



HOW TO RESTART A COMPUTER

ABSTRACT

This guide shows users how to restart a computer.

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How to restart a computer

SJOG ICT department are asking all users to restart their computers and laptops once a week. The reasoning behind restarting computers and laptops is so that the new MS 365 and all operating systems, for example Windows 10, receive the latest updates including security settings, and the latest available features.

There is another reason behind restarting your computers and laptops once a week, it allows the system memory to refresh, this helps the computers and laptops run optimally over time. We can put it down to a simple statement “The best way to reset is a restart.”

Step 1: Restarting your computer.

1. Using your mouse, right click on the Windows start button.

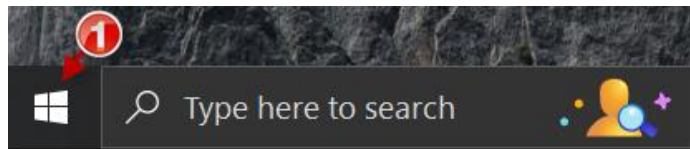


Figure 1: Windows Start Button

2. Select shut down or sign out.

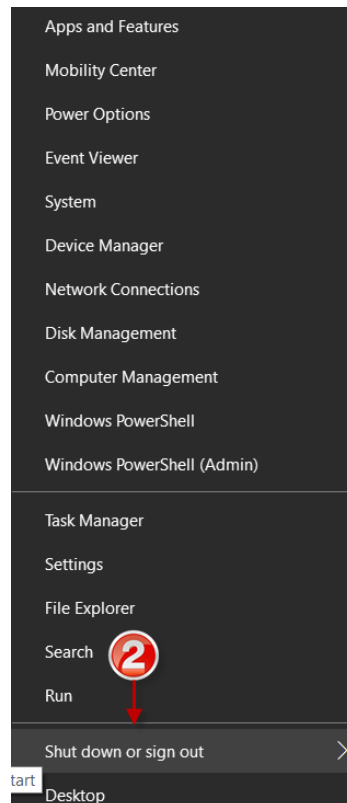


Figure 2: Shut down or sign out menu.



3. Select Restart.

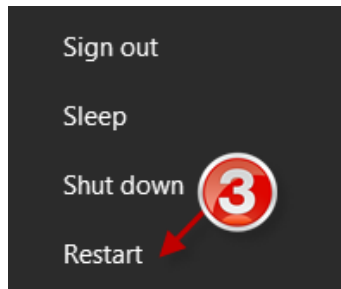


Figure 3: Restart Option.



Please Note: Once you select restart, it will take just a couple of minutes for your computers or laptops to restart, a screen stating that windows is updating may appear. Please do not worry or switch off the computers or laptops, it is important that these updates finish.

Step 2: Logging back onto your computer.

Once the machine has updated and returns to the SJOG Network access screen you can log back into your system.

4. Click OK.



Figure 4: SJOG Network Access.

5. Enter your sjog email.



Figure 5: login Details

6. Enter your sjog password.



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