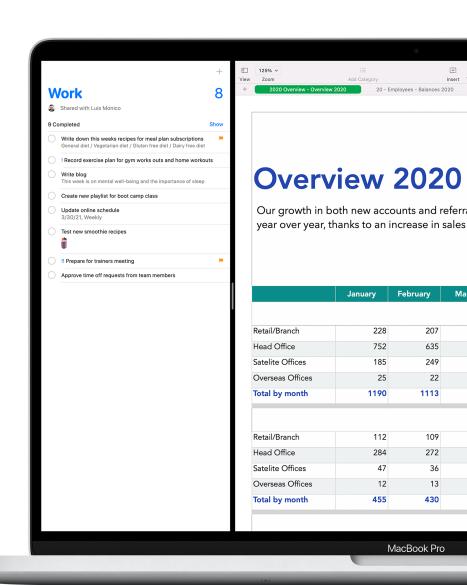


Employee Starter Guide

Mac Productivity



Introduction

Mac comes loaded with great apps and features for the things you do every day, like sending email, accessing the web, and connecting with coworkers. Many of the same apps you use on your iPhone or iPad are also on your Mac. They're designed to work together seamlessly and help you plan your day, manage projects, create content, and share with others. As you practice the skills in this guide, consider how you can apply and adapt the workflows to meet your daily objectives and exceed your professional goals.

This guide is part of the Employee Starter Guide series. Please refer to the Employee Starter Guide: macOS Basics guide for an overview of macOS and Mac hardware.

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Getting Started

While your Mac is simple to use right out of the box, you or your IT team will need to enroll your Mac into corporate services to access your corporate Wi-Fi, mail, and calendar.

Install standardized corporate settings 7

View or remove managed features and restrictions <a> ▶

Understand limitations to visibility of personal data 7

If you have any questions, contact your IT administrator for more information



Organizing and Accessing All Your Files

You can drag just about anything on your Mac to simplify everyday tasks such as organizing project folders, moving work files, grouping items into stacks, and accessing all your files — including those from third-party cloud solutions — all in one place.

Organize files into folders 7

Organize files in stacks ↗

Access files on your Mac, iPhone and iPad <a>Z





QUICK TIP

Access Cloud Storage

You can get easy access to iCloud Drive or third-party cloud solutions like Dropbox, Box, OneDrive, and GoogleDrive by adding them to the Finder sidebar.

Learn more. 7



Working Across Devices

If you're an iPhone or iPad user, you'll recognize many of the same apps on your Mac. With iCloud enabled, you can access all your updated documents, apps, photos, videos, and more across all your devices. And Continuity features let you move seamlessly between your iPhone, iPad, Apple Watch, and Mac.

What is iCloud? 7

Set up iCloud ↗

What is Continuity? *↗*

Review Continuity system requirements 7





QUICK TIP

Find a Specific Setting

Use System Preferences search to find settings quickly. Click inside the search field in the upper right corner of the System Preferences window to type what you're looking for.



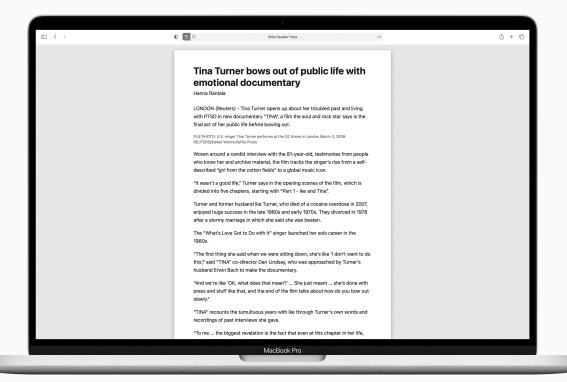
Searching and Browsing the Web

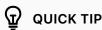
Safari is the built-in web browser that lets you read news articles, research topics, and discover new resources on the web. Safari gives you multiple ways to organize and save websites. Pin your favorite sites for quick access and save web pages to read later — even when you're not connected to the Internet.

Start a search 7

Bookmark your favorite websites *↗*

Pin frequently visited websites ↗





Hide ads

View webpage articles without ads, navigation, or other distracting items by clicking the Reader button $\circ \circ$ to the left end of the Smart Search field.



