

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**.

To shut down Windows NT:

1. From the Start menu, choose Shut Down.
2. Make sure the *Shut down the computer?* option button is selected.
3. Choose **Yes**.