Apple at Work

# Mac Employee Starter Guide

# Using a Mac at work

With its reliable hardware and intuitive software, Mac enables you to manage all your business workflows more seamlessly. User-friendly macOS provides powerful ways to collaborate across apps fluidly, analyze data faster, stay connected with colleagues, and more. And every Mac comes with built-in accessibility features designed to empower everyone.

In this guide, you'll learn how to navigate and customize your Mac, how to use built-in macOS productivity features, how to find additional support resources, and where to get tips if you're switching from Windows. If you already use an iPhone or iPad, you'll see many of the same apps and controls on your Mac, so you can use familiar tools and work smoothly across all your Apple devices.

# Getting started with Mac basics

You can set up and start using your new Mac in no time. To get started on your corporate network, you or your IT team will need to enroll your Mac into corporate services to access your organization's Wi-Fi, mail, and calendar. Then adjust common settings, start using apps, organize your files, and more. If you have any questions, contact your IT administrator for more information.

## Hardware overview

Your Mac is ready to help you do amazing things right out of the box. To quickly set up and start using your Mac, check out your device's guide to get familiar with the hardware, features, and more.

MacBook Air Getting Started Guide

MacBook Pro Getting Started Guide

iMac Getting Started Guide

Mac mini Getting Started Guide

Mac Studio Getting Started Guide

Mac Pro Getting Started Guide

💡 **Tip: Find helpful hints in the Tips app.**

In the Tips app, you can access full user guides for your Mac, other Apple devices, and apps. To get the most out of your Mac, explore curated tips — including Welcome to Mac, Essentials, and What's new — as well as guidance on using your Apple devices together.

FaceTime HD Camera

Dictation/Siri

Spotlight Search

Mission Control

Brightness

MagSafe 3 port

Thunderbolt/
USB 4 ports

Magic Keyboard

Do Not Disturb

Media (rewind, pause/play, fast-forward)

Mute

Volume

Headphone jack

Touch ID
(power button)

Force Touch trackpad

# Learn about the software

macOS is the operating system that powers every Mac. The first thing you see when you turn on your Mac is the desktop, where you'll do most of your work. The desktop is the space between the menu bar at the top of the screen and the Dock at the bottom.

Get to know the Mac desktop

Explore the menu bar

Read the Mac User Guide

# Find files and folders

The Finder is the home base for your Mac. Click Finder in the Dock to access all your files, folders, and apps. You can choose your preferred view and organize your files. To create a new folder, click File in the menu bar, then choose New Folder.
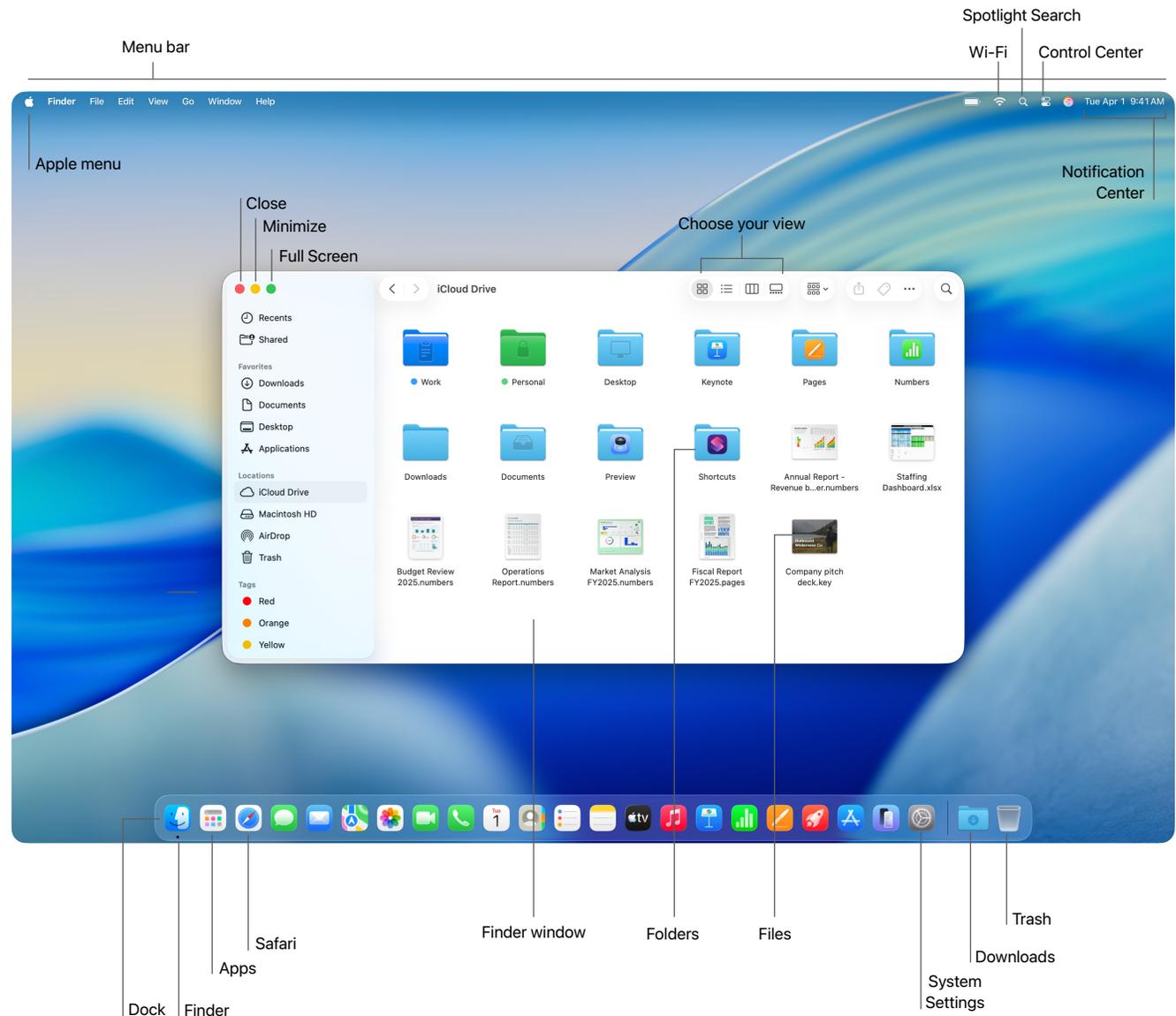
Organize files and folders

Choose your view

# Access apps in the Dock

Keep your favorite apps in the Dock at the bottom of your screen. To open an app, click its icon. To see all your apps, click Apps.

