

Happy Tuesday to all,

For today's *Training Services Tech Tip of the Day* I wanted to start with something that is hopefully useful to most of you, and it also allows you to be more secure with access to your computer.

If you're on a Windows™ computer, and you need to step away for a few minutes, press the **Windows** key plus the "L" key on your keyboard to lock your Windows session. You may notice that this feature is enabled by default after a certain time of being idle on some machines.

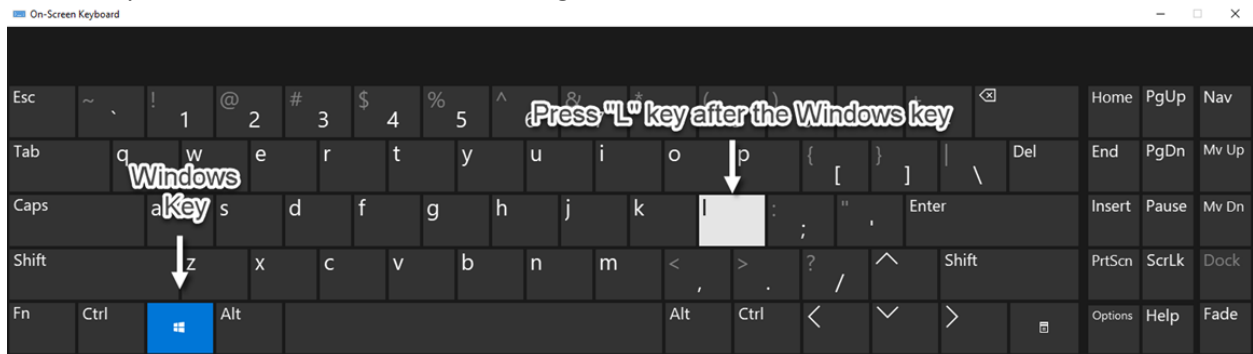


Figure 1 Windows Lock Keyboard Shortcut

The benefit of you activating it yourself is that you prevent any unauthorized users from being able to jump on your computer and using your Windows session. The other benefit is that you do not have to logout completely and wait for a full logon process when you come back.

Stay tuned for more tips and workshop announcements.