Log Off and Shutting Down Procedures:

Go to the lower left side of your screen; click and hold on the word START
 Highlight the words Shutdown

3. A box appears that asks if you are sure that you want to log off. Click Yes.



## 4. A new dialogue box appears

5.Go to the scrolldown triangle and select "log off [xxxxx] ----

Shut Dow	Windows Wicrosoft Windows 2000 Professional	× Microsoft
2	What do you want the computer to do? Shut down  Cog off sovelb Shut down Restart Stand by Hibernate	
	OK Cancel	Help

6. The next window to appear says: **Press Ctrl – Alt – Delete to begin.** 

You have now safely logged out and may walk away from your computer.

- 7. If you are instructed to just shutdown the computer, just **click OK** at step 4 and follow the rest of the instructions to appear.
- 8. Then turn of the monitor by pushing the button on the lower right corner.