Log Off and Shutting Down Procedures:

1. Go to the lower left side of your screen; **click and hold** on the word **START**

2. 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 scroll-down triangle and select "**log off [xxxxx]**

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.