To close an app window, click the close button in the top-left corner. To quit the app, choose [App Name] > Quit [App Name] in the menu bar.

Menu bar

Spotlight Search

Wi-Fi

Control Center

Apple menu

Notification Center

Close

Minimize

Full Screen

Choose your view

Finder window

Folders

Files

Trash

Downloads

System Settings

Safari

Apps

Dock

Finder

## Configure your settings ⚙️

Manage your accounts, set up Wi-Fi, update your password, and more in System Settings. Some settings may already be configured by your company, so check with your IT administrator for more details.

Customize the settings on your Mac

Connect to a Wi-Fi network

Change your password or user picture

Use a screen saver for extra privacy

Set a password to wake your Mac

## Navigate app windows 🪟

There are several ways to manage open app windows. You can manually move, align, maximize, or minimize windows. When you have multiple app windows open, only one window is active at a time. To make a different app or Finder window active, simply click it. Use Mission Control to see all open windows on your desktop, arranged in a single layer.

Work with an app in full screen, or use Split View to view two apps open side by side. Or you can organize your apps and windows into a single view with Stage Manager, so you can stay focused on your work and easily move between tasks.

## Use Touch ID 👆

With Touch ID, you can unlock your Mac, open password-protected items, and sign in to some third-party apps. Set up Touch ID in System Settings.

## Right-click 📋

To right-click, click with two fingers on your trackpad or click the right corner of your mouse. In System Settings, you can also customize your Mouse settings and Trackpad settings, including scroll direction, swipe gestures, and button assignments.

## See your notifications 🔔

Notifications alert you to new messages, upcoming calendar events, and more. To open Notification Center, click the date and time in the menu bar. You can also adjust your Notifications settings based on your preferences. If you need to stay on task and minimize distractions, use Focus to pause or silence certain notifications.

## Perform trackpad and mouse gestures 👆🖱️

With your Multi-Touch trackpad or Magic Mouse, you can use Multi-Touch gestures to zoom in on documents, swipe between pages, rotate photos, and more.

💡 **Tip: New to Mac? Check out these resources.**

Learn how to perform common tasks with Mac tips for Windows switchers.

And if you're not sure what something is called on Mac, here's a list of Windows and Mac terms to help you find what you're looking for.

## Use keyboard shortcuts ⌨️

Mac keyboard shortcuts save time and help you quickly complete tasks that would normally require a mouse, trackpad, or other input device. Many keyboard combinations you may already be familiar with use the Command (⌘) key.

Use macOS keyboard shortcuts

Explore symbols used for shortcuts

Learn common keyboard shortcuts

Create your own keyboard shortcuts

Compare Windows keys on a Mac keyboard

## Capture screenshots 📷

To take a screenshot or make a screen recording, press Shift-Command-5 on your keyboard. Then choose to capture the entire screen, an app window, or a specific area. Screenshots and screen recordings are automatically saved to the desktop and can also be organized in folders, attached to emails, and shared with coworkers.

## Browse the internet 🧭

Safari is the built-in web browser on Mac that lets you research topics, read news articles, and access web apps. View highlights and summaries of web pages, bookmark your favorite websites, pin frequently visited sites for quick access, and save pages to read later — even when you're offline.

With Safari, you can also create a separate work profile, turn a website into an app, and group tabs into a single window.

## Quickly adjust settings 🎚️

Control Center gives you access to volume, brightness, Wi-Fi, Bluetooth, and more. To open it, click the 🎚️ icon in the menu bar.

## Securely store your passwords in one place 🔑

In the Passwords app, find passwords, passkeys, verification codes, Wi-Fi passwords, and Sign in with Apple credentials for websites and apps.

## Work the way you want

Accessibility features are included on every Mac to help you work in ways that suit you best. You can make content larger on your screen, use the built-in screen reader VoiceOver, speak commands with Voice Control, and more.

Get started with accessibility features

Discover vision, hearing, mobility, and speech features

Dictate messages and documents

Get accessibility support

## Customize your Mac

Adjust System Settings to fit your preferences and needs, such as the appearance of your desktop and Dock, your highlight color, your language, Focus statuses, and Night Shift.

Customize with System Settings

Choose your desktop wallpaper

Use a screen saver on your Mac

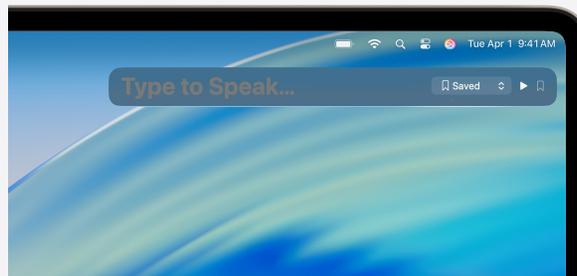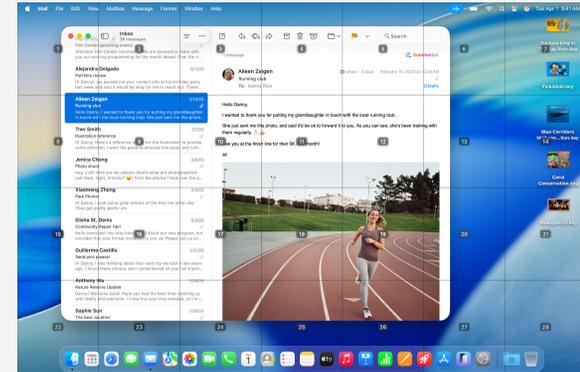Change your login picture on Mac

