Locking and Unlocking Your Computer

Everyone who uses a computer needs to understand how to keep their computer, data, and other electronic devices secure. One way that information is stolen from computers is by people physically accessing your computer while you are not there. This is not done by someone hacking into your computer over the Internet, but by someone who has physical access to your computer.

Lock Your Computer When You Are Not Around

A quick way to prevent physical access to your computer when you walk away from it is to lock it or to put it to sleep. You can leave all your files open when relying on this method. When you unlock it or wake it up, you will be back where you were when you left the computer.

Via the Keyboard

Windows + L
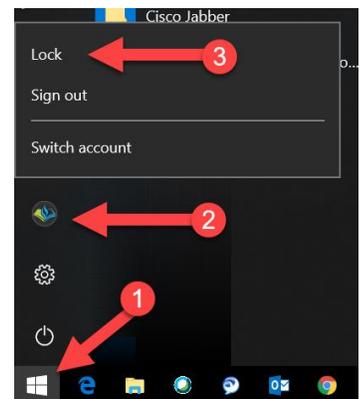1. Press the **Windows key** and **the letter L key** on your keyboard.

Ctrl + Alt + Del
1. Press the **Ctrl-Alt-Delete keys** all at the same time.
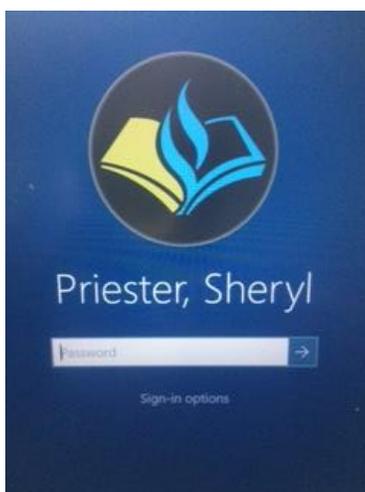2. The security menu will display.
3. Click Lock.

Start button
1. Click the **Start button** in the bottom-left corner of the screen.
2. Click your **user icon.**
3. Select **Lock**.

Unlocking Your Computer
1. Enter your password.
2. Click the arrow.

It is very important to lock your computer before leaving it unattended. You are responsible for any/all activity that occurs under your profile (username & password). Just because you have been careful to close all programs, you are still logged in and an unauthorized individual can access any program on your computer. If you are going to be away from your computer for an extended period of time (e.g., leaving for the day, etc.), you will need to log out or shut down your computer. Both methods eliminate a period of vulnerability while the system is left unattended.

Most importantly, **DO NOT** substitute LOCKING your computer for LOGGING OFF/SHUTTING DOWN at the end of the day. If you are leaving the location and not returning, logoff or shut down.

Logging Off or Shutting Down Your Computer

If you are not returning and are leaving for the day, make sure to log off or shut down your computer.

Logging Off

Logging off will close all files and applications you're currently using, like the computer is preparing to shut down, so it's important to make sure you have everything saved.
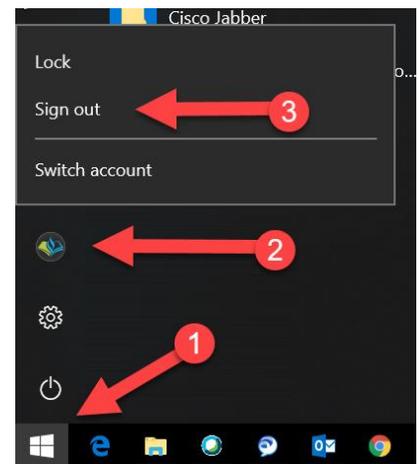
Ctrl + Alt + Del
1. Press the **Ctrl-Alt-Delete keys** all at the same time.
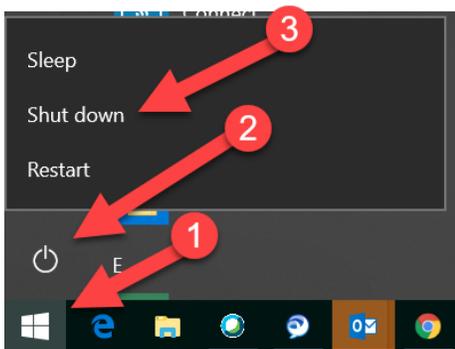2. The security menu will display.
3. Click Sign Out.

Start button
1. Click the **Start button** in the bottom-left corner of the screen.
2. Click your **user icon.**
3. Select **Sign out**.

Shutting Down

Start button
1. Click the **Start button** in the bottom-left corner of the screen.
2. Click your **power icon.**
3. Select **Shut down**.

Restarting Your Computer

Start button
1. Click the **Start button** in the bottom-left corner of the screen.
2. Click your **power icon.**
3. Select **Restart**.