

Place a shortcut for ***SHUTDOWN*** on your desktop

To create a shortcut icon for Shutdown:

- a) Right-click on an open area of the Desktop.
- b) Go to New, then Shortcut.
- c) Enter *shutdown /p* as the location of the item and press Next. (Note the space between shutdown and /p.)
- d) Now name the shortcut Shutdown and press Finish.
- e) Right-click the shortcut that now appears on your Desktop and navigate to Properties.
- f) Click on the shortcut tab, then Change Icon. Then OK to exit the warning box.
- g) Choose (click) an icon of your choice from the list.
- h) Finally, click OK.