## Windows 7: Set PC to Lock in Less Than 30 Minutes

- 1. Right click on an empty area of the desktop and select "Personalize".
- 2. The Personalization Control Panel will open. Select "Screen Saver" in the bottom right
- 3. The Screen Saver Settings will open. Select "Change power settings" in the bottom left.

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4. The Power Options Screen will open. Select "Change plan settings" on the right hand side. Ensure you click on the "Change plan settings" that is on the same line as your selected power plan. In the example below "Balanced" is selected so the top "Change plan settings" that is on the same line should be clicked.

Control Panel Home	Select a power plan
Require a password on wakeup	Power plans can help you maximize your computer's performance or conserve energy. Make a plan active by
Choose what the power buttons do	selecting it, or choose a plan and customize it by changing its power settings. <u>Tell me more about power</u> plans
Create a power plan	Preferred plans
Choose when to turn off the display	Balanced (recommended)     Change plan settings     Automatically balances performance with energy consumption on capable hardware.
Change when the computer	Power saver     Change plan settings
siccha	Saves energy by reducing your computer's performance where possible.
	Show additional plans

5. "Edit Plan Settings" will open. Changing the value of either "Turn off the display" or "Put the computer to sleep" to LESS THAN 30 minutes will lock the computer in addition to performing the plan settings. Using the example below: Selecting 10 minutes in "Turn off the display" will, after 10 minutes of inactivity, turn off the display. Additionally, after you wake the monitor by moving the mouse or pressing a key on the keyboard, it will require you to push ctrl+alt+delete and put in your UMW password.

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Change settin Choose the sleep Turn off the d Put the comp Change advanced Restore default set	gs for the plan: Balanced and display actings that you want your computer to use. display: 10 minutes nuter to sleep: Never power settings ttings for this plan
	Save changes Cancel

