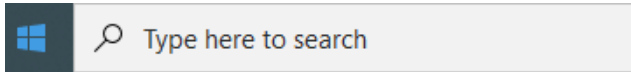


How to Change your Screen Locking Settings

Step 1. In the search (bottom left corner), type **Power & sleep settings** and select the application.



Step 2. SD28 Computers and Laptops have been set to lock screen at 10 minutes. From the drop-down menu, notice the options to change the lock-out settings:

Power & sleep

**Some of these settings are hidden or managed by your organization.*

Screen

On battery power, turn off after

When plugged in, turn off after

Step 3. It's important to lock your screen when you are away from your computer or not in your classroom. Doing this will secure your data and your workstation. A quick way to lock your computer is holding down the "Windows" and L buttons at the same time.

