To Sleep, Shut Down or Restart:

- Select the Start icon from the bottom left-hand corner.
- Select Power from the Start menu.
- The options for Sleep, Shut down, and Restart can be selected from the menu that pops up.
To Log off your account, lock, or switch accounts:

- Select the Start icon from the bottom left-hand corner.
- Select your name from the Start menu.
- The options for Lock, Sign out, and Switch account can be selected from the menu that pops up.