

## How to Shutdown

There are times when you will need to shut down your computer, especially if someone has logged (Signed) them self in and not Signed Out for the next User.

With Windows 10, you cannot simply restart the computer, if you do, then you will be returned to the previous User account login.

If this often happens to you, maybe either contact the previous user, or send an email to all staff advising that veryone please Sign out of Windows 10 next time they use a Laptop.

### Shutting down when some is logged in:

Point and click on the round button located at the bottom right of the Window's 10 desktop.

Select Shutdown, do not select Restart. See example below.

Once shut down, press the power button on the Laptop or Computer to start again.

