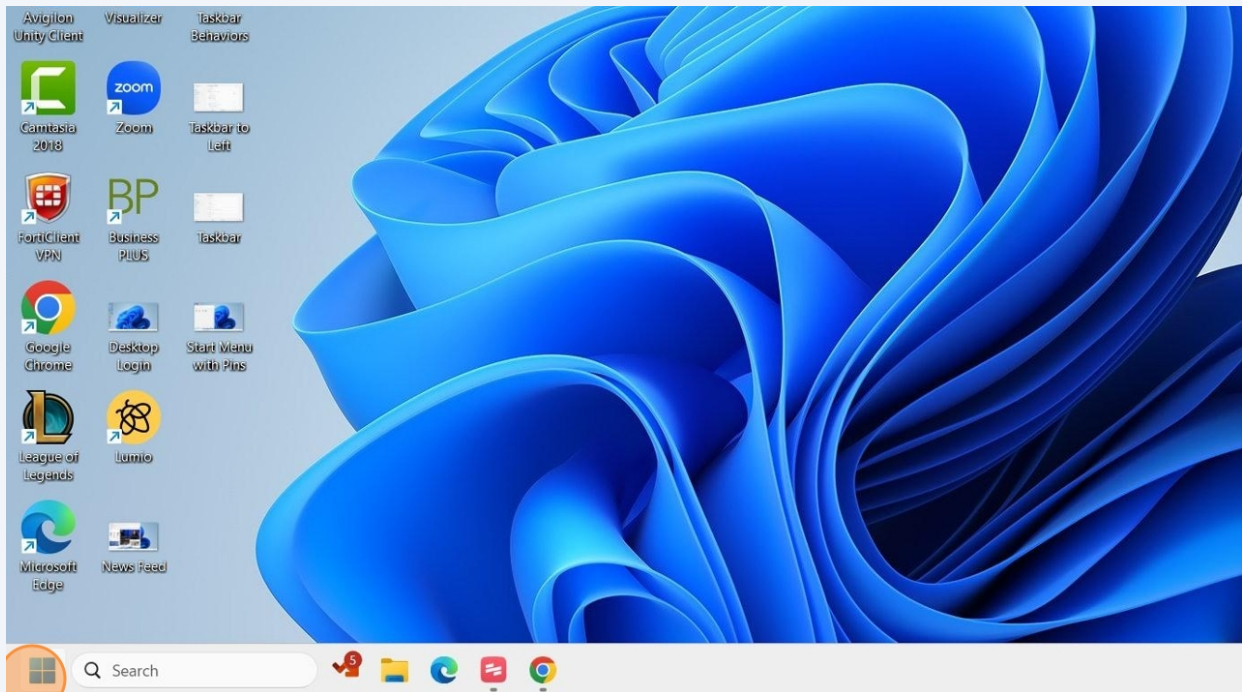


#4 Lock Your Screen, Sign Out & Switch User, or Shut Down

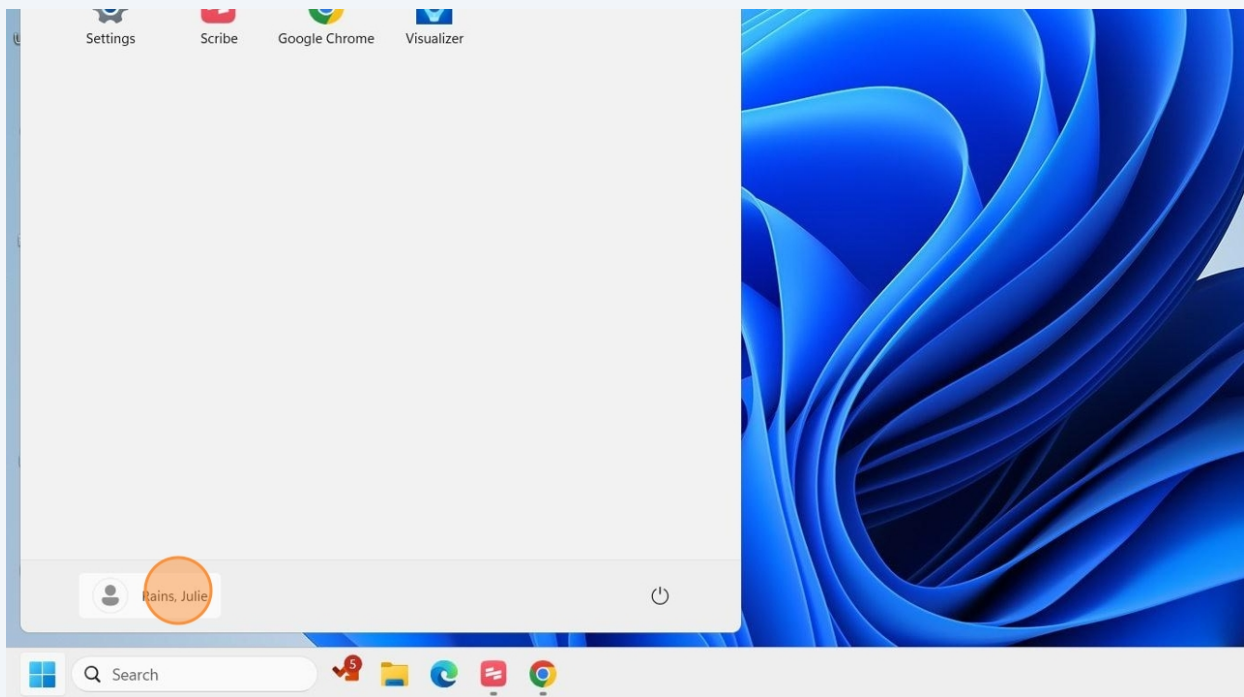
This guide provides essential steps for managing your user account on a computer, including locking, signing out, switching users, or shutting down.

