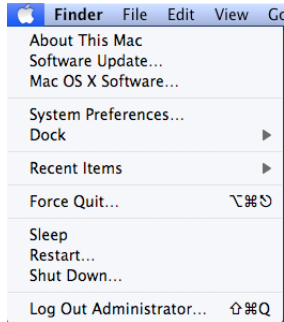


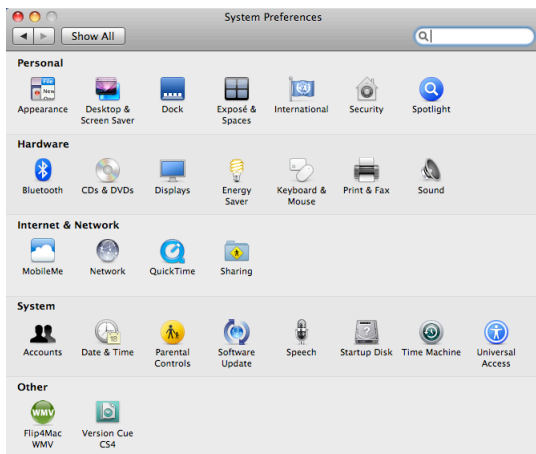
Setting Security while away from desk

This document is to help assist with keeping your computer from being easily accessed while you're away from your desk. While this method is not fool proof, it is designed to help with anyone who may walk past or try to access your computer without your knowledge.

1. Select the  and then “System Preferences”.



2. In “System Preferences” choose “Desktop & Screen Saver”.

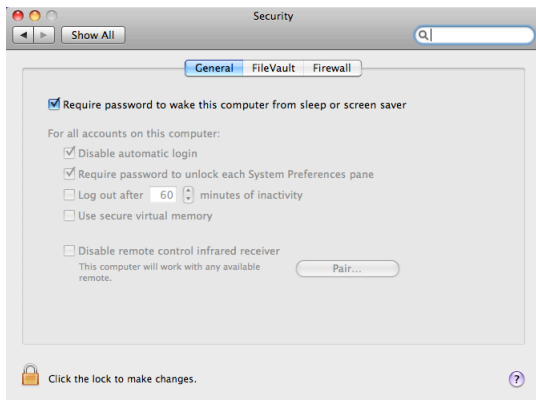


3. The Start screen saver should be set to 15 minutes. Press the “Hot Corners” button.



4. Select the bottom left pulldown and select “Start Screen Saver” and click “OK”

5. Click the “**Show All**” button to show all of the System Preferences again. Select the “**Security**” option in System Preferences. Check the “**Require password to wake this computer from sleep or screen saver**” option.



6. Close “**System Preferences**”.

Note: When you are going to be away from your desk, simply drag your mouse to the bottom left corner of your desktop and your screensaver will start. When you move the mouse again, you will be prompted to enter your password to go back into your desktop/application.