

This procedure is for updating the Windows DST information on your Windows XP Service Pack 2 (SP2) workstation. (To see your Windows version, Choose Start and then RIGHT-CLICK on the My Computer icon and then select Properties from the menu.) Please print this before starting.

This process involves 3 steps:

1. Validating your copy of Windows with Microsoft
2. Running the Microsoft patch
3. Updating Microsoft Outlook Calendar (if you use it as your calendar)

***** IMPORTANT *****

- You must be connected to the internet to complete this process.
- Please make sure all programs are closed
- All systems, including your mail file, should be backed up.
- Please allow yourself up to 30 minutes to complete this process.

Validating Windows:

1. Open your browser and go to <http://microsoft.com/genuine>
2. Click **Validate Windows**
3. If/when prompted, click **Install**
4. When completed successfully, you will see a message thanking you for validating your copy of Windows. If you get an error, run it one more time. If it will not validate, we will have to patch the workstation manually.

Running the Microsoft Patch:

1. If you use Outlook for Calendaring, print a copy of your calendar before applying this patch
2. This patch not work on XP SP1 or Windows 2000; for those operating systems see this: http://support.microsoft.com/gp/dst_hu2?systemlist=w32
3. Go to <http://www.terrasage.com/dst/WindowsXP-KB931836-x86-ENU.exe>
4. You may see a yellow bar appear at the top of your screen. If so click it and choose Download, if not, and you are prompted, click **Run**.
5. You will see a pop-up message that says Windows XP Hotfix (KB931836). Click **Run**
6. *If your system was already updated*, you'll see a message that says... "Setup Error -- The update can not be installed ...". You are done.
7. If you need the update, you will be prompted to install the update.
 - a. Click **Next**
 - b. Choose **I Agree**, then **Next**
 - c. Click **Finish** when the process is complete.

If you run Outlook and use calendaring, and DO NOT use an Exchange server (or if your Exchange server updates have already been completed):

1. Go to <http://www.terrasage.com/dst/tzmove.exe>
2. You may see a yellow bar appear at the top of your screen. If so click it and choose Download, if not, and you are prompted, click **Run**. (This will take a few moments as it's a large file (8MB))
3. At the Internet Explorer – Security Warning window, click **Run**.
4. At the window that says Time Zone Data Update Tool for Microsoft Office, click to accept the license terms and then click **Continue**
5. A dialog box will appear asking you to Change the Calendar Time Zone – ensure the correct Outlook data file is selected, and then select 'Update to reflect changes to the Windows Time Zones'
6. If no updates are needed, you will see a message to that effect, otherwise...
7. A dialog box will appear telling you what appointments the tool would like to fix – click 'Details' to review the details and unselect any items that you do not want fixed. Click **OK**
8. The tool will process the changes—when finished, you can review the details of what was updated by clicking the **Details** button. I also suggest you print the log (click **Open Log**) in case there are any problems with the process. Click **OK** to finish the process.
9. Spot check your calendar to make sure the entries are still correct.