Lock, Sign Out or Switch User

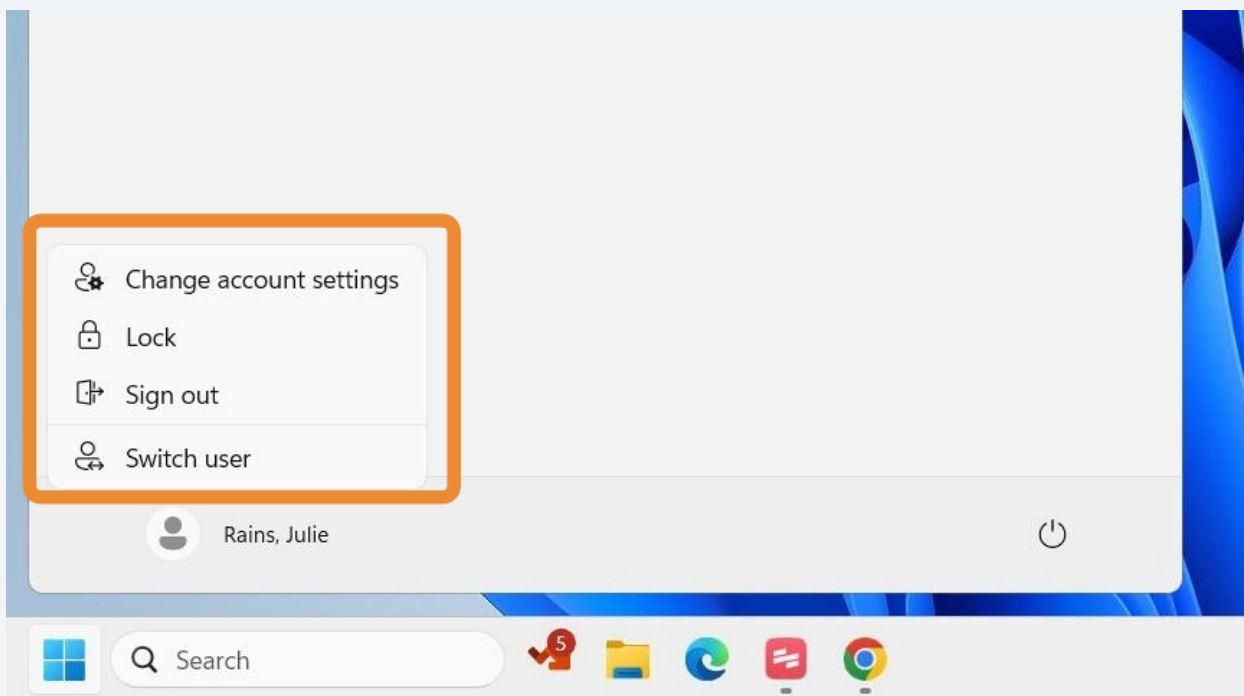
1 Click "Start"



