**How to use my laptop**

When you use a school laptop, it is important to carry and handle it carefully. Always hold the laptop with **two hands** and keep the lid closed when you move it. Do not run or swing the laptop around, because this could damage it. Place it down gently on a table, never on the edge where it might fall.

**How to log in**

* Open the laptop lid and press the power button.
* Wait until the login screen appears.
* Type your username and password slowly and carefully.
* Remember, your **password is secret** and should not be shared with anyone else. Once you see your desktop, you are ready to begin your work.



At the end of your lesson, make sure to shut down the laptop properly. First, save your work so nothing is lost. Click on the Start button and choose “**Shut Down.”** Wait until the screen goes black before you close the lid. This keeps the laptop safe and ready for the next person to use.