

## Windows 10 Recovery Instructions:

**WARNING: Performing this procedure will return your computer to its original state. Software and files you have added will be lost. DO NOT RUN RECOVERY UNLESS THERE IS AN ISSUE WITH YOUR COMPUTER**

1. Make sure your computer is **plugged in to a power source** prior to starting the recovery process
2. Click the **start button > click settings > choose Update & Security > click on Recovery**
3. You should be given two options: **“Reset this PC”** and **“Advanced Startup”**. **Click on “Get started” under Reset this PC**
4. You will be asked to **“Choose an option”**, **click on “Remove everything”**.
5. A message asking **“Do you want to clean the drives, too?”** will appear
  - a. If you are keeping the computer, **click on “Just remove my files”**
  - b. If you are **NOT** keeping the computer, **click on “Remove files and clean the drive”**
6. A window saying **“Ready to reset this PC”** should appear. It will explain what will happen when the reset starts. **Click “Reset”**.
7. **The computer will then start the recovery process, DO NOT INTERRUPT THIS PROCESS. Allow time for re-installation**