

# Locking, Sleeping and Shutting Down

This guide explains the different ways to leave your laptop when you are not using it, and when to use each one.

There are three main options: locking your screen, putting the laptop to sleep, and shutting it down. Each one is useful in different situations, and knowing the difference will help keep your laptop and your work secure.

## Locking Your Screen

Locking your screen is the quickest way to step away from your laptop without closing anything. Your work stays exactly as it is, but nobody else can access it without your password.

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### Lock your screen using the keyboard shortcut

Press and hold the Windows key (the key with the Windows logo, usually between the Ctrl and Alt keys on the bottom row) and then press the letter L at the same time.

Your screen will lock immediately. You will see the lock screen, showing the time and date.



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### Lock your screen from the Start menu

Alternatively, click the Start button at the bottom of the screen.

Click on your account name or profile picture at the top of the Start menu, then click "Lock" from the small menu that appears.

**Tip:** Always lock your screen when you leave your laptop, even for a short time. This is especially important in shared spaces to protect sensitive information.

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### Unlock your screen

To return to your work, press any key on the keyboard or click the mouse. The lock screen will appear.

You will be asked to sign back in using your password or PIN. Type your password or PIN and press Enter to unlock the laptop.

## Putting Your Laptop to Sleep

Sleep mode saves energy by putting the laptop into a low-power state. Your work and open programs are saved in memory, so everything reopens quickly when you wake the laptop back up. Sleep is ideal when you are stepping away for a longer period but will be back soon.

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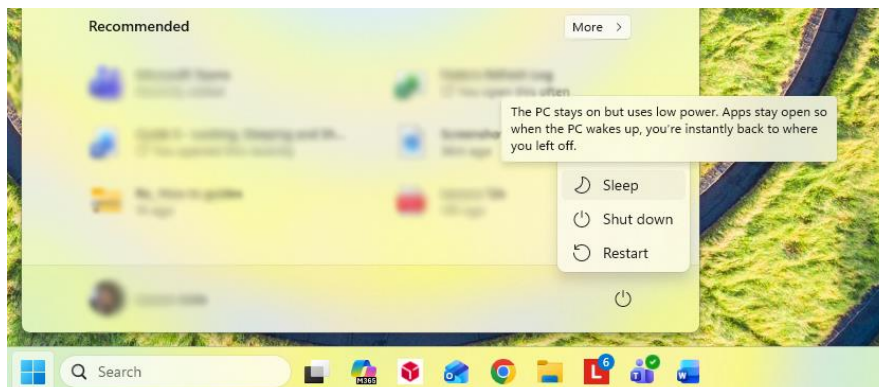
### Put the laptop to sleep using the Start menu

Click the Start button at the bottom of the screen.

Click the Power button icon (it looks like a circle with a vertical line at the top, usually in the bottom-right of the Start menu).

A small menu will appear with three options. Click "Sleep".

The screen will dim and then turn off. The laptop is now in sleep mode.



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### Put the laptop to sleep by closing the lid

On most settings, closing the lid of your laptop will put it to sleep automatically.

Simply close the screen down gently. The laptop will go to sleep within a few seconds.

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### Wake the laptop from sleep

To wake your laptop, press any key on the keyboard, click the mouse or touchpad, or open the lid if you had closed it.

The screen will turn back on within a few seconds and take you back to the lock screen. Enter your password or PIN to return to your work.

## Restarting Your Laptop

A restart closes all your programs and turns the laptop off and back on again. You should restart your laptop when prompted to do so after installing updates, or if the laptop starts behaving unusually.

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### Restart your laptop

Before restarting, save any open work first. Click the Start button, then the Power button icon.

Click "Restart". The laptop will close all open programs, shut down, and start up again automatically.

Once it has restarted, you will be taken to the login screen. Enter your password or PIN to sign back in.

**Important:** Make sure you save your work before restarting. Any unsaved documents or files will be lost when the laptop restarts.

## Shutting Down Your Laptop

Shutting down completely powers off the laptop. This is what you should do at the end of each working day.

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### Shut down your laptop properly

Save any open work and close any programs you no longer need.

Click the Start button, then the Power button icon.

Click "Shut down". The laptop will close everything and power off completely.

Once the screen is completely black and all lights are off, the laptop is fully shut down. You can now close the lid and put it away safely.

**Tip:** Shutting down properly at the end of the day helps keep your laptop running well and ensures that updates can install correctly overnight when prompted.