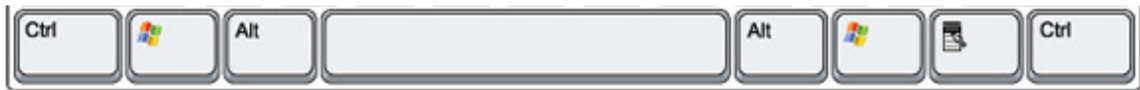


Windows: Locking Your Computer Screen

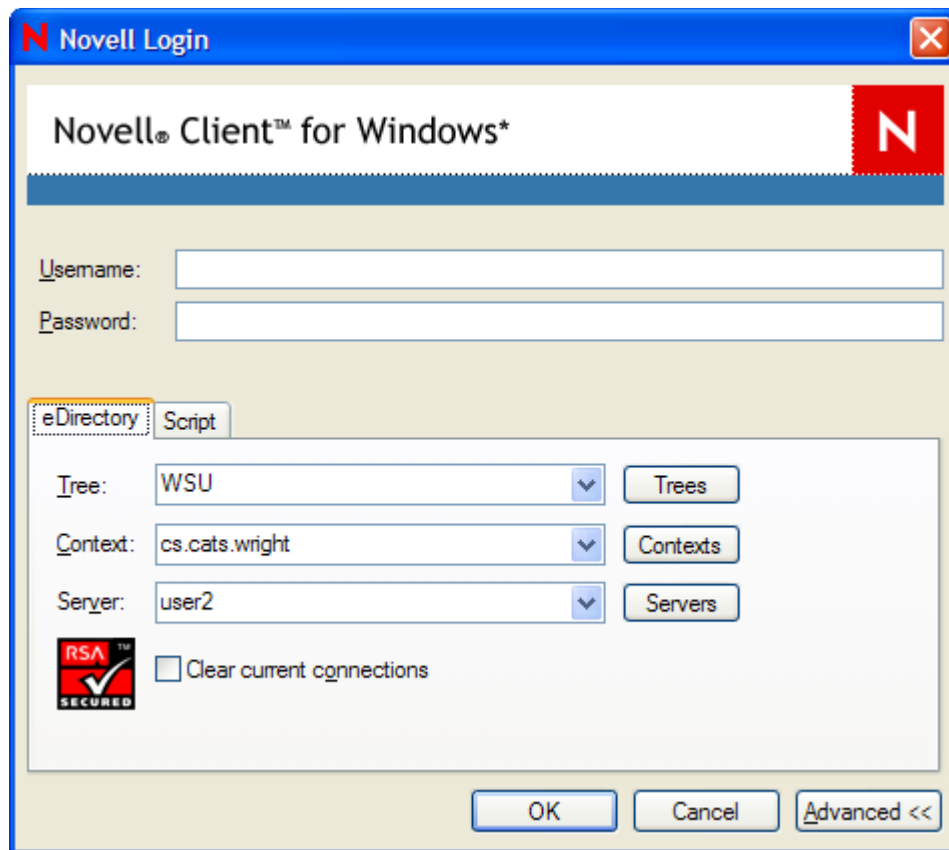
If you want to stay logged into your computer while you are away from it, but need to prevent others from using it, you can lock the screen. Here's how:

1. Press and hold the Windows key located next to the Alt key on your keyboard, shown below.



2. While holding down the Windows key, press the L key on your keyboard.

This key combination will lock the screen. To continue working when you return to the computer, simply type your password in the Novell login box, shown below.

A screenshot of the Novell Login dialog box. The title bar reads "Novell Login" with a red 'N' icon. The main title is "Novell Client™ for Windows*" with a red 'N' icon. Below the title are two input fields: "Username:" and "Password:". Underneath are two tabs: "eDirectory" (selected) and "Script". The "eDirectory" tab contains three dropdown menus: "Tree:" with "WSU" selected, "Context:" with "cs.cats.wright" selected, and "Server:" with "user2" selected. To the right of each dropdown is a button: "Trees", "Contexts", and "Servers". Below these is an "RSA SECURED" logo and a checkbox labeled "Clear current connections". At the bottom are three buttons: "OK", "Cancel", and "Advanced <<".

A person with an administrator account can use their name and password to unlock the screen. Locking the screen does not prevent other users from turning off the computer and restarting it, then logging into their own account. If you think this could happen, be sure to save your work before you leave your computer.