

**To Shut Down your workstation:**

1. Press **CTRL+ALT+DELETE**.
2. From the Windows NT Security dialog box, click the ShutDown button.
3. Select the ShutDown option.
4. Click OK.
5. Turn Off workstation when prompted You May Turn off your Computer Now.

**To access Task Manager:**

1. Press **CTRL+ALT+DELETE**.
2. From the Windows NT Security dialog box, click the Task Manager button.

**To run a VirusScan on a diskette:**

1. Insert a diskette in **A:\**.
2. Click the Start button.
3. Click VirusScan Diskette A.
4. Close the VirusScan window when completed.

**Automatic workstation Virus Scan**

A workstation Virus Scan runs daily at 12:30PM. Your workstation will experience some performance penalties during the scan. You will also be unable to log off the workstation in the normal manner while the scan is in progress.

**Diskettes and Security**

The security of the data on a floppy disk is entirely dependent on where you choose to store the diskette. The data is only as secure as the physical location where the diskette is stored. Floppy disks are susceptible to their environment (paper clips, dust, scratches) and can be easily damage, thus becoming permanently unreadable.