Change the language your Mac uses

## Get started with Mac accessibility features.
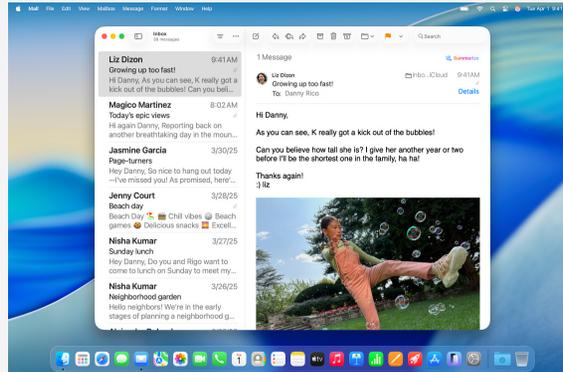


**Vision.** Make text larger, zoom in, adjust display colors, and more. Use the built-in screen reader to hear what's onscreen, and navigate Mac using keyboard commands, trackpad gestures, or a connected braille display.



**Mobility.** Navigate your Mac and perform actions using voice commands, assistive devices, an onscreen or physical keyboard, and more.



**Speech.** Create a custom voice that sounds just like you — or choose from dozens of system voices — and use it to have what you type spoken out loud.



**Hearing.** Pair Made for iPhone (MFi) hearing devices with Mac. Customize audio settings to suit your hearing.

# Getting down to business with apps and features

Mac is loaded with powerful apps and tools for the work you do every day, like sending emails, creating documents, accessing web apps, managing projects, and collaborating with colleagues. The productivity features built into macOS can help take your workflows to the next level, so you can continue to meet your daily objectives and exceed your professional goals.

## Work with apps

Apps can be accessed and arranged in a variety of ways to help you do your best work. Customize your Dock to display the apps you frequently use. If the app you need isn't in the Dock, search for it using Spotlight.

## Discover more apps

In the App Store, discover thousands of apps that can help you increase productivity, visualize data, collaborate with colleagues, and support your workflow needs. Ask your IT team about your organization's software distribution settings.

## Create and manage documents

Use built-in macOS apps or third-party apps from the App Store or web to create reports, spreadsheets, charts, presentations, and more.

Open documents on your Mac

Create and edit documents

Print your files

iWork is a suite of built-in Apple apps. Use Pages for documents, Keynote for presentations, and Numbers for spreadsheets.

Create and design documents

Build compelling presentations

Visualize your data with spreadsheets

Convert your iWork files to Microsoft Office documents

Collaborate with coworkers on documents in real time

And the Microsoft Office apps you use at work are available on Mac.

View, create, and edit documents, spreadsheets, and presentations with Word, Excel, and PowerPoint.

Ask your IT administrator if your organization has a Microsoft 365 subscription.

## Create and annotate PDF files

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

Annotate a PDF

Combine files into a PDF

Combine PDFs

Use Markup tools to annotate files

Add, delete, or move PDF pages

Password-protect a PDF

Fill out and sign PDF forms

Export PDFs and images

## Customize Safari

In Safari, you can personalize your web browsing experience by creating a separate work profile, customizing your start page, sharing tabs with coworkers, translating a web page, and adding Safari extensions.
You can also import bookmarks and passwords.

## Send email

Mail is the built-in app for email. Add your Exchange or Outlook account and sync Mail, Contacts, Calendar, Reminders, and Notes.

Add email accounts

Write, send, and schedule emails

Create and use email signatures

Undo sent emails

Follow up on emails later

Search for emails

## Schedule events

Use Calendar to keep track of your schedule, project timelines, meetings, conferences, and more.

Create or modify events

Invite people to events

Add location and travel time to events

Set event alerts

Add a FaceTime video call to events

## Manage contacts

Contacts gives you quick access to contact information from the people you interact with most. You can manage relevant contact details and set up your own contact card for easy sharing.

Add contacts from an internet account

Group your contacts

Text, call, or email a contact

Link duplicate contacts

Share a contact

## Keep in touch with colleagues

FaceTime lets you make video or audio-only calls. It's a great way to have meetings when you're unable to be there in person.

Set up FaceTime

Make and receive video calls

Create a link to start a FaceTime call

Messages lets you send text, image, audio, and video messages — or nearly any other file type — to your coworkers.

Set up Messages

Send messages to one or more people

Schedule a message to send later

Edit or undo sent messages

Pin important conversations to the top

Get SMS messages on Mac



**Tip: Take advantage of the apps already included on your Mac.**

Your Mac comes with a wide range of apps already installed, so you can get started working on projects, connecting with colleagues, creating documents, organizing notes, and more. Learn more about built-in apps.

## Find your way around town

Maps makes planning your business travel a breeze. Navigate the city, check traffic conditions, plan your routes with multiple stops, and easily share your location or destination with others.

Customize your map view

Plan a multistop route

Find your way through airports or malls

## Manage your time

Use the Clock app to see the local time across the world. Set timers and alarms with different alert sounds to work more efficiently.

## Share your work

Send files by email or directly to a coworker's device with AirDrop. You can also use AirPlay to wirelessly mirror your Mac screen to an HDTV.

## Set reminders

Reminders is the built-in app that helps you keep track of all the things you need to do throughout your workday — such as scheduling meetings, sending emails, following up on projects, and so much more. Organize your reminders in sections, view them in columns, or plan with simple kanban boards.

The Calendar app displays your scheduled reminders alongside events. You can even create and edit reminders directly in Calendar, and they automatically sync with your Reminders lists.

