Press the Home button and you will see the following screen.



If you slide that screen to the left, you will see the screen below.

Open the App called "App Catalog."



Tap on the icon labeled "Apps", circled in red below.



Tap the red update button to start the download, circled in red below.



If you don't see the red update button press the green button that says "Installed" circled in red below.



When the button says "Installing" that means the update is being installed. This should be done in a few minutes – do not turn off the iPad until the install process is completed.



After 5 minutes press the home button again and if you see a blue dot next to the app (circled in red) the update is finished.