Customizing the Web Browser

With Safari, you can personalize your web browsing experience by adding background images, browser extensions, and even language translations for webpages.

Customize the start page ↗

Add safari extensions 7

Keyboard shortcuts and gestures in Safari *↗*





QUICK TIP

Prevent cross-site tracking

Reduce advertisements of products and services in your web searches. In the Safari app, Safari > Preferences, then click Privacy, and select "Prevent cross-site tracking."



Taking Notes

Use the Notes app for jotting down quick thoughts in meetings, sketching and brainstorming ideas, creating checklists, and more.

View notes <a>⊿

Mark up attachments **↗**

Sort and pin notes **↗**

Search notes **↗**





QUICK TIP

Lock your notes

Create a password, and then use it to lock or unlock any note. Learn more. 7



Sending Mail

Mail is the built-in app to send all your email, attach nearly any file type, and mark up documents. Use your Exchange or Outlook account and sync your Mail, Contacts, Calendars, Reminders, and Notes.

Add or remove email accounts 7

Search for emails
⊿





QUICK TIP

Organize email messages

Create Smart Mailboxes that automatically organize email messages into a single mailbox, based on criteria you specify. Learn more.



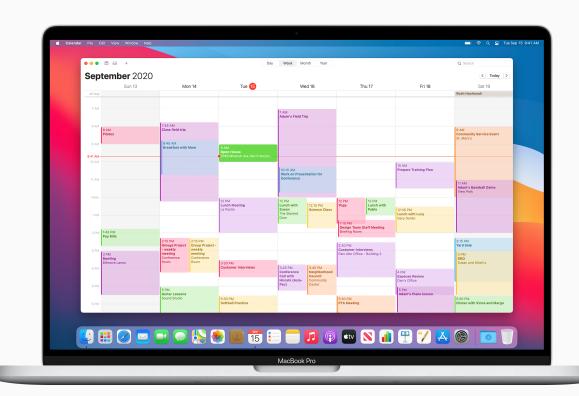
Scheduling Events

Keep track of your schedule, project timelines, meetings, conferences, and more using Calendar.

Add or delete calendar accounts 7

Add location and travel time to events 7

Invite people to events **↗**





Add events from other apps

Siri can recognize events in apps such as Mail and adds them to your Siri Suggestions calendar. Learn more. ↗



Adding Contacts

Contacts gives you quick access to the contact information from the people you interact with most. You can also create new contacts and set up a contact card with your own information for easy sharing.

Add contacts from any internet account 7

Group your contacts *↗*

Text, call, or email a contact ↗

Share a contact 7





QUICK TIP

Ask Siri to update contacts

Ask Siri to add information to your contacts. Say something like "Christopher is my colleague" or "Colleen is my boss."



Communicating with Messages

Messages lets you send text, images, audio, and video messages, or nearly any other file type when communicating with your coworkers. And it's great for collaborating with individuals or groups in real time.

Send messages to one or more people \nearrow

Manage a group conversation *→*

Add photos, videos and audio clips 7

Set up iPhone to get texts on Mac ↗





QUICK TIP

Ask Siri to send messages

Ask Siri to send a message. Say something like, "Message John that I'll be late to the meeting."



Staying Connected with FaceTime

FaceTime lets you make video or audio-only calls. It's a great way to have meetings when you are not able to be there in person.

Set up FaceTime
⊿

Make and receive calls on your Mac ↗

Keyboard shortcuts in FaceTime
→





Adding Reminders

Reminders helps you keep track of all the things you need to do throughout your workday — such as schedule meetings, send an email, follow up on projects, and so much more.

Add dates or locations 7

Assign shared reminders **↗**





Set reminders in other apps

Remind yourself to get back to a web page or map locations without leaving the app. Just click the Share button $\lceil \hat{1} \rceil$, then choose Reminders.



Finding Your Way Around

Maps makes planning your business travel a breeze. Find your way around town, view current traffic conditions, and even share your location or destination with others.

