

# HOW TO LOG OFF A COMPUTER

I need to do this correctly or I wont be able to  
use the computers!!!



NEVER  
use the power  
button to shut  
down!

Desktops  
with the  
**orange  
chairs**  
always get  
logged off  
**NEVER**  
Shut down



Probooks,  
Netbooks, and  
Laptops  
must be  
**SHUT DOWN**  
not just  
logged off



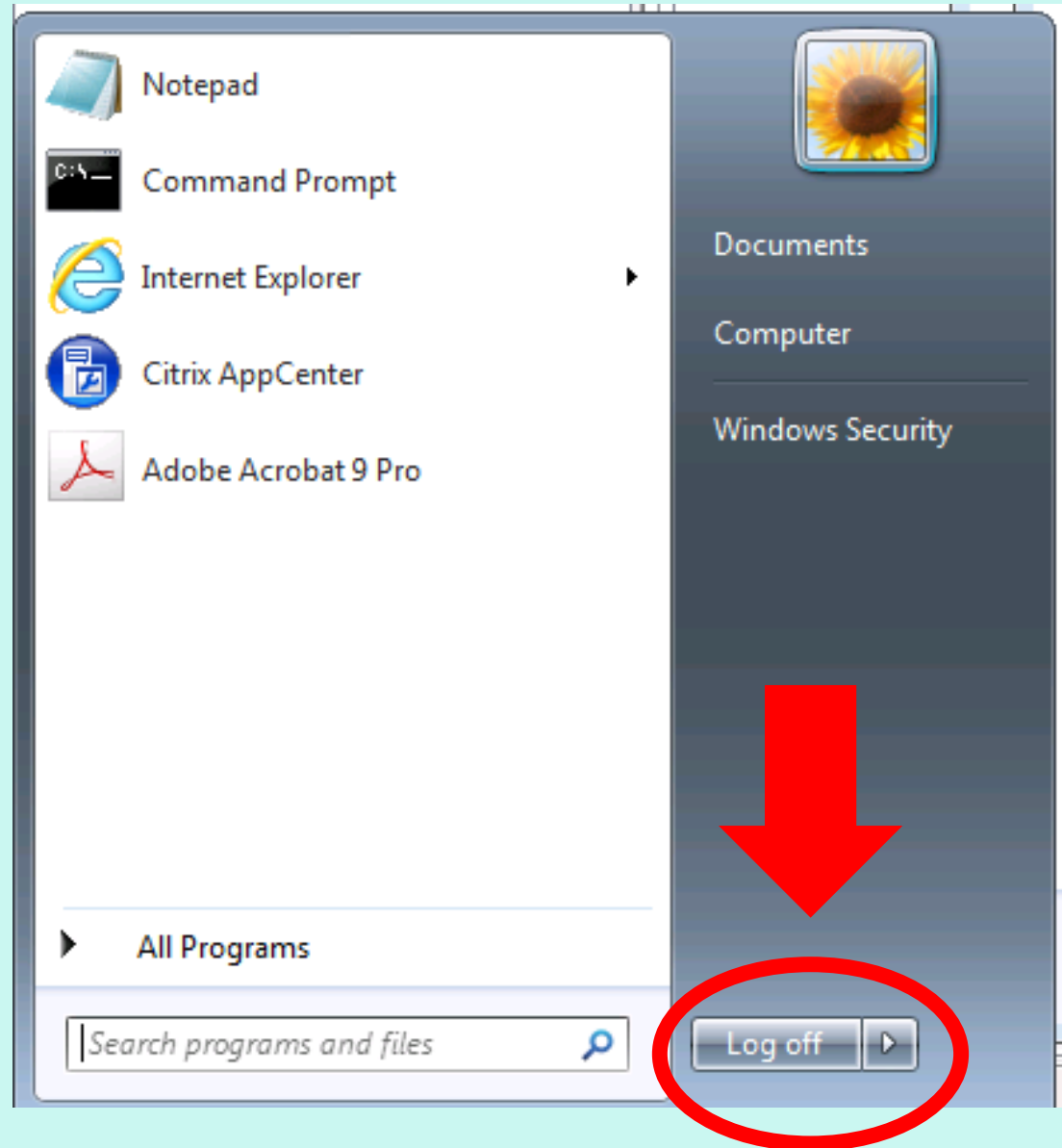
Good news!  
It is the  
same  
button to  
log off or  
shut down!



