



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, analyse 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 customise 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 enrol your Mac into corporate services to access your organisation's Wi-Fi, mail and calendar. Then adjust common settings, start using apps, organise 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 straight 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.

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 organise your files. To create a new folder, click File in the menu bar, then choose New Folder.

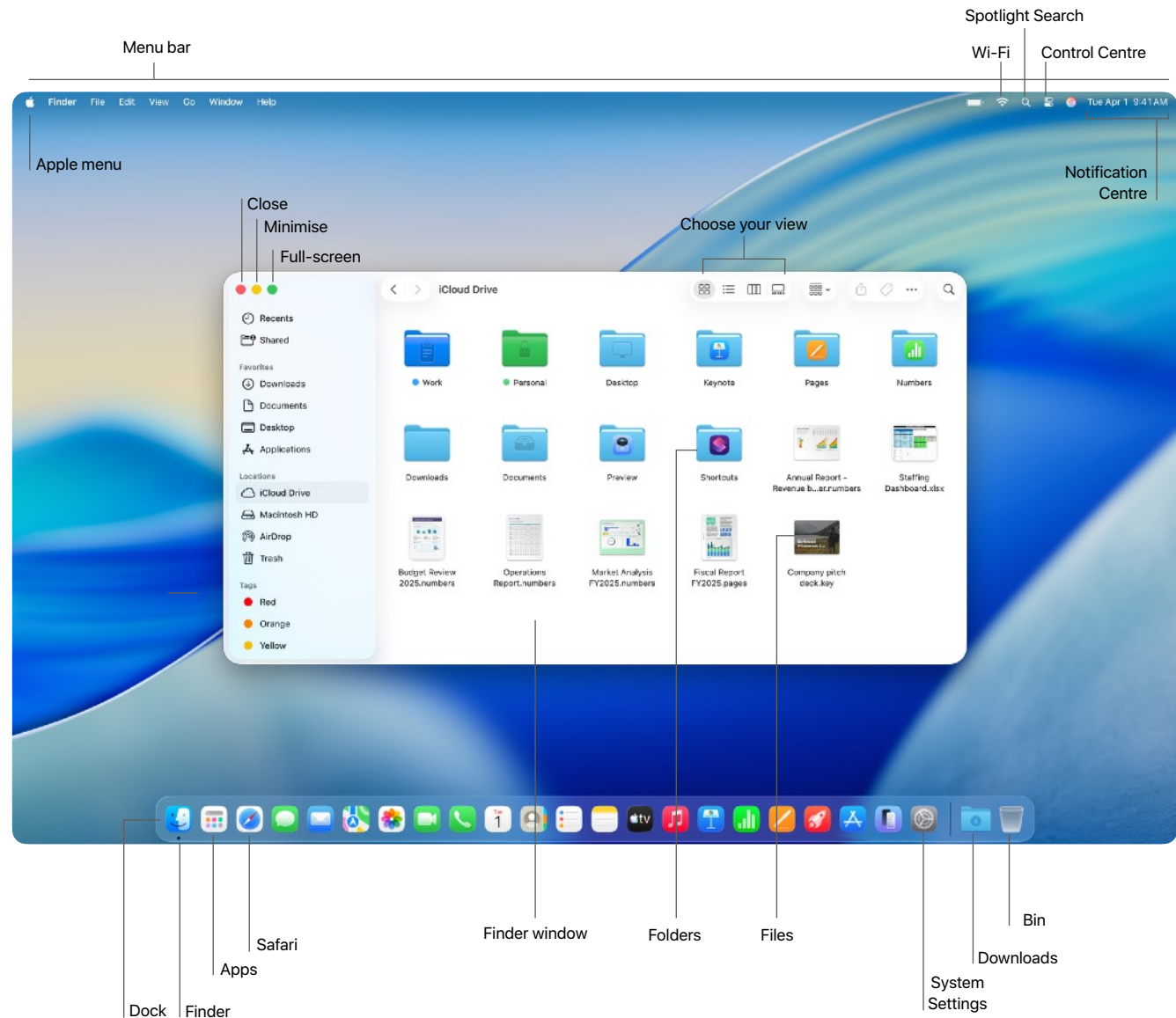
[Organise files and folders](#)

[Choose your view](#)

Access apps in the Dock

Keep your favourite 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.



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.

[Customise 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, maximise or minimise 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 organise 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 customise 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 Centre](#), 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 minimise 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 organised 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 favourite 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 Centre](#) 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, transcribe dialogue with Live Captions and more.

