

Locking your Computer

From time to time you want to be able to walk away from your computer, however you don't want anyone else to sit down and use it, you may also want to leave all of your documents and programs running without fear that someone will see what you are working on. To accomplish this there is a technique you can use to lock your computer. When you lock your computer all of your programs and files will remain exactly as you left them, and nobody else will be able to use your machine, close your documents or make any changes to your computer. This will work on any Windows computer and only Information Services Staff can override the lock. Please note, locking your computer will not prevent it from being shut down by our power management software.

To Lock your Computer:

1. Press the **“Windows Key”** in combination with the **“L”** key as seen below.



2. Your computer will now display the Lock Screen, as seen below.



3. To unlock your desktop, press **Ctrl + Alt + Delete** (just like you would first thing in the morning to log on to your system). Type your password, and press the **Enter** key.

