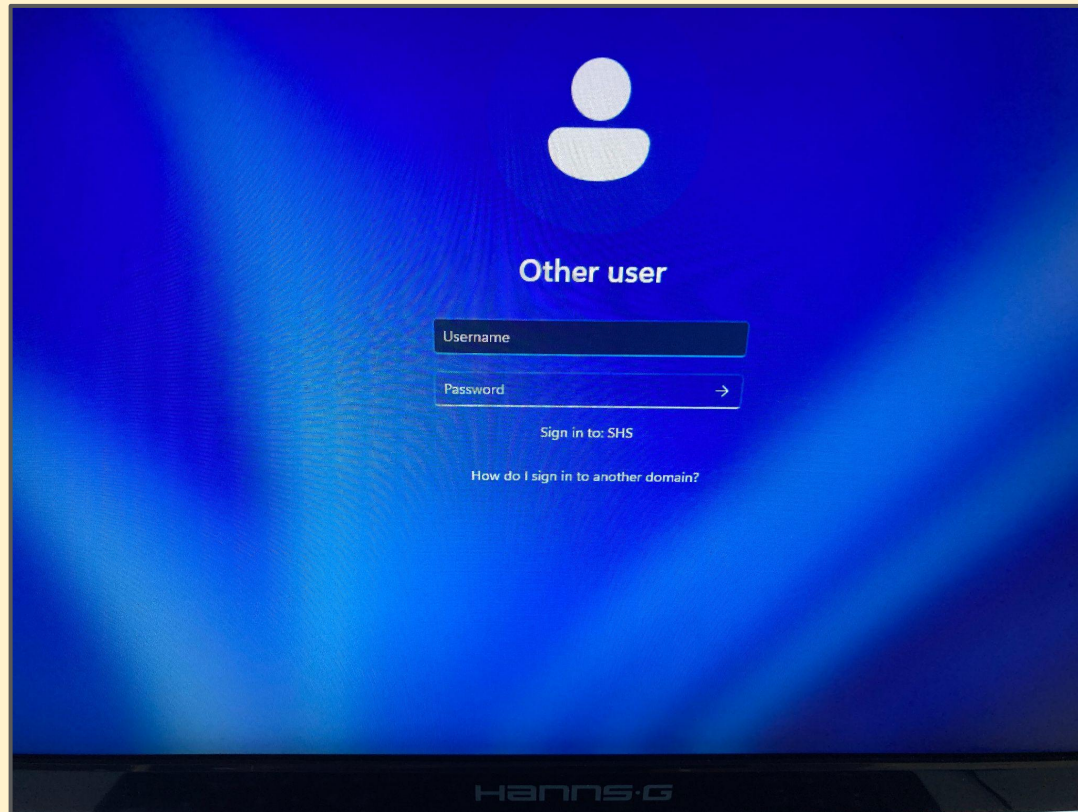# How to use our computers

How to use our computers

Press any button the keyboard to get the log in screen

How to use our computers

First you need to be able to log on

To do that you'll need a **username** and a **password**

After you log on you will have to **change your password**

How to use our computers

Your user name is easy to work out…

first letter of **first** name

usually the whole of your last name

25 (the year you started here)

So, Chris Smith is **csmith25**

How to use our computers

After you log in you will need to change your password

Passwords need to be:

- easy to remember
- hard to guess
- something that you don't tell to anyone else

How to use our computers

Passwords need to have:

- be at least 8 characters long
- capital letters
- have a number
- not use your name
- not use really simple words like "password"

How to use our computers

Here's a quick way to choose a good password:

Colour + Animal + House number

Red	Horse	42
Green	Hamster	23
Blue	Cat	3b
Orange	Dog	**03**
Purple	Pig	748
Brown	Sheep	
Black	**Duck**	
White	Cow	

