

## **Win 8 Exit**

**First you must decide which of these you wish to do: Lock, Sign Out, Shut Down, Restart or Sleep your computer.**

- 1. Move the mouse to the bottom right corner to bring up the Charms Bar.**
- 2. Click Settings and select Power.**
- 3. Choose Shut down.**
- 4. If the computer says you'll lose unsaved work, choose Sleep instead and save the unfinished file, then go back to Shut Down.**

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## **Temporarily Leave the Computer**

**You will be away for a short period but do intend to return and continue working.**

- 1. Return to the Start screen - Press the win logo key or open Charms Bar and click Start to return to the Start screen.**
- 2. Click your user picture in the Start screens' upper right corner.**
- 3. Choose one of the 3 options shown: Lock, Sign out or Another account.**

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