After  
clicking the  
windows  
button



then click  
the  
Log off

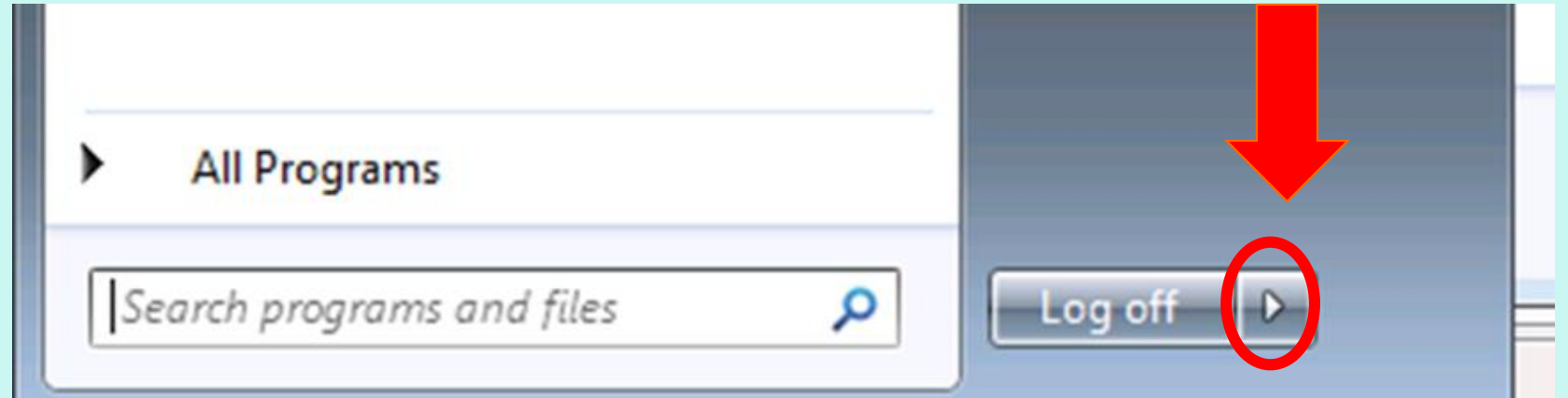


OR

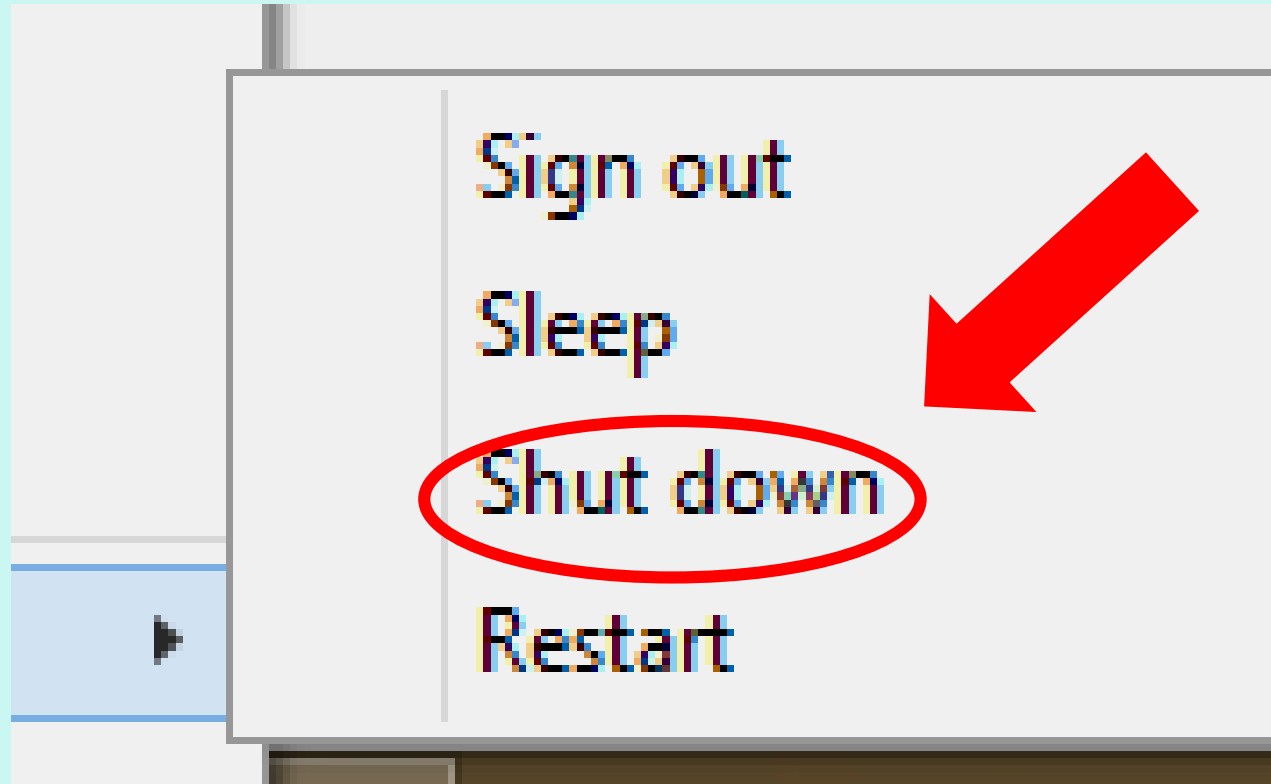
After clicking  
the windows  
button



then click the  
little arrow next  
to  
Log off



Next click  
shut down  
on the pop  
up menu  
and wait





WAIT until the  
screen is  
BLACK and no  
buttons are lit  
up before  
closing up any  
Probooks,  
Netbooks, or  
Laptops



**NOW  
YOU ARE  
READY!**