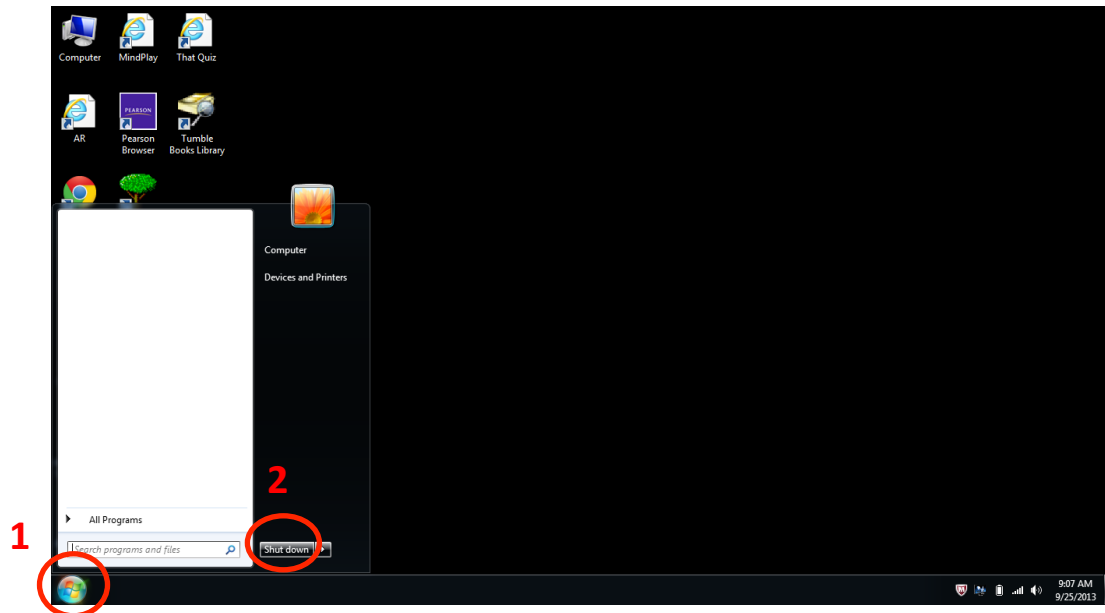


Shutting Down “Windows” Laptops

When you are finished using your laptop, please shutdown your computer. **Note:** All Laptops should be turned off at the end of each day. Closing the lid of your laptop is NOT shutting down.

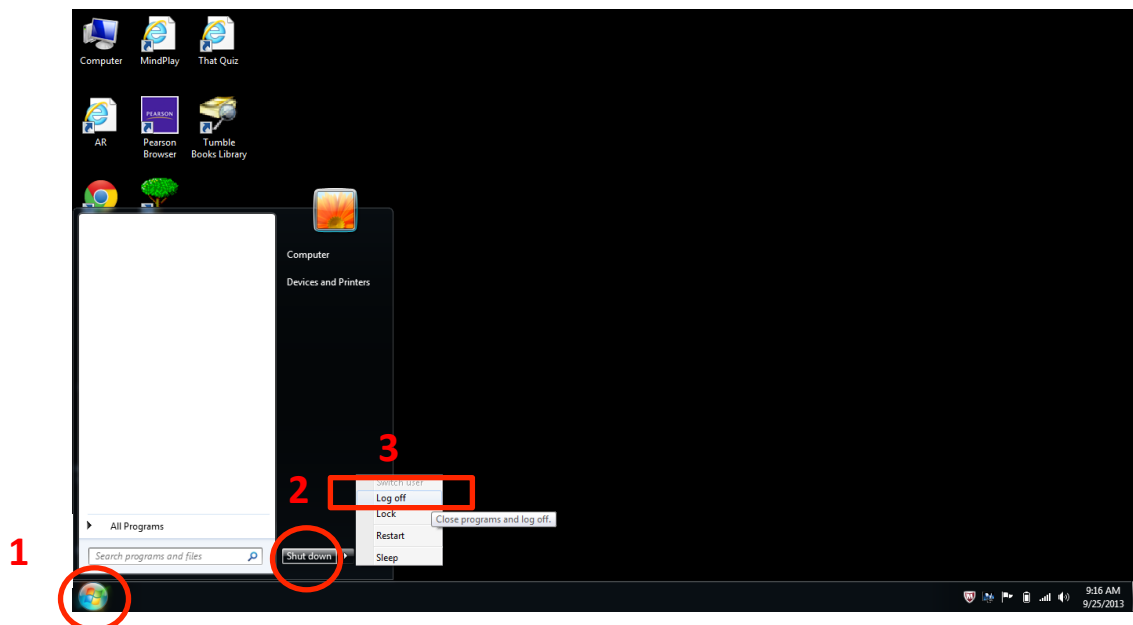
1. Click **Start**
2. Click **Shutdown**



