Ending a Windows NT Session

There are several ways you can end a Windows NT session. If you are planning to use your computer later, you might want to *lock* the workstation to prevent unauthorized access. When you lock the workstation, only individuals who know the password can access the workstation. You can also change the password to further ensure the security of your computer.

If you want to shut down the computer, Windows NT provides several additional options. For example, you can shut down Windows NT completely, or you can shut down your current session and log in as another user. If you want, after shutting down Windows NT, you can *restart* the computer. For example, you might want to restart the computer after loading new software on the computer to make sure it works properly.

Locking Your Workstation

If you want to leave your computer, but do not want to log off or terminate applications that are running, you can lock your workstation. You do this by accessing the Windows NT Security dialog box. When your workstation is locked, no one else can use it. When you return to your workstation, you regain access by typing your password.

METHOD

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.