

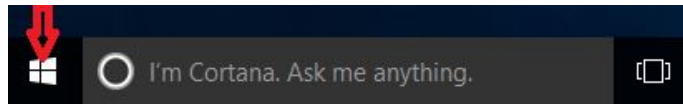
How to Lock or Exit Windows 10

If you need to step away from your computer for a while, please be sure to lock it. Locking a computer will keep all of your programs up and running as you leave them but simply require a password in order to gain access again. This can be done in two ways. The easiest way is to press the “Windows” and “L” keys simultaneously on your keyboard.

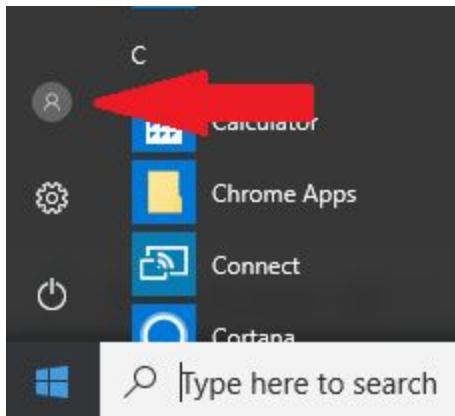


However, you can also do the same thing with your mouse.

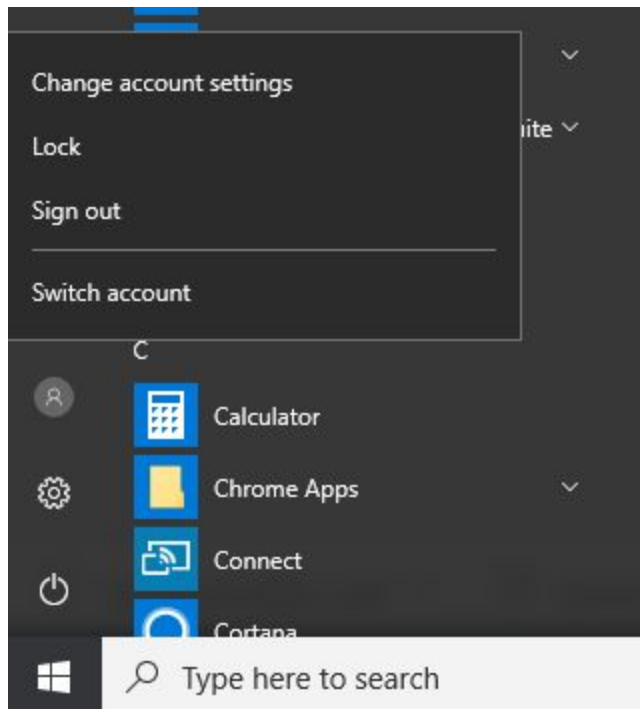
1. Click the “Start” button in the lower, left-hand corner of the screen.



2. Click on the user icon to see more options.



3. On the pop-up, you will see your options.



Note here that you can also sign out of Windows, which is useful if someone else will be using your computer before you do again. This will log you off of the device, so be sure to save all of your work and close everything out first.