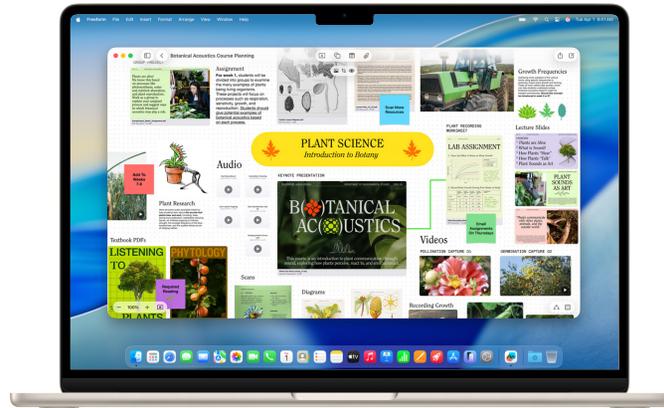Create and organize reminder lists

Add reminders from other apps

Add dates or locations

Add subtasks to reminders

View reminders from multiple internet accounts

Use reminder list templates

Assign shared reminders

## Whiteboard your ideas

Freeform provides a flexible canvas for diagramming new projects, aggregating important assets, or brainstorming ideas.

Quickly build diagrams and flowcharts by dragging connector handles to connect objects. Handwritten text can be searched, translated, and copied.

Guide collaborators around your board using Follow Along, so they can see what you see as you move around the canvas. With scenes, save different views to make it easier to organize and present your board in sections.

Create and delete a board

Search your boards

Share a board with teammates

Collaborate on a shared board

Access boards from all your devices

## Take notes

Use the built-in Notes app to jot down quick thoughts in meetings, create checklists, sketch ideas, document initiatives, and crunch numbers.

You can format notes to make them more organized, like changing font and paragraph styles, color coding with the highlight feature, and using collapsible sections. And you can even record and transcribe audio in Notes on Mac.[1]
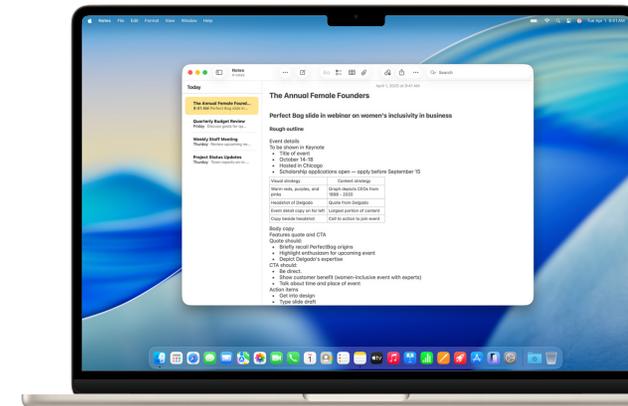
Create and edit notes

Attach images and files

Add a table

Search your notes

Organize notes with tags

Sort and pin important notes

## Work with apps simultaneously

Window tiling lets you easily arrange app windows by dragging them to the edge of the screen, and macOS automatically suggests a tiled position on your desktop. Quickly place tiles side by side or in the four corners to create your ideal arrangement.

Split View lets you use two apps at once side by side in full screen without distractions from other apps.

## Create multiple workspaces

When you have multiple app windows scattered across your desktop, Mission Control helps you navigate them quickly and efficiently. Create additional desktops and assign apps to different spaces to support your business workflows, like sharing a presentation with coworkers in one desktop space while keeping confidential projects private in another.

## Switch between app windows

See all your open windows in Mission Control. Swipe up on the trackpad with four fingers, then click a window to bring it to the front.

## Search for anything on your Mac

Spotlight is a faster way to browse and take action. You can quickly search for apps, documents, photos, and other files on your Mac.

And you can even take hundreds of actions without lifting your hands off the keyboard. New quick keys help you perform actions even faster.

Click the Spotlight icon in the menu bar or press Command-Space bar to open Spotlight search.

Search with Spotlight

Take actions and shortcuts with Spotlight

Change your Spotlight settings

Use Spotlight keyboard shortcuts

**Tip: Preview a file without opening it using Quick Look.**

Quick Look provides a fast, full-size preview of nearly any kind of file. To preview a file, simply select it and press the Space bar.

**Tip: Access cloud storage solutions on your Mac.**

Customize the Finder sidebar to easily access iCloud Drive or third-party cloud solutions — such as Dropbox, Box, OneDrive, and Google Drive.

## Add widgets to your desktop

See reminders, upcoming events, and more at a glance. Press and hold the Control key, click the desktop, and choose Edit Widgets. Then drag a widget anywhere on the desktop.
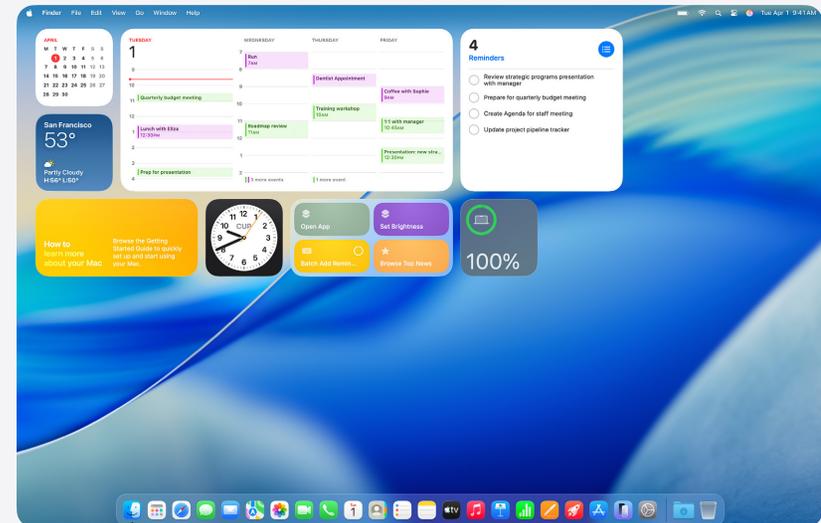
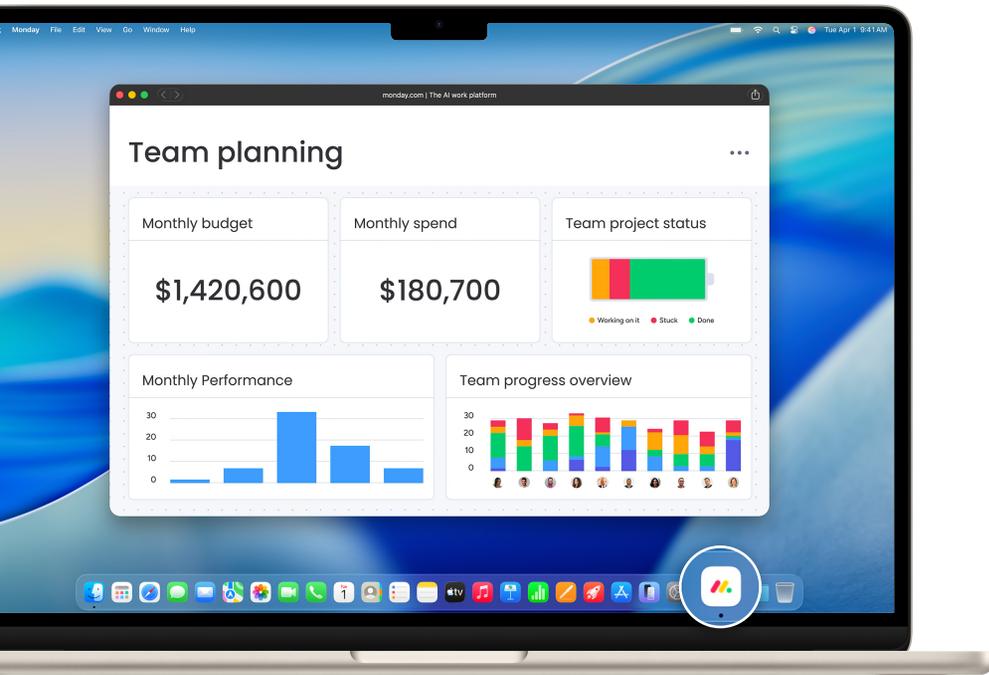Add and customize widgets on Mac

