

## Logging off the Network

After you finish using the network, log off. Logging off the network makes the network drives and printers unavailable. Your computer is still physically connected to the network (unless you cut the network cable with pruning shears; it's a bad idea — don't do it!), but the network and its resources are unavailable to you.

Here are a few other tips to keep in mind when you log off:



REMEMBER

- » After you turn off your computer, you're automatically logged off the network. After you start your computer, you have to log on again.

Logging off the network is a good idea if you're going to leave your computer unattended for a while. As long as your computer is logged in to the network, anyone can use it to access the network. And because unauthorized users can access it under your user ID, you get the blame for any damage they do.

- » In Windows, you can log off the network by clicking the Start button and choosing the Log Off command. This process logs you off the network without restarting Windows:
  - *In Windows 7:* Click Start and then click the right-facing arrow that appears next to the little padlock icon.
  - *In Windows 8, 8.1, and 10:* Press Ctrl+Alt+Del and then choose Sign Out.