Security Tip *of the* Week

Lock Your Computer Screen

Windows:
1. Click **Ctrl+Alt+Delete**
2. Select **Lock Workstation**
3. To log back in: **Ctrl+Alt+Delete**

Shortcut: Click the Windows key and the L key

Mac:
1. Find the Keychain Access utility in the Applications/Utility folder
2. Click **Preferences** located under the **Keychain Access** menu on the taskbar at the top of your screen.
3. Click the **General** tab.
4. Check the **Show Keychain Status in Menu Bar** box and close the window.
5. Click on the black padlock that is now on the taskbar at the top of the screen.
6. Click the **Lock Screen** option in the drop down menu. The screen saver should start.
7. Enter your password to log back in.

For more information on this week's tip visit www.rochester.edu/it/security/securitytipofweek.