## Stay front and center when presenting

Position yourself in front of your shared content during a video call. Click the video icon in the menu bar, click Screen Share, and choose one of the Presenter Overlay options.

Use video conferencing features

## Team planning

| Monthly budget | Monthly spend | Team project status |
|---|---|---|
| $1,420,600 | $180,700 | |

● Working on it   ● Stuck   ● Done

Monthly Performance

Team progress overview

## Automate your tasks

Shortcuts let you quickly complete everyday tasks with just a click or by asking Siri. Automate actions like moving text between apps, generating reports, opening apps in Split Screen, and more. In the Shortcuts app, easily add both ready-made and custom shortcuts to your Mac, iPhone, or iPad.

Learn about shortcuts

Discover new shortcuts

Run a shortcut from the Shortcuts app

Create a custom shortcut

## Get help with everyday tasks

Siri is like your own personal assistant, designed to make daily tasks easier. Ask Siri almost anything, and it can help with tasks like finding and opening files, sending a message, or creating a calendar event.

Explore other ways to use Siri

Change Siri preferences

Use Siri on all your Apple devices

Use Siri to run a shortcut

## Use any website like an app

Add a website to the Dock, then open and use it like any app. In Safari, click File in the menu bar, then choose Add to Dock.

Use Safari web apps on Mac

Turn a website into an app in Safari

## Organize your desktop

Keep the files on your desktop neatly grouped by file type, date, or tags. Press the Control key and click the desktop, then choose Use Stacks. To change how files are grouped, choose Group Stacks By.

Learn how to organize your desktop

Use desktop stacks

💡 **Tip: Quickly switch between app windows.**

Press Command-Tab to switch to your last app. Or press and hold Command, then press Tab and use the arrow keys to scroll through all open apps.

# Powering intelligence at work with Apple Intelligence

Introducing Apple Intelligence, the personal intelligence system that puts powerful generative models at the core of iPhone, iPad, and Mac. It draws on personal context to deliver intelligence that's most helpful and relevant to you. It's deeply integrated into the system experiences and apps employees rely on every day. ChatGPT from OpenAI is also seamlessly integrated with Siri and Writing Tools, so you don't need to jump between tools.

Write with intelligent new tools. Turn sketches into images or use descriptions to create original images that help you visualize your work. And take advantage of the all-new superpowers of Siri. Ask your IT administrator if these features have been enabled for your organization.

## Writing Tools

Using Writing Tools, you can rewrite emails, proofread documents, summarize text, and more with just a click — virtually anywhere.

Rewrite multiple versions of your text while maintaining your tone. Easily swap in preferred options and continue writing or refining, or revert to your original draft.

Proofread to view suggested improvements to your writing, like grammar and language refinements. Quickly accept all suggestions with a click, or review the explanations to better understand the changes and accept only the ones you want.

The text field in Writing Tools lets you describe a specific change you want, like simplifying vocabulary or turning it into a formal letter.
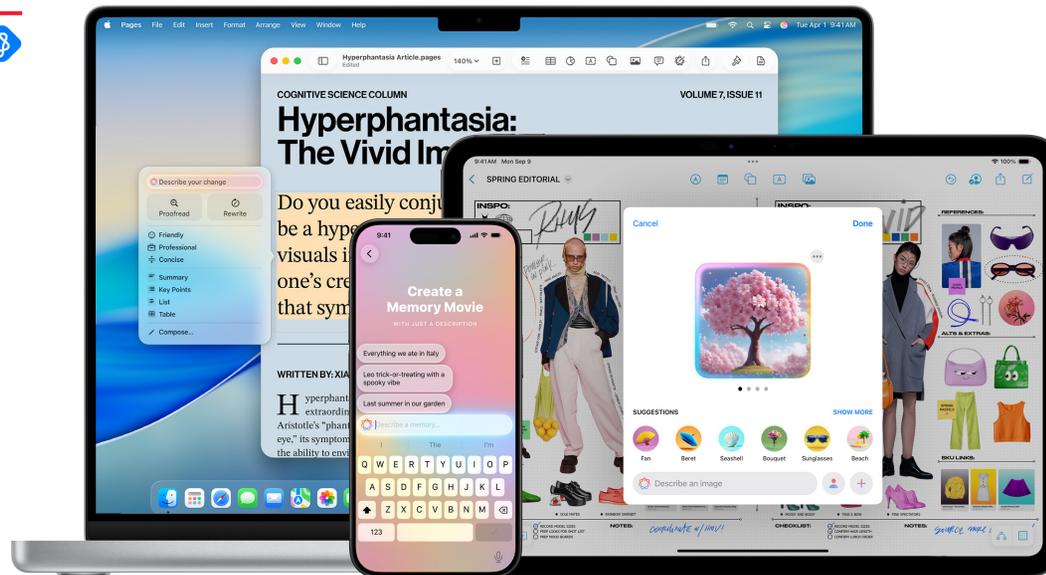
Rewrite your text in new tones, including professional, concise, and friendly.