How to use our computers

You will need your e-mail address for lots of things

username@stowhigh.co.uk

Don't forget the 25 in your username

How to use our computers
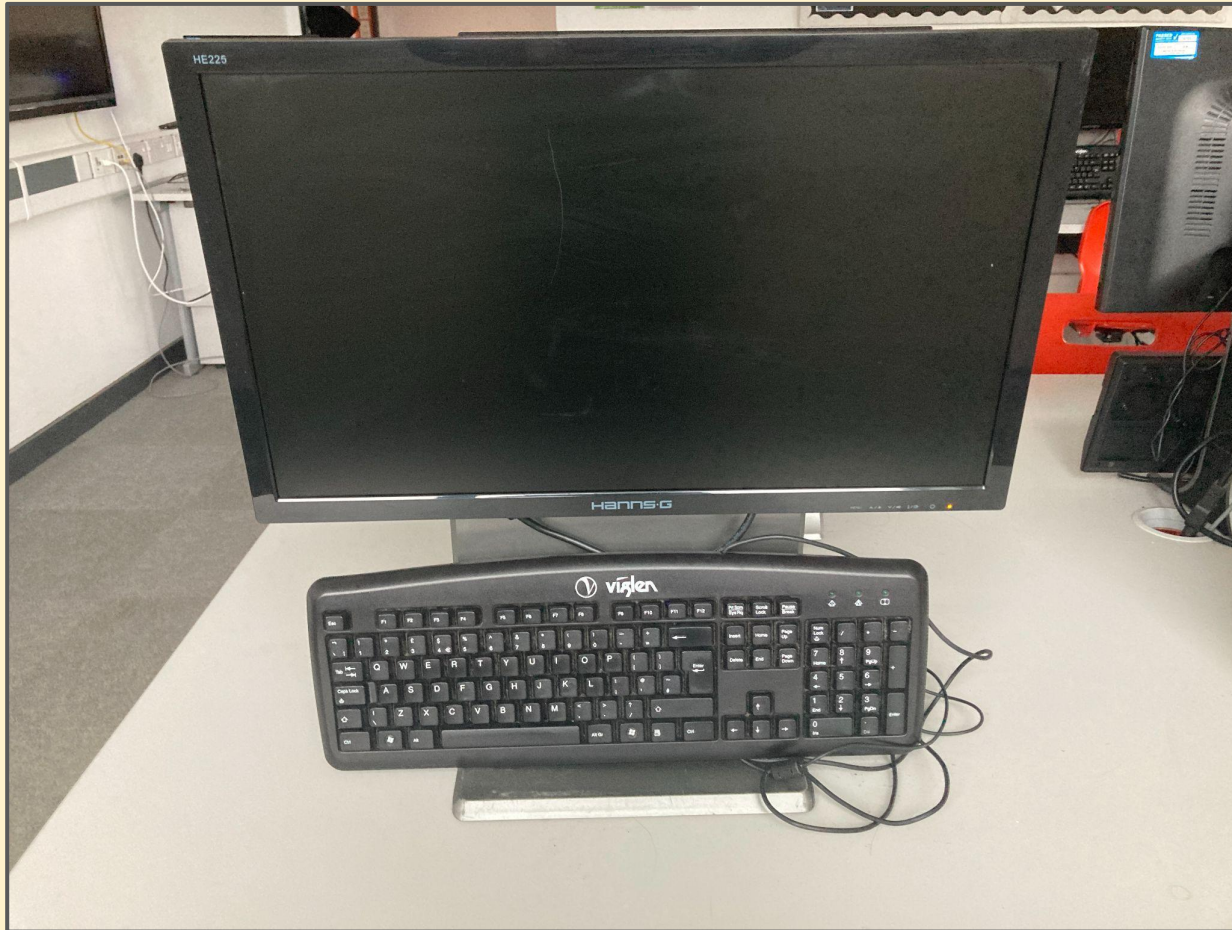
At the end of the lesson:

- **please do not turn the computer off**
- check any work is saved
- please log out – use Control + Alt + Delete
- please leave the screen turned **on** for the next person

How to use our computers

Control + Alt and tap Delete

How to use our computers

Please leave the screen turned **on**

How to use our computers

Please leave the screen turned **on**