

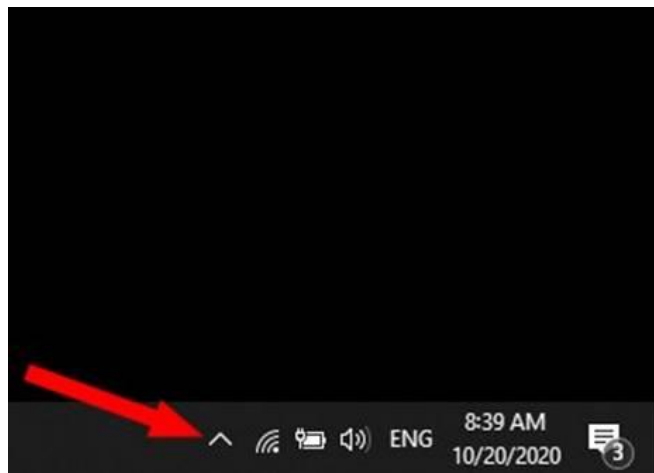
How to Close Hidden Applications Running in the Background

For ABOMP Remote Exam

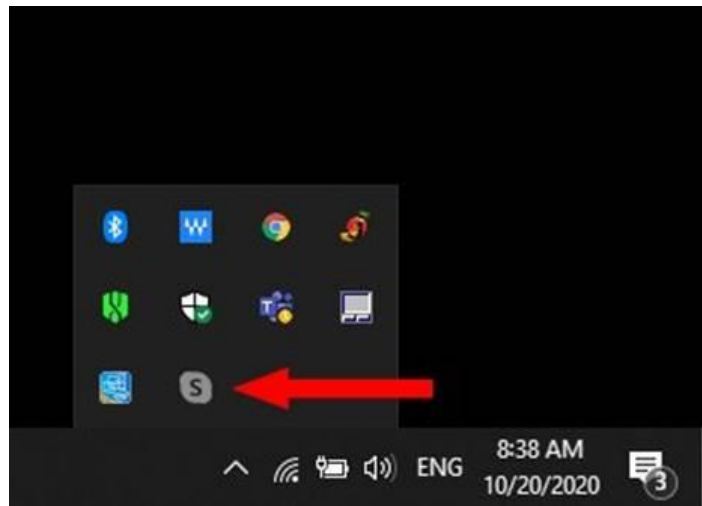
In order for the WebLock browser to work, certain collaboration applications need to be closed on your computer, such as Zoom, Skype, Microsoft Outlook and Microsoft Teams. Often times these are applications that are running on your computer in the background even though they do not show up in your menu bar and you may think you have closed them. The following steps will stop these common applications from running in the background on a **Windows PC**.

Skype - 3 Easy Steps to Close Skype

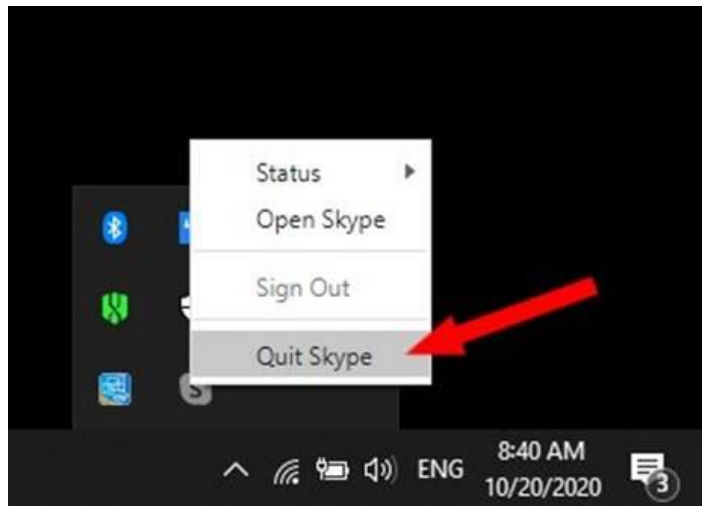
Step 1: Click the system tray icon to show hidden icons. This is typically in the bottom righthand corner of your screen.



Step 2: Right-click on the Skype icon. A menu will pop-up.



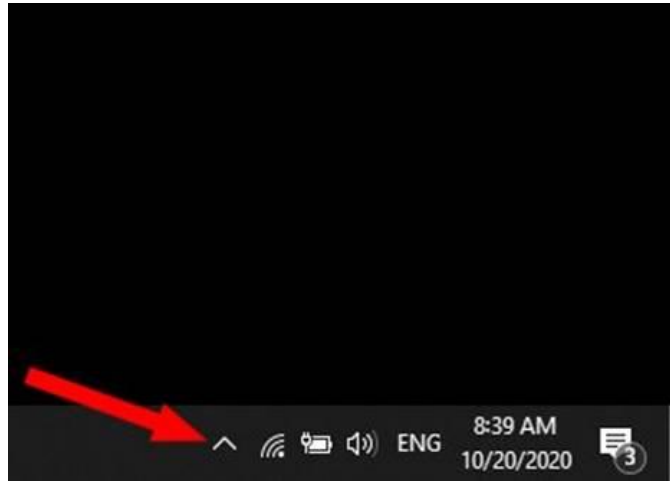
Step 3: Click the "Quit Skype" menu option.