Generate high-quality text summaries of all kinds of content — documents, articles, and emails — so you can quickly grasp the key points.

And with Compose, ask ChatGPT to create original content from scratch. You can also use its image generation capabilities to add images alongside your writing.

## Mail with Apple Intelligence

New intelligent features in Mail help you prioritize your workload, quickly summarize long emails, and more.

Know what to prioritize as soon as you open Mail. You'll see priority messages at the top of your inbox, based on what's most urgent.

Preview summaries provide a brief overview of an email thread, so you know the key information before opening it. And when you open an email thread, click to see a detailed thread summary that gives you the gist of a lengthy email or several emails in the same thread.

Smart Reply suggests smart options based on the email you received, helping you quickly craft a response. It incorporates your selections into the draft so it's ready to send.

## Accelerate workflows with intelligent actions

Intelligent actions in Shortcuts can summarize text, create images, and tap directly into Apple Intelligence models to provide responses that feed into your shortcut.

## Transcription summaries in Notes

Get an intelligently created summary of key points from your audio recording, so you can review what happened without going through the entire transcript.[1]

## Use Apple Intelligence with Siri on Mac

Siri can take hundreds of actions in Apple and third-party apps. When you're working on a presentation in Keynote, say "Make this slide background brighter" and Siri will adjust it. Say "Add this slide to my meeting notes" and Siri will jump from Keynote to the Notes app to update your notes.

You can type to Siri and ask the same questions by text as you would by voice. Switch between text and voice to communicate in whatever way feels right.

With ChatGPT integration, Siri can tap into ChatGPT when it determines that

ChatGPT can help with certain requests. You can also ask questions about photos and documents, including PDFs and presentations. You'll be asked before any requests or information are sent to ChatGPT. Siri then presents the answer.

Siri can answer thousands of questions about your Mac, iPhone, and more to help you learn how to use their features and settings.

And with the on-device semantic index and onscreen awareness from Apple Intelligence, Siri understands and acts on emails, messages, photos, calendar events, files, and more to provide personalized answers. (These features are in development and will be available with a future software update.)

For example, when you say "What report did Jamie ask me to review?" Siri pulls up last week's email. When you fill out a form and say "Add my business license," Siri extracts the number from a photo of your license and drops it in the form. And when a colleague texts about a new coffee shop nearby, you can say "How long would it take to walk there?" and Siri knows exactly what you mean. Siri also remembers your recent requests, so when you ask when your next meeting is and say "Add that to my calendar," Siri will understand.

## Image Playground

With Image Playground, you can create images, access your past creations, remix them, and share them with colleagues. Experiment with concepts and try out image styles like animation, illustration, and sketch.

Create a specific image by adding descriptions to your playground. Or create images inspired by a photo.

Create images based on concepts. Choose from themes, costumes, accessories, and places, and add them to your playground.

Image Playground offers intelligent suggestions to enhance your image based on your previous concepts or notes in the Notes app.

Mix emoji and descriptions to make something brand-new, and discover additional ChatGPT styles.

You can also generate images right in apps like Notes, Pages, Keynote, and Freeform to elevate your documents.

## Genmoji

Generate unique emoji-style stickers right from the keyboard with Genmoji. In the sticker creator, type what you want to create — like "person analyzing data" or "business handshake" — and your sticker will appear instantly.

## Notifications

Priority notifications appear at the top of your notifications so you can quickly see what needs your immediate attention, like a message about a deliverable due today.

Notification summaries stack multiple notifications from a single app with a glanceable summary on top. For many communication apps, like Mail and Messages, all of the notifications will be summarized so you can get the key details without opening the app.

## Focus

To reduce interruptions, Focus understands your notifications and surfaces only those that might need immediate attention, like a text about a last-minute meeting.

With Intelligent Breakthrough & Silencing, Mac determines if a notification is critical enough to break through. You can turn it on for any Focus mode so you don't miss important updates, like a conference call, when you're in Do Not Disturb.

*Apple Intelligence is available in beta. Some features may not be available in all regions or languages.*

*For feature and language availability and system requirements, see support.apple.com/121115.*

# Working better together with Continuity

When you use Mac with iPad, iPhone, or Apple Watch, you can do incredible things. With iCloud enabled, you can access your documents, apps, photos, videos, and more across all your devices. Use your iPad to extend the workspace of your Mac. Seamlessly move your cursor from your Mac to your iPad or from one Mac to another when the devices are near each other. Make and receive phone calls without picking up your iPhone. Copy and paste images and text from your iPhone or iPad to your nearby Mac, or vice versa. To learn more, talk to your IT administrator and check out these resources: Use Continuity to work across Apple devices, Continuity features and requirements for Apple devices, Set up iCloud features on Mac, and Sign in to or out of your Apple Account on Mac.

### Continue work on a nearby device

With Handoff, start work on your Mac and pick up where you left off on your nearby iPhone or iPad when they're signed in to the same Apple Account. Use Handoff with many Apple apps like Mail, Safari, Notes, and iWork — and even some third-party apps.

### Connect to a Personal Hotspot

With Instant Hotspot, the Personal Hotspot on your iPhone or your iPad with Wi-Fi + Cellular can provide internet access to a nearby Mac signed in to the same Apple Account.

