



## Podiums Quick Access (Windows 10)

### LOG IN:

Turn on the computer


Press the spacebar (or any key) to access the login screen

Enter your **STU username** and **password**

### SEARCH for Apps or Files:


While logged in, begin typing the name of an application or file at **Search Windows**, at the bottom left corner, to search for it

### LOG OFF / SIGN OUT:

After closing all open applications, click the Windows icon  at the bottom left corner of the screen

Click on **your name** (or the name of the person signed in) then choose **Sign out**.

### SHUTDOWN:

- While logged in, select the Windows icon  at the bottom left corner of the screen, then choose **Power**, then **Shut down**.
- If you've already logged off / signed out and need to shut down the computer, press any key on the keyboard, choose the **power button**, then **Shut down**.