Logging Off

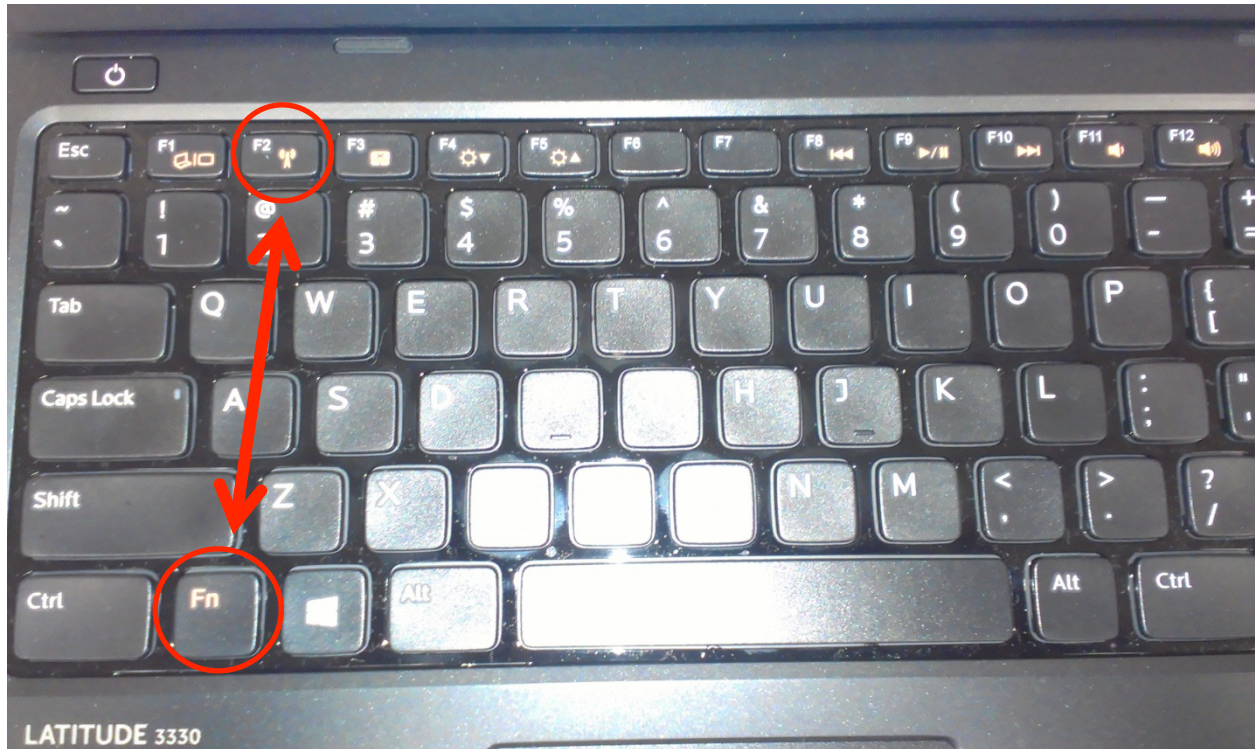
When you are finished using your laptop and you want to let someone else use it, please log off of your laptop. You may then close the lid of your laptop.

1. Click **Start**
2. Click the little *arrow*
3. Click **Log Off**

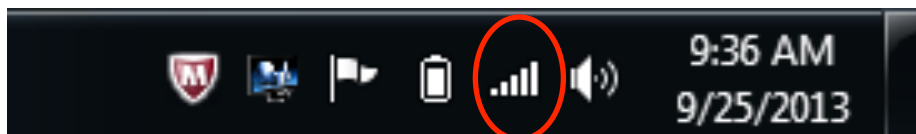


My Wi-Fi is Turned Off

Occasionally, the Wi-Fi Adapter inadvertently is turned off. The quick and easiest way to turn the Wi-Fi back on is by pressing **Fn + F2** keys simultaneously on the keyboard to toggle the Wireless Adapter on and off.



Once you have pressed the two keys together, give it a 10 seconds to establish an IP address and try going back on the Internet. You can also check to see if you are connected to the Internet by looking at the Wireless Bars located in the lower right hand corner of your screen. If you don't have Wireless bars, repeat steps 1-3 again. If you are still experiencing problems, try restarting the laptop.



If no one of the steps worked, please contact me, so I can provide assistance.

Lynda Hargrove

3/2014