks you for an owner password, please submit a workorder at [iss.sherpadesk.com](https://iss.sherpadesk.com)

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