# Locking Your Computer

It is very important that you know how to protect your information and the information others share with you. One simple way to do this is to lock a computer, even if only stepping away for a moment. You can also use the password protect screen saver feature to protect your files.
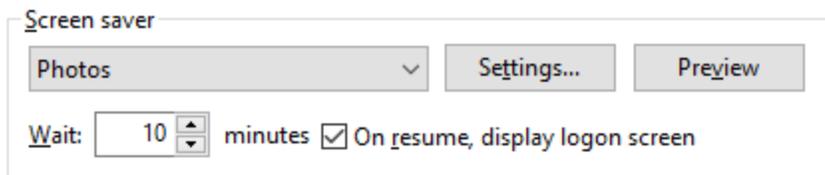
Locking Screen Savers

Windows 10

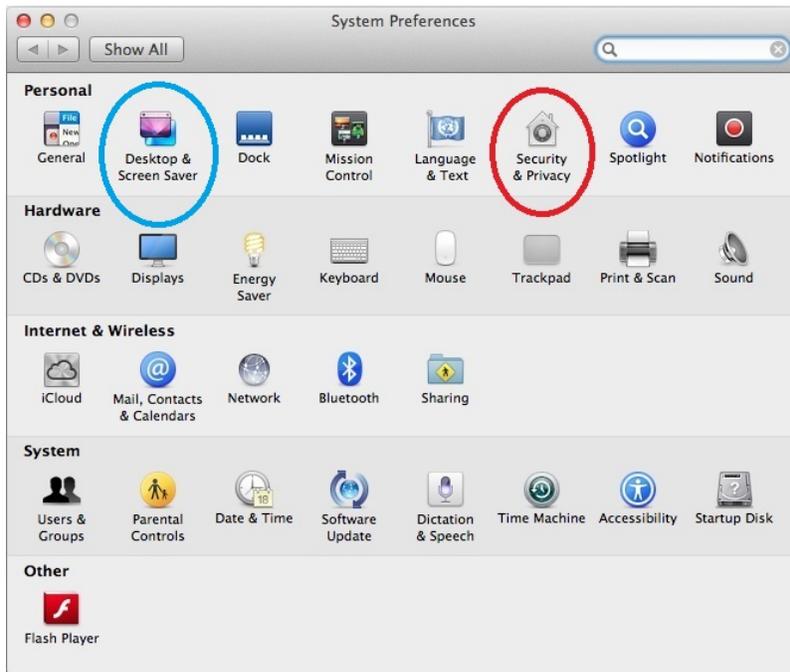1. Open the Start menu and type "screen saver"; choose "Change screen saver"
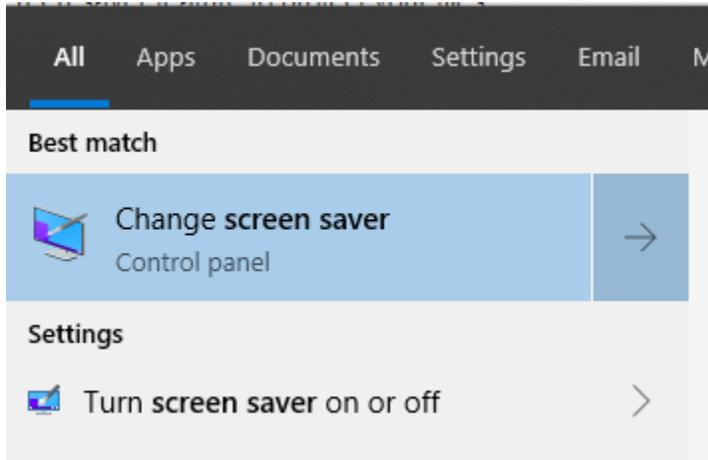
2. Change the amount of time your computer waits before starting the screen saver if desired
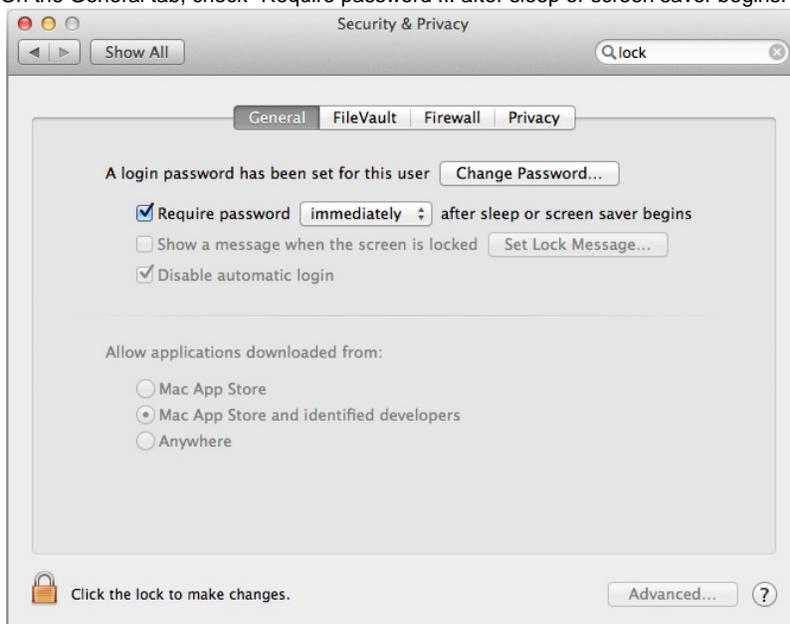3. Check the box for "On resume, display logon screen"