### Copy and paste between devices

Universal Clipboard lets you copy content from an app on one Apple device and then paste it into an app on another Apple device when both are signed in to the same Apple Account. For example, copy an image in Safari from your iPhone, then paste it into an email on your Mac.

### Use iPhone as a webcam

Continuity Camera lets you use your iPhone camera as your Mac webcam. It works wired or wirelessly, and your Mac can automatically switch to using your iPhone camera. You can also choose video effects and mic modes.

### Use 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 using Markup tools on your iPad. You can also mirror the screens so they both display the same content — perfect for presentations.

Review Sidecar system requirements

Learn more about external displays

### Unlock Mac with Apple Watch

Auto Unlock gives you instant access to your Mac when wearing your Apple Watch if both devices are signed in to the same Apple Account. Wake up your Mac and you're ready to go — without typing a password.

> **Tip: Find an app quickly.**
>
> To open an app, say "Hey Siri, open Calculator," or click Spotlight and enter the app's name.

### Control Mac and iPad with a single mouse and keyboard

When your Mac is near another Mac or iPad, use a single keyboard and trackpad or a connected mouse to work across both devices and drag content between them. With Universal Control, you can use Apple Pencil to sketch a drawing on iPad, then drop it into a Keynote presentation on your Mac.

Make or receive calls in the Phone app on Mac

Check your voicemail on Mac

Translate messages and calls on Mac

View Live Activities from iPhone on your Mac

Explore Continuity features and check requirements



## Get iPhone calls and notifications on your Mac

With the Phone app and Live Activities on Mac, it's easier to stay on top of things happening in real time.

Make and take calls with a click. Conveniently access your synced content like Recents, Contacts, and Voicemail — and enjoy familiar iPhone features.[2]

Live Translation with Apple Intelligence automatically translates texts in Messages,[3] displays live translated captions in FaceTime, and provides spoken translations for calls in the Phone app.[4]

For unknown numbers, Call Screening finds out who's calling and why. Once the caller shares their name and the reason for their call, your phone rings and you can decide if you want to pick up.[5]

Hold Assist keeps your spot in line so you can stay productive while you're on hold, then notifies you when a live agent is ready.[6]

Live Activities from your iPhone are shown in your Mac menu bar. And when you click one, the app opens in iPhone Mirroring so you can take action.

## Use your iPhone from your Mac with iPhone Mirroring

Access your iPhone anytime using the iPhone Mirroring app in the Dock.[7] Interact wirelessly with your iPhone and its apps using your Mac keyboard, trackpad, or mouse — all while your iPhone stays locked, ensuring that no one else can access it or see what you're doing.

Notifications are forwarded to your Mac, so you won't miss them. You can choose to receive notifications for every app or just the apps you select.

And move files, photos, and videos between your iPhone and Mac as easily as you drag and drop between apps on Mac.

Use your iPhone from your Mac with iPhone Mirroring and notifications

Explore Continuity features and check requirements





## Use Mac Virtual Display on Apple Vision Pro

Mac Virtual Display lets you view your Mac screen on Apple Vision Pro and use your Mac trackpad to share the pointer between the devices. Both devices must be signed in to the same Apple Account, and your Mac must have macOS Sonoma or later installed.

Connect to your Mac

Move, resize, and close app windows

Take a capture or recording of your view

Learn basic gestures and controls on Apple Vision Pro

Use View Mirroring or AirPlay on Apple Vision Pro

## Scan documents using iPhone or iPad

With Continuity Camera, scan business documents with your iPhone or iPad and have them appear instantly in documents on your Mac. Sign in to iCloud using the same Apple Account across all your devices and try it with apps like Mail, Notes, Keynote, and more.

Insert scanned documents

Review system requirements

## Instantly annotate files across devices

Continuity Markup lets you edit a PDF document or image on your Mac, and those updates instantly sync to your nearby iPhone or iPad. Sign in to the same Apple Account on all your devices to mark, write, or sketch with Markup tools on one — or with Apple Pencil on iPad — and see the changes across your devices.

Mark up files with Continuity

Review system requirements

## Insert sketches into your documents on Mac

Use Continuity Sketch to sketch on your nearby iPhone or iPad and have it instantly appear on your Mac when all your devices are signed in to the same Apple Account. Insert a sketch from your iPad directly into an email, message, document, note, or folder on your Mac.

Add sketches with Continuity

Review system requirements

# Finding support when you need it

It's important to know where to go for help. Your IT department is a great resource for questions about device setup, software installation, technical support, and more. For additional support, Apple offers tutorials, in-person assistance, and online training programs.

## Apple resources

Mac User Guide
Get started with Apple Intelligence
Mac tips for Windows switchers
Are you new to Mac?
What's it called on my Mac?
Apple Support videos on YouTube
Apple Support on X (formerly Twitter)

Apple Support websites:
Mac | iPhone | iPad | Apple Watch

Connect with an Apple Support expert
Attend an event at an Apple Store
Ask Apple Support Communities

## Glossary

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

AirPlay: Wirelessly mirror your screen to an HDTV with Apple TV.

Apple Intelligence: The personal intelligence system built into macOS combines generative models and an understanding of your personal context to deliver relevant, useful intelligence.

Apple menu: The  menu in the top-left corner of the screen gives you access to settings, recently used apps, and other items.

App menu: Click any menu item in the Mac menu bar to perform tasks for the app you're using.

Continuity: Use your Mac with your other Apple devices to work more efficiently and move seamlessly between them.

Continuity Camera: Use your iPhone as a webcam. Take photos or scan documents with your nearby iPhone or iPad and have them appear instantly on your Mac.

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.

Continuity Sketch: Draw a sketch on your nearby iPhone or iPad and have it appear instantly on your Mac.

Control Center: Quickly access features you use often, such as volume control, display brightness, Bluetooth, Do Not Disturb, AirPlay, and more.

