## Logging Off Terminal Server Users

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Sometimes an error message occurs at a WAN (Wide Area Network) location which forces you to log off a user from the Terminal Server.

Follow these instructions for logging off a user from Terminal Services:

- 1. Go to Start / Settings / Control Panel.
- 2. Double-click on Administrative Tools.
- 3. Double-click on Terminal Services Manager.
- 4. Go to the Users tab.



5. Right-click on the user you want to log off and highlight Log Off from the drop down menu.



6. Left-click on Log Off and the user will be logged off of their Terminal Services session.