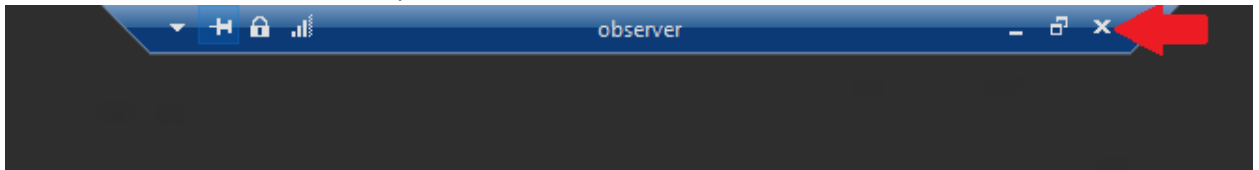# How to disconnect from your remote office computer

Instructions for disconnecting from your remote office computer, while leaving it still accessible for future remote connections.

1. When you are ready to disconnect from your remote office computer, click the white **X** button on the blue connection bar on top of the screen.

By disconnecting from your remote office computer in this manner, you are safely exiting your remote session and automatically locking your office computer. Locking a computer helps protect confidential documents, financial information, client data, and other important TTU data from unauthorized personnel.