

Setting your personal computer to utilize energy-saving features

1. Click on the "Start" button in the lower left corner of the screen.
2. Select "Settings," then click on "Control Panel."
3. In Control Panel, double-click on "Power Management."
4. Under where it says, "Power schemes," select "Always On" from the drop-down list.
5. Under where it says "Settings for always on power scheme," look for two drop-down lists, one labeled "Turn off monitor," and one labeled "Turn off hard disks." From each list, select the amount of time you would like your computer to wait before entering energy savings mode. Fifteen minutes is recommended for both -- the lower the times you select, the sooner your monitor and hard disks power down, and the more energy you save.
6. ***Now, pass this on to someone else in your office, so they can help save energy too!***