

# Log Off

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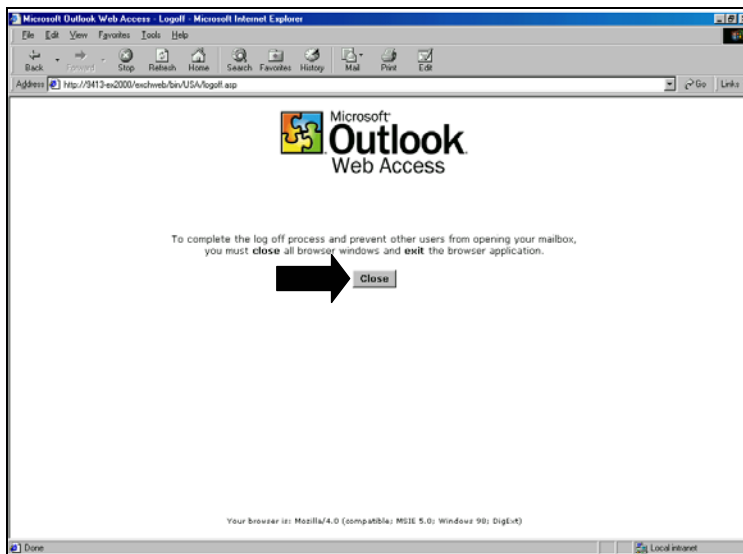


## Overview

Do not click the [X] button to close your Web browser and *Outlook Web Access* session. If you close only the Web browser, there is no guarantee that your session is closed. Instead, in the Outlook **Shortcut** bar,

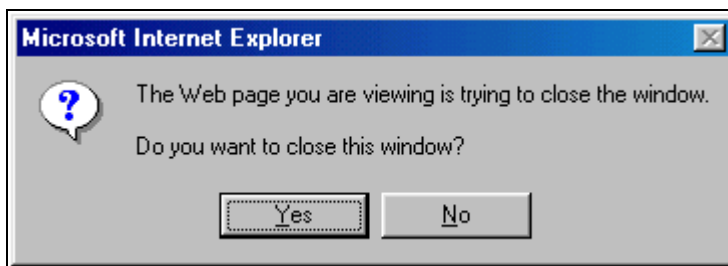
▼ Click the **Log Off** icon.

The **Log Off** screen will be displayed.



▼ Click **Close**

The following confirmation screen will be displayed.



▼ Click **Yes**

This will log you off of *Outlook Web Access*. Then shut down your Web browser.