




Cheney School District

Technology Tips!

Many staff in the district will leave for holiday breaks. As you are headed out those doors to rest up, please remember your computers need to rest too! Please remember to completely **shut down** (not just log off) all of the computers in your classroom before leaving for break.

How to turn off your computer properly:

Use the Shut down button on the Start menu

To turn off your computer using the Start menu, click the Start button , and then, in the lower-right corner of the Start menu, click Shut down.

When you click Shut down, your computer closes all open programs, along with Windows itself, and then completely turns off your computer and display. Shutting down doesn't save your work, so you must save your files first.



**If you do not see Shut down as your default, click the arrow next to what appears there for more options.

Thank you!

Respectfully, *CSD IT Department*