

Logging off Portal Correctly

- On your Gateway Desktop
 1. Save all your work and close all applications

REMINDER: Please don't save any work to the C Drive, as work may be lost during any system updates.

2. Select the start button (at the bottom left hand side of the screen)
 3. Select "Log off"
- Please note if you close the Gateway Desktop using the close (X) button at the top of the screen this will only disconnect you from your session, so will not enable updates to take effect.

