Locking Your Computer

If you will be away from your computer for any length of time and would like to prevent other people from using it while you are away from your desk without actually turning your computer off you can “lock” your desktop.

To lock your computer desktop complete the following steps:

1. Click and hold down the Ctrl, Alt, and Delete keys to display the Windows Security screen.

2. Click on the Lock Computer button. Your desktop is now locked and is inaccessible until you login again.

Only you can unlock the computer. To unlock your computer, press [Ctrl]-[Alt]-[Delete] and login to your computer.

Note: If your computer is inactive for more than 15 minutes, the screen saver will activate and lock your computer for you.
Do you share your PC with others?

If you share the computer in your office, please note that you should log off if you know you will be away from the office for 15 minutes or more. The screen saver on your computer requires the current logged on user to unlock it once it has started. If you are out of the office and your screen saver activates, your office mate will be unable to use the computer until you log back on. To unlock your computer, press [Ctrl]-[Alt]-[Delete] and login to your computer.