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How do I Restart my Computer (Windows or Mac)

Windows computers can be restarted by the following steps:

Start>Shut Down> Select Restart and

If for any reason that does not work, you can hold the power button down on the computer tower or laptop until the machine powers down. This will cause you to lose any unsaved information and should always be used as a last resort.

To power down a **Mac**:

- Look for the apple logo in the upper left corner of your screen. Clicking on this icon will reveal a few important options:
- Force Quit - use this option to force a hung application to end. If your pointer becomes a brightly colored spinning beach ball, this indicates that your Mac is thinking. If the ball continues to spin for longer than 1 minute, you likely have a hung application and can use this option to try to force it to quit. You will likely lose any unsaved information.
- Restart - This option will close any open applications and restart your Mac
- Shutdown - This option will close any open applications and power off your Mac. An alternate option is to depress the power button and hold it down until the Mac powers off. This will almost always work, but any unsaved information will be lost and thus it should be used as a last resort.