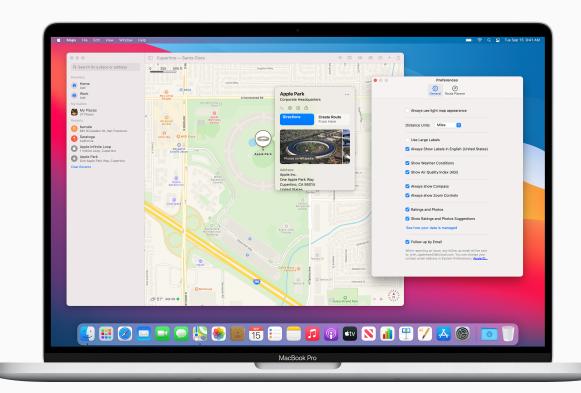
Find locations 7

Get directions **↗**

Share a location 7

Show traffic conditions *↗*

Find your way through airports 7





QUICK TIP

Customize your view

Set what options are shown in maps and directions, choose whether labels are shown and how large they are, and show a distance scale on the map.

Learn more. 7







Using Microsoft 365

The same Microsoft Office apps you've been using at work are available for your Mac. View, create, and edit documents, spreadsheets, and presentations with Word, Excel, and PowerPoint for Mac.

Learn more about Microsoft Word for Mac ↗

Learn more about
Microsoft Excel for Mac ↗

Learn more about
Microsoft PowerPoint for Mac ↗





QUICK TIP

Check if your company has an MS 365 license

Your company may already have a subscription for Microsoft 365. Make sure to check with your IT administrator as certain restrictions may apply.







Using iWork for Office Documents

iWork is a suite of built-in Apple apps — compatible with MS Office files — made to meet all your business needs. Use Pages for documents, Keynote for presentations, and Numbers for spreadsheets.

Create and design documents 7

Convert Pages documents to MS Word 7

Build compelling presentations *→*

Convert Keynote presentations to MS Powerpoint *↗*

Convert Numbers spreadsheets to MS Excel 7





QUICK TIP

Speak it instead of typing it

Dictate text anywhere you can type it. Choose Apple menu > System Preferences, click Keyboard, then click Dictation. Learn more. ↗



Creating and Annotating PDFs

Preview is a built-in Apple app that lets you view and annotate PDFs, fill out and sign forms, and edit images. When you're done, share your file, export a password-protected PDF, or save images in a variety of file types.

Combine PDFs 7

Fill out and sign PDF forms 7





QUICK TIP

Mark up files in other apps

You can also mark up images and PDFs directly in Mail messages, or use Quick Look to mark up files without opening any apps.



Taking Screenshots

Take a screenshot or make a screen recording of whatever is happening on your screen.
Screenshots and recordings are automatically saved to the desktop, and can also be saved in folders, sent in emails, shared with coworkers, and more.

Capture screenshots or screen recordings *→*

Mark up a screenshot or trim a recording 7

Copy and paste screenshots between devices *↗*





Use a keyboard shortcut

Open Screenshot through a keyboard shortcut, Shift-Command-5, or launch Screenshot from Launchpad



Sharing Files

Sharing files is easy on Mac. Send items directly to a coworker's device through AirDrop. Share what's on your Mac screen wirelessly to an HDTV screen with AirPlay Mirroring. Or save content to Notes directly from other apps and invite colleagues to collaborate on documents.

Send files wirelessly to coworkers nearby \nearrow

Invite coworkers to collaborate on documents \nearrow



Working Better Together

When you use a Mac, iPad, iPhone or Apple Watch, you're able to do incredible things. And when you use them together, you can do so much more. Use your iPad to extend the workspace of your Mac. Make and receive phone calls without picking up your iPhone. Copy and paste images, video and text from your iPhone or iPad to your nearby Mac, or vice versa. And automatically unlock your Mac when you're wearing your Apple Watch.

What is Continuity *↗*

Set up iCloud features ↗



Using iPad as a Second Display

With Sidecar, you can use your iPad as a second display for your Mac. Work in one app while you reference another or view your work on your Mac while you use markup tools on your iPad. You can also mirror the screens, so they both display the same content — perfect for sharing with others.

Review Sidecar system requirements 7

Set up Sidecar ↗

Use Apple Pencil to draw or sketch 7





Continuing Work on a Nearby Device

With Handoff, you can start work on your Mac, then pick up where you left off on your nearby iPhone or iPad. Use Handoff with many Apple apps — Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, and Contacts — and even some third-party apps.

