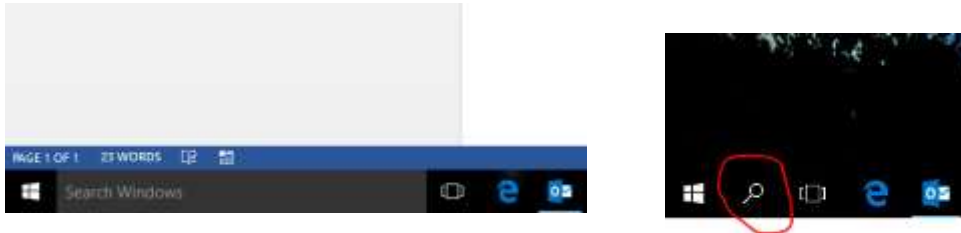


Adjust Screen Timeout Settings

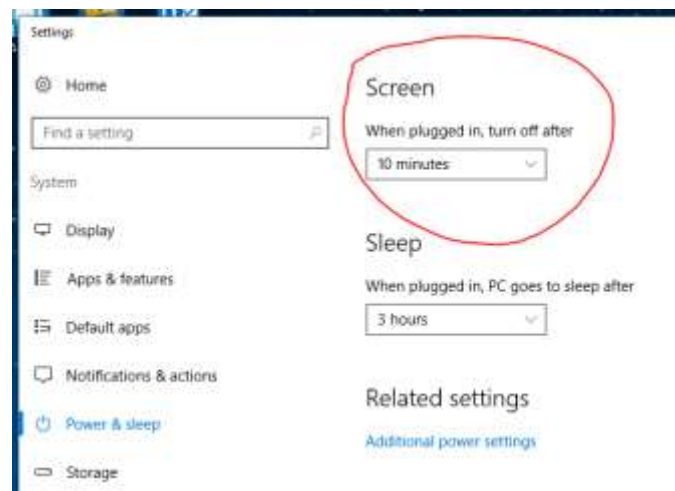
If your screen stays on longer than you would like, or turns off too quickly, you may want to adjust its timeout settings. Please note that Group Policy allows a maximum of 30 minutes. If you set a longer duration, it will not take effect.

Windows 10:

- 1) Locate search bar in bottom-left corner of the screen. It may appear as a magnifying glass.



- 2) Type “power and sleep,” and select **Power & sleep settings** from the results.
- 3) Use the dropdown menu beneath the **Screen** header to change when the screen will turn off after inactivity.



Windows 7:

- 1) Click the start-button in the bottom left corner of the screen.



- 2) Type "sleep" into the search box beneath the programs list and select **Change when the computer sleeps** from the results list.



- 3) Adjust time before the display turns off using the dropdown menu.

Change settings for the plan: Balanced

Choose the sleep and display settings that you want your computer to use.

