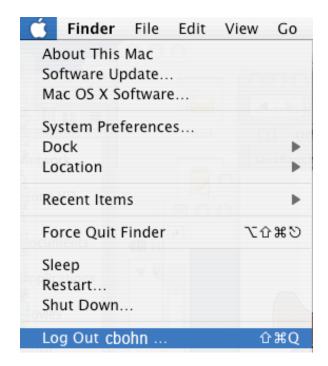# Securing your workstation:

It is very important that you log out completely every time you leave your workstation unattended. This will prevent others from having access to your files.

�’ Logging out from your workstation:

1. Select **Log out** under the **Apple** menu
2. Make sure that the logout process has finished and the login screen is back on your screen

For more information on securing your workstation, please don't hesitate to contact one of the service department members.