> 💡 **Tip: Use the built-in help feature within apps.**
>
> The Finder and most apps on your Mac have a Help menu in the menu bar, so you can easily find information about macOS, your Mac, and the apps you use.
>
> To learn how to use an app, click Help. You can also click a link in this glossary to view the app's user guide.

Desktop: The background area of your screen where you work, open apps, and save files and folders.

Desktop widgets: Personalize your desktop and see information at a glance. Widgets automatically move to an open spot near your pointer, grouping with others to create a great desktop layout.

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

Do Not Disturb: A Focus that silences notifications. You won't see or hear them when they arrive, but you can view them in Notification Center later.

Downloads folder: A folder shortcut in the Dock that lets you easily access items you download from the internet, receive as attachments, or accept through AirDrop.

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

Finder: The home base for Mac, similar to Windows File Explorer, where you organize and access work apps, files, folders, and more.

Focus: Use Focus to minimize distractions and help you stay on task, pause and silence all notifications, or allow only certain ones.

Freeform: A flexible workspace for visualizing concepts and building diagrams, bringing together all the pieces — photos, shapes, sticky notes, and more. Invite colleagues to your Freeform boards and collaborate in real time.

Genmoji: Apple Intelligence takes emoji to the next level. Type a description in the emoji keyboard to create your own original Genmoji that expresses you.

Handoff: Start working on a document, email, or message on one device and pick up where you left off on another.

Image Playground: An easy-to-use in-app experience for creating original images that visually bring ideas and concepts to life.

Interactive widgets: Take action directly from a widget on your desktop. Complete to-dos, play or pause media, access home controls, and much more.

iPhone Mirroring: Control and interact with your iPhone by mirroring its screen to your Mac using the new iPhone Mirroring app. Engage fully with your iPhone and its apps, wirelessly. Browse your iPhone Home Screen, open apps, and use them — as if your phone were in your hand.

Keynote: Create compelling presentations with transitions, images, slide animations, and over 40 eye-catching Apple-designed themes.

Live Speech: Type what you want to say, and have it spoken aloud during phone calls, FaceTime calls, and in-person conversations.

Live Text: Copy text from a photo and use it to look up the meaning of words, search the web, and translate text. You can also use it to make a call, open a website, or address an email.

Mac Virtual Display: View your Mac screen on Apple Vision Pro and control the pointer across both devices with your trackpad.

Math Notes: Crunch numbers, assign variables, and evaluate expressions in Notes.

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

Messages: Send text, image, audio, or video messages or nearly any other file type to coworkers.

Microsoft 365 for Mac: The Microsoft apps you frequently use at work — Word, Excel, PowerPoint, and Outlook — are also available on Mac.

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

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

Numbers: Build spreadsheets to organize and present data, adding images, shapes, and tables. Use interactive charts to animate and visualize your data.

Intelligent PDF form detection: Fillable documents and forms can be automatically detected across the system, like in Files, Mail, and scanned documents. And with powerful on-device language models, AutoFill identifies fillable fields, so you can quickly populate information such as names and addresses.

Pages: Create word processing and page layout documents from scratch, or choose from over 90 beautiful Apple templates and styles.

Passkey: Sign in to an app or website without needing to create and remember a password. Instead, a passkey uses Touch ID or Face ID to identify you.

Personal Voice: A speech accessibility tool that allows people at risk of losing their voice to create a voice that sounds like them privately and securely, so they can use it with Live Speech in phone and FaceTime calls on Mac.

Phone app on Mac: With the new Phone app on your Mac, you can stay connected without needing to reach for your iPhone — from making or receiving calls to checking voicemail.

Presenter Overlay: Remain part of the conversation on a video call while sharing your screen. Use a small overlay to place yourself in a movable bubble on top of the presentation, or use a large overlay to stay visible while your shared screen is framed next to you.

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

💡 **Tip: Dictate and type.**

Switch fluidly between dictating, typing with the keyboard, and more, without needing to stop Dictation. Dictation intelligently pauses the mic while you type and resumes when you stop.

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

Quick Note: Jot down ideas and add links no matter where you are or what you're doing. Find all your Quick Notes in the Quick Notes folder in the Notes app.

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

Safari Highlights: A summary of helpful info about the web page you're viewing, such as directions and links to additional details.

> 💡 **Tip: Read web articles without distractions.**
>
> View web page articles in Safari without distracting ads, navigation, or other items. To enable Safari Reader, choose View > Show Reader in the menu bar or press Shift-Command-R.

Safari profiles: Keep your work and personal browsing separate. Each profile has its own histories, cookies, extensions, Tab Groups, and favorites.

Screenshot and screen recording: Capture pictures or recordings of your Mac screen.

Shortcuts: An app that automates everyday tasks on your Mac.

Shortcuts widget: Run shortcuts on Mac.

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

Siri: A built-in intelligent assistant that can quickly do things for you on your Mac, like open files or apps, send messages or emails, make calls, and more.

Split View: Work on two apps side by side. Split View automatically fills your screen with two windows so you don't need to manually move and resize them.

Spotlight: Quickly find anything on your Mac — apps, documents, emails, and more.

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

Stage Manager: Keep the app you're working with front and center, and your desktop clutter-free. Recently used apps are arranged neatly on the left side of the screen for quick access, and the app window you're working with stays in the center.

System Settings: Customize your Mac. This is similar to Control Panel on Windows.

Trash: Store deleted files until you empty the Trash. This is similar to the Recycle Bin on Windows.

Universal Clipboard: Copy text, images, photos, and videos on one Apple device and paste the content on another device.

Universal Control: Use a single keyboard and mouse or trackpad for both your Mac and iPad — no setup required. Just put the devices next to each other and move your pointer seamlessly between them.

Voice Memos: Use your Mac to create a recording with the built-in mic, a headset, or an external mic.

Web apps: Save your favorite websites in the Dock for quick access. The streamlined format simplifies browsing.

Writing Tools: Summarize selected text, proofread your work, and create different versions of the same text to find the right wording and tone. Use Writing Tools virtually anywhere you write, including Mail, Notes, and more.