Mac OS

Apple Documentation: https://support.apple.com/en-us/HT204379

1. Choose Apple menu > System Preferences.

2. Click Security & Privacy.
3. On the General tab, check "Require password ... after sleep or screen saver begins."

4. Set the time period drop down to your desired amount of time.
   a. Choose a time that's not long enough for an unauthorized person to use your computer, but not so short that if you stop working at your computer for a moment, the screen saver locks it.
   b. You should be prompted for your password to make this change.
5. If you haven't already chosen your screen saver, follow Apple's directions here.

Locking the Computer

Windows 10

4 Ways to Lock your Windows 10 PC

1. Press CTRL+ALT+DELETE on your keyboard.
2. Choose **Lock**.

OR

1. Press the Windows logo key + L.

Mac OS

Apple Documentation:

- https://support.apple.com/en-us/HT204379 (requiring a password after screen saver or sleep)
- http://osxdaily.com/2013/03/23/automatically-log-out-of-a-mac-after-a-period-of-inactivity/ (setting your Mac to log out after inactivity)

To require a password after your computer has gone to sleep, follow the directions above for locking a screen saver on a Mac.

Tips from CNET: http://www.cnet.com/how-to/7-ways-to-lock-your-macbook/

To lock your Mac:

1. Choose Apple menu > System Preferences.
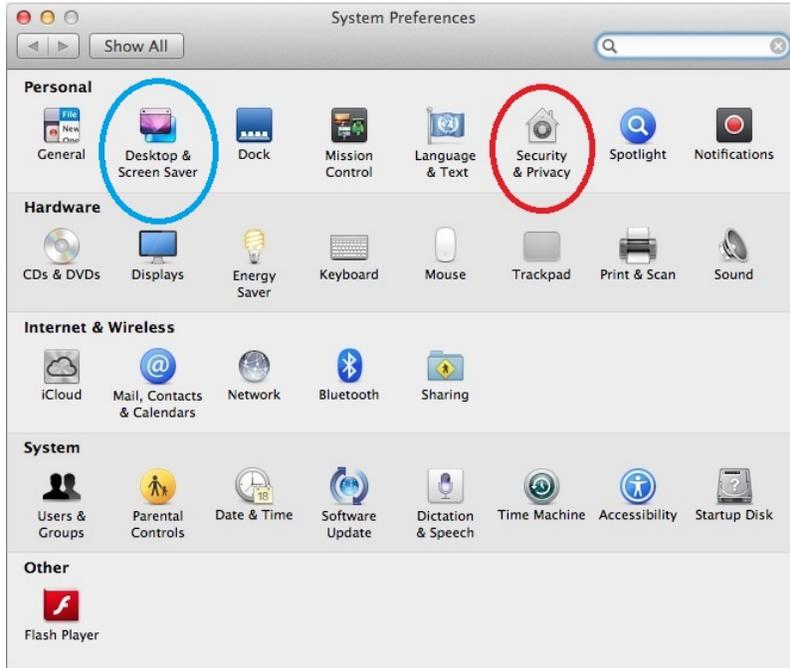
2. Click Desktop & Screen Saver.
3. Click Screen Saver.
4. Click Hot Corners...

5. Set one of your corners to "Put Display to Sleep".
6. Click **OK**.

To set your Mac to log out when not in use:

1. Choose Apple menu > System Preferences.
2. Click Security & Privacy, and then click General.

3. Click the lock icon at the bottom left to unlock it, and then type an administrator name and password.
4. Click **Advanced**.
5. Check "Log out after ... minutes of inactivity."

6. Set the amount of inactivity time before the system automatically logs out.
    a. Choose a time that's not long enough for an unauthorized person to use your computer, but not so short that if you stop working at your computer for a moment, the screen saver locks it.
7. Click **OK**.
8. Click the lock icon again to prevent further changes.