Hand off work between devices ↗

Sign in with Apple ID 7

Review system requirements *↗*





Pasting Content Between Devices

Universal Clipboard lets you copy content on one Apple device, then paste it on another Apple device. Do things like copy an image in Safari from your iPhone and then paste it into an email on your Mac.

Sign in with Apple ID 7

Review system requirements *→*





Annotating Files Instantly Across Devices

Continuity Markup lets you edit a PDF document or image on your Mac and see it on your nearby iPhone or iPad. Mark, write or sketch on it using Markup tools—and Apple Pencil on iPad—and instantly see the changes on your Mac.

Use Continuity Markup ↗

Review system requirements *→*





Inserting Sketches into Documents

Use Continuity Sketch to draw a sketch on your nearby iPhone or iPad and have the sketch appear instantly on your Mac, exactly where you need it. For example, you can draw a sketch from your iPad directly to an email, a message, a document, a note, or a folder on your Mac.

Use Continuity Sketch ↗

Sign in with Apple ID 7

Review system requirements *↗*





Inserting Scans or Documents

With Continuity Camera, you can scan business documents or take a picture with your iPhone or iPad and it appears instantly in documents on your Mac. Try it with apps like Keynote, Notes, Mail, Messages, and many more.

Use Continuity Camera **↗**

Sign in with Apple ID ↗

Review system requirements *→*





Connecting to a Personal Hotspot

With Instant Hotspot, the
Personal Hotspot on your iPhone
or iPad (Wi-Fi + Cellular) can
provide Internet access to a
nearby Mac, iPhone, iPad, or
iPod touch — no setup is
required.

Use Instant Hotspot
→

Set up iCloud on Mac <a>
¬





Unlocking Mac with Apple Watch

Auto Unlock gives you instant access to your Mac when wearing your Apple Watch.

Just wake up your Mac and you're ready to go — without typing a password.

Use Auto Unlock ↗

Sign in with Apple ID 7

Review system requirements *→*





QUICK TIP

Check if your Mac supports Auto Unlock

Choose Apple menu > About This Mac, then click System Report. In the sidebar, in the Network section, click Wi-Fi, then look on the right for "Auto Unlock: Supported."



Exploring More Apps

The Mac App Store helps you discover thousands of apps that can help you increase productivity, visualize data, collaborate with colleagues, and get work done faster.

Find apps for work on the Mac App Store *¬*

Discover curated business apps on apple.com *↗*



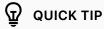


QUICK TIP

Purchase once, use everywhere

Apps you purchase in the Mac App Store can be used on all your Apple devices—at no additional cost.

Getting Support for Mac



Get Onscreen Help in macOS

Use the built-in help on your Mac to get information about macOS, your Mac, and the apps you use. Learn more. ↗

It's important to know where to go for help when you need it. Your IT department is a great starting point for help, however Apple does offer a full array of tutorials, in-person assistance, and programs to help support your everyday needs.

For help desk support or urgent downtime issues, contact your IT department.

Mac Quick Tours

macOS Basics | macOS User Guide 7

Mac Product Support

Visit the Apple Support website

Mac | iPhone | iPad | Apple Watch ↗

Connect to an Apple Support expert 7

Attend an Apple Store event 7

Ask a question at Apple Support Communities 7

Download Apple Support app 7

Follow Apple Support on Twitter 7

Glossary

AirDrop: Wirelessly send documents, photos, videos, websites, map locations, and more to a nearby Mac, iPhone, iPad, or iPod touch. Learn more. ■

AirPlay Mirroring: Wirelessly Mirror exactly what's on your screen to an HDTV with Apple TV. Learn more.■

Apple menu: The **★** menu appearing in the upper-left corner of the screen lets you quickly access frequently used items. Learn more.

Application menu: Click any of the menu options on the left side of your screen to perform tasks for the application you're currently using. Learn more.

Auto Unlock: Unlock your Mac and approve requests with Apple Watch. Learn more. ■ **Z**

Continuity: A variety of features that let you work seamlessly move across your Apple devices. Learn more. ■

Continuity Camera: Take a picture or scan a document with your nearby iPhone or iPad and have it appear instantly on your Mac. Learn more. ■ ✓

Continuity Markup: Edit a PDF document or image on your Mac and see the changes instantly on your nearby iPhone or iPad, or vice versa. Learn more.

