

LOGGING OUT OF WINDOWS XP AND OFF THE NETWORK

When using Windows XP, the logoff option logs the user out of Windows XP, but leaves the computer on. This allows another user to log on to the Network without restarting the computer.

- ❖ Click the **Start Menu** button on the **Taskbar**.
- ❖ Click the **Logoff** button at the bottom of the **Start Menu**.
- ❖ A message will appear asking if you want to logoff.
- ❖ Click **Log Off** to exit from the Network and from the Windows XP program.
- ❖ Click **Cancel** to return to working on the computer.
- ❖ Make sure that the box that says **CTRL + ALT + DEL** is displayed.
- ❖ This means that the user has successfully logged off the computer.

