To close a shortcut menu:

1. Point outside the shortcut menu.
2. Click the left mouse button.

To open a window:

1. Point to the icon you want to open.
2. Double-click the mouse button.

To close a window:

1. Click the Close button.

To lock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Lock Workstation.

To unlock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Unlock Workstation dialog box, in the Password text box, type your password.
3. Choose OK.

To change your Windows NT password:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Change Password.
3. In the Change Password dialog box, in the Old Password text box, type your current password.
4. Press **TAB**, and then, in the New Password text box, type a new password.
5. Press **TAB**, and then, in the Confirm New Password text box, type the new password.
6. Choose OK.
7. Choose OK.
8. Choose Cancel.