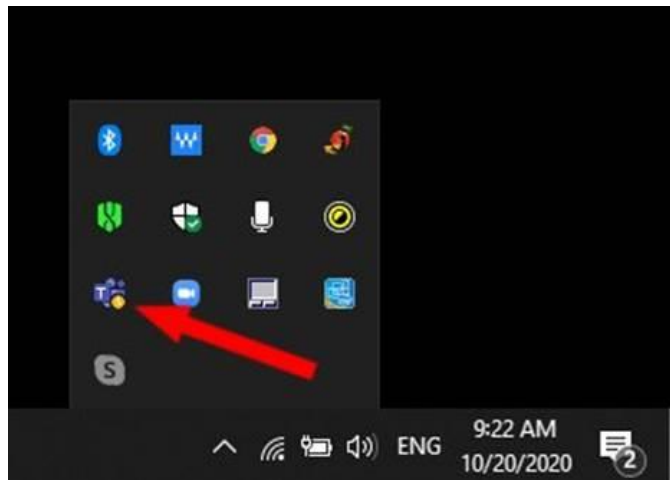
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Microsoft Teams – 3 easy steps to close Microsoft Teams

Step 1: Click the system tray icon to show hidden icons.

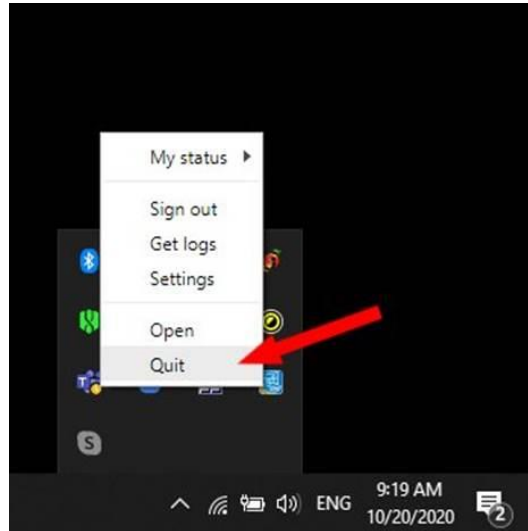


Step 2: Right-click on the Microsoft Teams icon. A menu will pop-up.



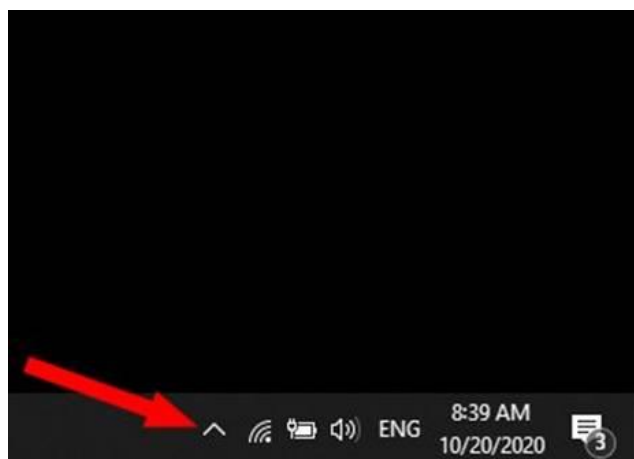
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Step 3: Click the "Quit" menu option.

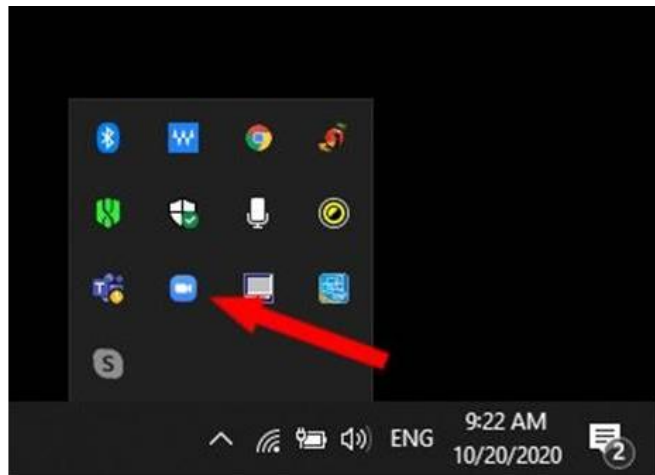


[Zoom - 3 easy steps to close Zoom](#)

Step 1: Click the system tray icon to show hidden icons.



Step 2: Right-click on the Zoom icon. A menu will pop-up.



Step 3: Click the "Exit" menu option.