Continuity Sketch: Draw a sketch using your nearby iPhone or iPad and have the sketch appear instantly on your Mac. Learn more. *▶*

Desktop: The space between the menu bar and the Dock, where you do your work, open apps or save files and folders. Learn more.

Dock: The bar at the bottom of your screen that gives you quick access to your favorite applications, folders, and files. Learn more.

Do Not Disturb: Silence notifications when you need to focus. You won't see or hear them as they arrive, but they'll be collected in Notification Center to view later.

Learn more. 7

Downloads stack: A folder shortcut in the Dock, so you can easily access items you download from the Internet, receive as attachments, or accept via wireless transfer through AirDrop. Learn more. *▶*

FaceTime: Make and receive video and audio calls, whether you're having a conversation with one coworker or a group up to 32 participants. Learn more. *▶*

Finder: The home base for your Mac, similar to Windows File Explorer. It's where you'll go to organize and access work apps, files, project folders, and more. Learn more.

Handoff: Start a document, an email, or a message on one device and pick up where you left off on another device. Learn more. *▶*

iCloud: Store files, images, videos, and apps to access on any device. Use it to share photos, calendars, locations with coworkers or find your device if you lose it. Learn more.

✓

iCloud Drive: Automatically store your Desktop and Documents files and folders in iCloud, so you can access them on all your devices and on iCloud.com. Learn more.

Instant Hotspot: Connect your Mac to the internet using the personal hotspot on your iPhone or iPad when they're within range of each other. Learn more.

iWork A suite of built-in Apple apps made to meet all your business needs. Use Pages for documents, Keynote for presentations, and Numbers for spreadsheets.

Learn more. Z

Keynote: Create compelling presentations using transitions, images, slide animations and over 30 eye-catching Apple-designed templates. Learn more.

Launchpad: A central location where you can see and open apps that are on your Mac. Learn more. *→*

Menu bar: A bar at the top of your screen. Menus on the left side help you perform tasks in apps, and the icons on the right let you check the status of your Mac.

Learn more.

Messages: Send text, images, audio, and video messages, or nearly any other file type when communicating with your coworkers. Learn more.

Microsoft Office for Mac: The same Microsoft Office apps you've been using at work — Word, Excel, and Powerpoint — are available for your Mac. Learn more. *▶*

Mission Control: View all the open windows, desktop spaces, and apps in full screen or Split View on your Mac—making it easy to switch between them.

Learn more. 7

Notification Center: View appointments, notes, weather, top headlines, and more. To open, click the date and time at the right end of the menu bar. Learn more. *→*

Numbers: Build spreadsheets to organize and present data adding images, graphs, and tables. Animate information with interactive charts to visualize your data. Learn more. *对*

Pages: Create word-processing and page layout documents from scratch or choose from over 70 beautiful Apple templates and styles. Learn more. *▶*

Preview: View and annotate PDFs, fill out and sign forms, and edit images. Learn more.

Quick Look: Get full-size previews of nearly any kind of file without opening it. You can even edit files using the Markup tools—directly in the Quick Look window.

Learn more. 7

Safari: The built-in web browser that lets you read news articles, research topics, and discover new resources on the web. Learn more.

Screenshot: Capture pictures or recordings of the screen on your Mac. Learn more. *↗*

Sidecar: Extend your desktop using your iPad in landscape orientation as a second display for your Mac. Learn more.

Siri: A built-in intelligent assistant you can ask to get things done on your Mac, like open files or apps, send messages or emails, make calls, and more. Learn more.

Split View: Work on two Mac apps side by side. Split View fills your Mac screen with two apps, without having to manually move and resize windows. Learn more. *▶*

Spotlight: Find files, search for apps, documents or anything else on your Mac by clicking the Spotlight icon Q. Learn more.

✓

Stacks: Keep files neatly organized in groups on your desktop. Whenever you save a file to the desktop, it's automatically added to the appropriate stack.

Learn more. 7

System Preferences: Change system settings and customize your Mac, similar to Control Panel on Windows. Learn more.

Trash: Store deleted files until permanently removed by emptying Trash. This is similar to the Recycle Bin on a Windows machine. Learn more. *→*

Universal Clipboard: Copy text, images, photos, and videos on one Apple device and then paste the content on another Apple device. Learn more. *▶*