



## How to set power-saving settings on a **Windows** computer:

1. Start menu → Settings
2. Choose “System” → “Power & sleep”
3. Set your “Screen” and “Sleep” timers to your desired setting.
  - a. We recommend your screen turn off after 10 minutes or less of inactivity and your computer go to sleep after 20 minutes or less.

## How to set power-saving settings on an **Apple** computer:

1. Open “Systems Preferences” → “Energy Saver”
2. Customize the sliding toggles
  - a. We recommend your screen turn off after 10 minutes or less of inactivity and your computer go to sleep after 20 minutes or less.

### Other tips:

1. Search “screen saver” on either your Windows or Apple computer to turn off your screen saver and save more energy. This will also make your battery last longer if you’re using a laptop!
2. If you have *a lot* of computers in your office, you can talk with your IT representative and have them set uniform settings across all computers in the office.