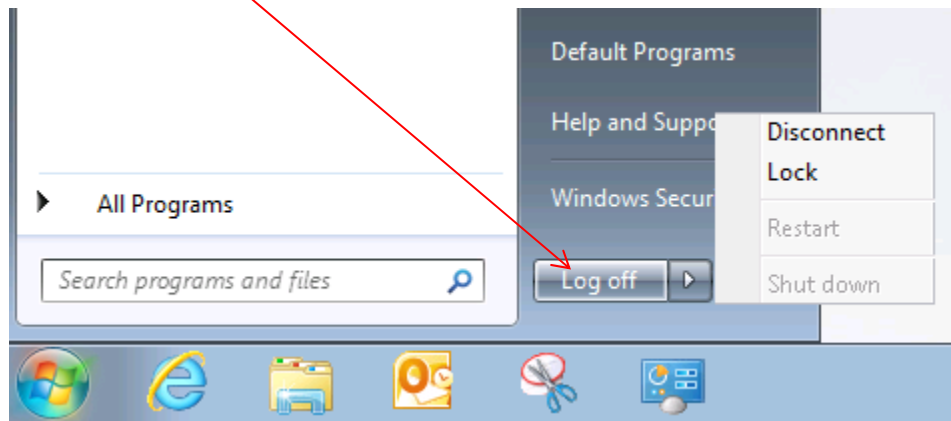


## Log off vs. Disconnect

When finished working for the day, please LOG OFF your cloud session by following these directions:

1. Save all work
2. Close all programs
3. Start Menu
4. LOG OFF



Do not simply X out at the top of your screen or choose Disconnect from the Start Menu (as seen in the above image). Both options will leave your cloud session and programs running.

Logging off is like restarting your computer so you will see less issues over time. Also, it allows us to run updates without worrying if a user has unsaved data.