

SECURITY REMINDER

Lock It Before You Leave

Use Windows + L anytime you step
away from your computer.

ONE SHORTCUT. REAL
PROTECTION.



WHY IT MATTERS

An unlocked screen creates unnecessary exposure

Confidential information

Email, files, payroll, contracts, and internal systems may be visible.

Resident and vendor data

A quick walk-away can expose names, contact details, work orders, or financial information.

Unauthorized actions

Someone at an unlocked workstation can send messages, change files, or access apps as you.



HOW EASY IT IS

The fix takes one second

Windows + L

No menus. No searching. No IT ticket.
Just press the shortcut and your session locks.



1

Press Windows + L

Hold the Windows key and tap L.

2

See the lock screen

Your work stays open, but access is blocked.

3

Walk away

Sign back in when you return.

WHEN TO LOCK

Use it whenever your screen leaves your control



Rule of thumb: if you would not leave the document on your desk, do not leave it open on your screen.

SMALL HABIT, BIG PROTECTION

One second can prevent a preventable issue.

Without Locking

Screen, email, and files may remain visible or accessible.

Open access

With Windows + L

Your work stays open, but access requires your sign-in.



Access blocked

Protect the information Arlington is trusted to handle.

WHAT WE NEED FROM EVERY ASSOCIATE

Make locking your computer part of the routine

- ✓ Lock your computer anytime you step away.
- ✓ Use Windows + L instead of relying on timeout settings.
- ✓ Keep sensitive information out of view in shared spaces.
- ✓ Remind teammates when you see an unlocked workstation.

Windows + L

One shortcut to protect your screen.

Thank you for helping keep Arlington secure.