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**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- How to turn off your computer (and when to)

## How to best turn off your computer (and when to)

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk Triage  
and Computer Tech in MT-403



### QUESTION:

How to best turn off your computer?  
When should I do that?

### ANSWER:

Only use the physical “power button” on your computer if all else fails.  
Ordinarily, you will want to right click on your windows icon (in the lower left) and choose “Shut down”

We recommend that your do this about once a week (and then turn your computer back on).  
This resets things and makes your computer run more efficiently and smoothly in general.

In general, do NOT leave it off at night or over the weekends. That is because we (in I.T.) sometimes push out updates during off-hours and your computer needs to be on, in order to accept those updates.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>