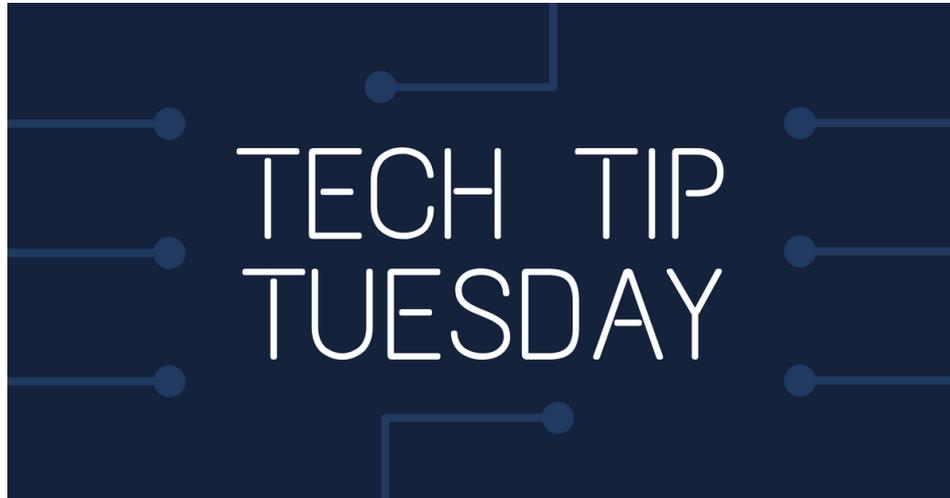


# Lock It Down! - Tech Tip Tuesday 11/07/17



Welcome back to Tech Tip Tuesday! This is where we provide you with quick tips about technology! Be sure to stop by each Tuesday for a new tip!

Did you know that October was National Cyber Security Awareness Month? Yes it may be November, but security is an important topic to think about year round!

Even if you are the only one who uses your computer, it is highly recommended that you still set a password for it! If someone were to steal your computer, and you didn't have a password set, it would make it that much easier for them to access your personal data. After setting a strong password, it's important to develop a habit of locking your computer when you are away from it. This typically applies more to laptop users, who often have their laptops in public places, but this tip can still relate to desktop computers.

Locking can be better than logging off because you don't have to close all your programs and windows, yet it will still require your password to get back in to the machine.

The quickest way to lock your computer (in Windows) is to use the keyboard shortcut **WIN+L**. So, press and hold the **Windows** button on your keyboard, followed by the **L** key. Give it a try!

If you have a Mac, at the same time press the **Control + Shift + Eject** keys, or **Control + Shift + Power** if you don't have an optical drive.

Locking an unattended computer is a fast and simple way to deter people (even your friends) from messing with your computer. So, next time you are working away at a coffee shop or studying at the library, and need to use the restroom, be sure to lock your computer!

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