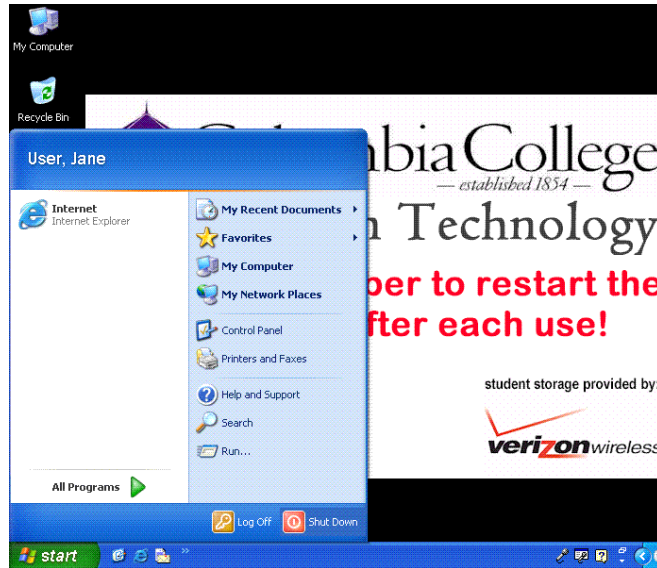


Logging out of Lab, Office and Classroom Windows XP Pro

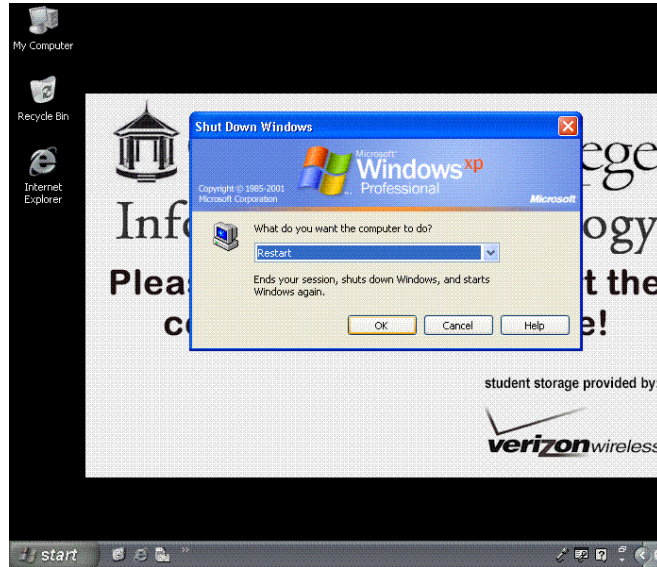
The most important thing to know and remember is that you must log out of your workstation so that your personal data and printing credit will be safe.

To begin the logout process, hit the Shut Down button on the Task Bar.

The next screen that you will see on your Windows XP Pro is as follows:



Then choose Restart from the "What do you want the computer to do?" option box and left mouse click the OK.



Please contact Columbia College IT at 786-3007 with any questions.

**MAKE SURE THAT YOU RESTART
THE COMPUTER AFTER USE AND
LEAVE IT AT THE LOG ON TO
WINDOWS SCREEN.**