



# LOG OFF INSTRUCTIONS

**STEP 1.** Find and click the **Start** button in the lower left corner.



**STEP 2.** In the upper right corner, find and click your name. Then select **Sign Out**.



**DO NOT click the "x"** at the top of the remote desktop connection. This will close the window but you will not be logged off. The system will not let you log in again until your session times out (many hours later).

