The IT Geek's
"Tip of the Week"

Locking the PC Automatically

Besides using Windows-L to lock your PC (discussed in last week's tip), you can set your PC to automatically lock after a specified period of time without keyboard or mouse activity—say 15 minutes. When you return and type your password, all of the applications open before the PC was automatically locked will still be running. In fact, things will appear exactly as they were before the PC was automatically locked.

Configuring your PC to automatically lock is easy.

1. Right-click (not left-click) anywhere on your computer desktop and select the "Properties" option. (The "Display Properties" dialog box will open.)
2. Click on the "Screen Saver" tab located near the top of the dialog box.
3. Select the "Screen saver" you want from the drop down list (for example, "Windows XP").
4. Specify a "Wait period" time (the amount of time before the screen saver activates… 15 minutes is commonly used).
5. Make sure that the checkmark box for the "on resume, password protect" option is checked.
6. Click OK.

That's all there is to it! Of course, while it is always best to lock your PC before you walk away, it now will automatically lock after the wait period has transpired without keyboard or mouse activity… safeguarding your data and helping to provide peace of mind.

As a part of the process of improving network security, the timeout with the "on resume, password protect" option will be activated on all faculty and staff computers sometime in the near future… so please watch for upcoming announcements.

If you have questions, comments or ideas for the next Tip of the Week, please contact us at HelpDesk@csum.edu.