2 Click your "User account" name

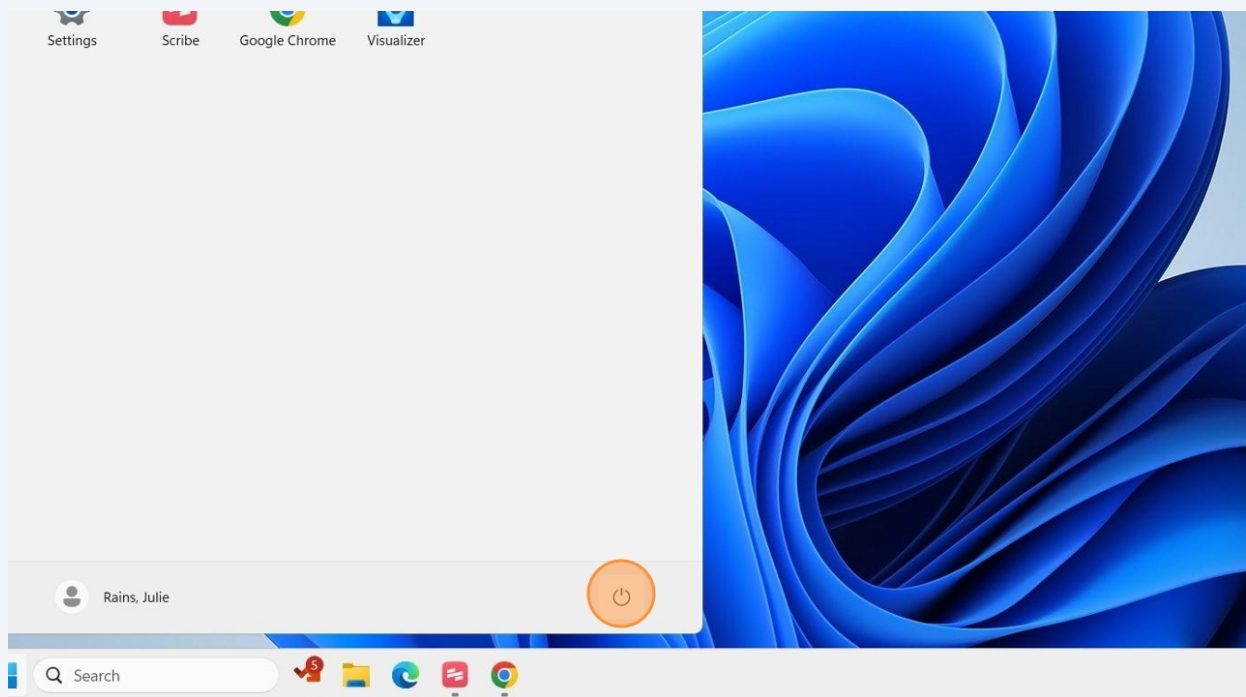


3 Select your desired option from the menu

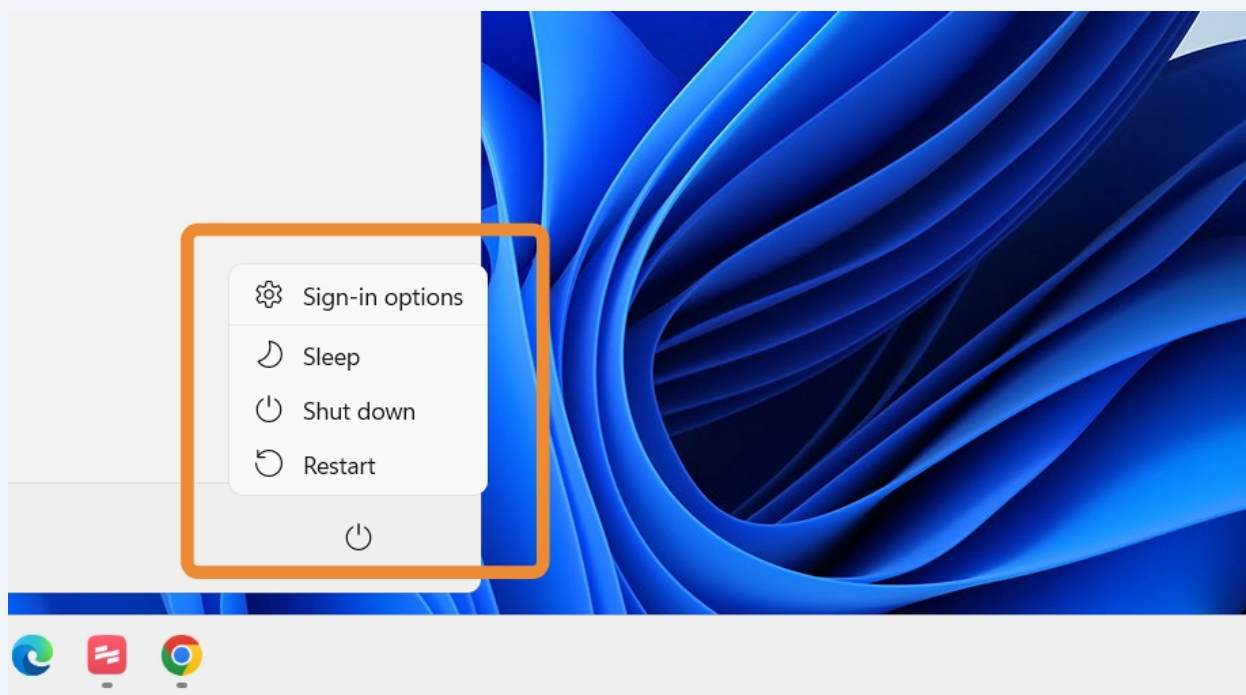


Shut down

4 Click the "Power" button

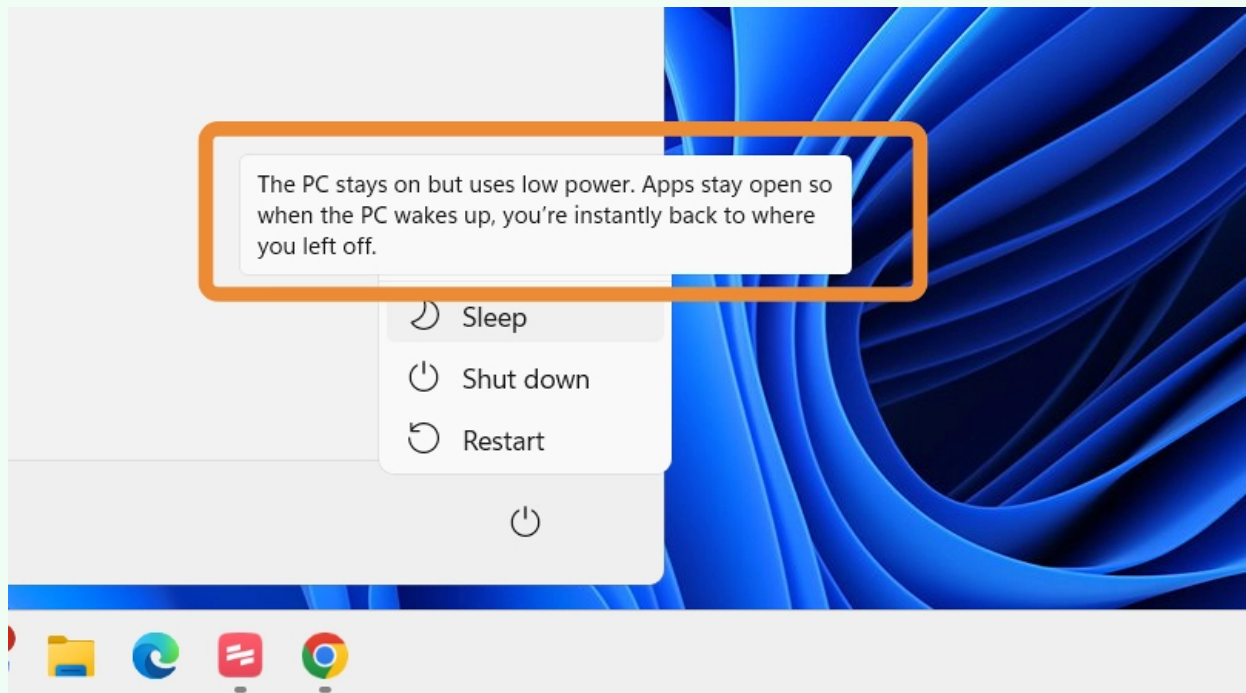


5 Select your desired option from the menu





Tip! Hover over each of the menu options to see a description of what it does



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If you experience any issues, please fill out a tech ticket at <https://rochester.incidentiq.com/> and someone from our Tech Team will get back to you as soon as we are able.