



Lock it Before You Leave it

- It's not a TV screen at the airport. When you're working on sensitive and sensitive-enhanced information at your computer, lock your screen when you step away. You don't want passersby to get a glance — inadvertent or otherwise.
- Lock your screen by pressing the Windows and "L" keys simultaneously. Unlock your computer screen by pressing the Ctrl + Alt and Delete keys at the same time.

Making a commitment to lock your computer whenever you leave your workstation safeguards data against unauthorized disclosure or misuse that could adversely impact postal operations and finances.

And that's smart business.