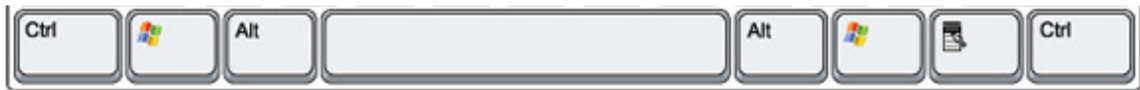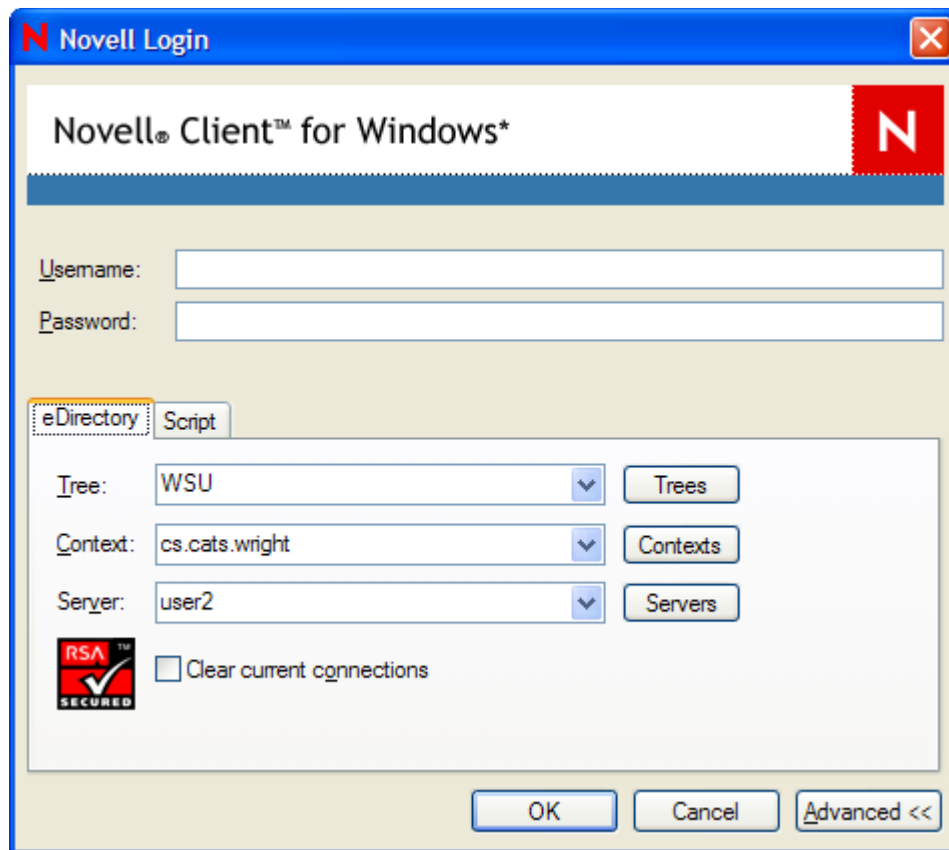# Windows: Locking Your Computer Screen

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 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.