[Get started with accessibility features](#)

Discover [vision](#), [hearing](#), [mobility](#) and [speech](#) features

[Dictate messages and documents](#)

[Get accessibility support](#)

Customise your Mac

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

[Customise with System Settings](#)

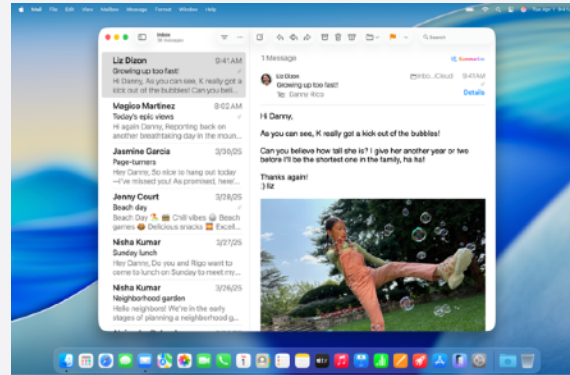
[Choose your desktop wallpaper](#)

[Use a screen saver on your Mac](#)

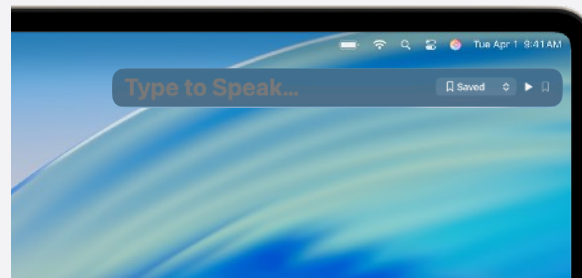
[Change your login picture on Mac](#)

[Change the language your Mac uses](#)

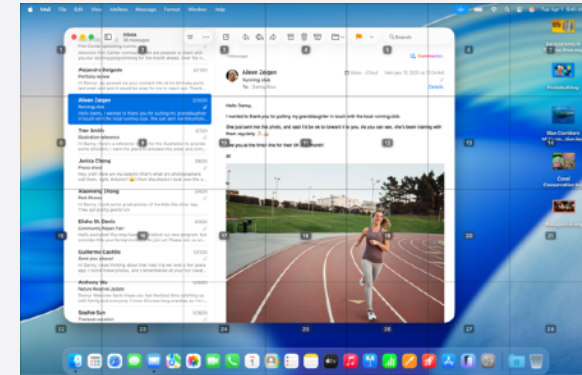
Get started with Mac accessibility features.



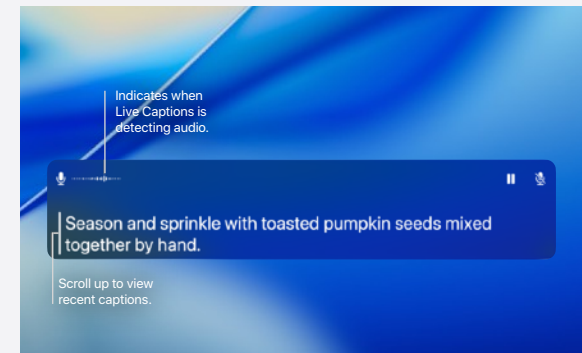
Vision. [Make text larger](#), [zoom in](#), [adjust display colours](#) and more. [Use the built-in screen reader](#) to hear what's onscreen, and navigate Mac using [keyboard commands](#), [trackpad gestures](#) or a [connected braille display](#).



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](#).



Mobility. [Navigate your Mac](#) and perform actions using [voice commands](#), [assistive devices](#), an [onscreen](#) or [physical keyboard](#) and more.



Hearing. [Get real-time captions](#) for live conversations and audio from apps. [Pair Made for iPhone \(MFi\) hearing devices](#) with Mac. [Customise 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. [Customise 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, visualise data, collaborate with colleagues and support your workflow needs. Ask your IT team about your organisation'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](#)

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 organisation has a Microsoft 365 subscription.



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](#)

[Visualise your data with spreadsheets](#)

[Convert your iWork files to Microsoft Office documents](#)

[Collaborate with coworkers on documents in real time](#)

Create and annotate PDF files



Preview is a built-in app that lets you view and annotate PDFs, fill in and sign forms, and mark up images. When you've finished, 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 in and sign PDF forms](#)

[Export PDFs and images](#)

Customise Safari



In Safari, you can personalise your web browsing experience by [creating a separate work profile](#), [customising 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 Exchange or Outlook account and sync your 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, organising 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.

[Customise your map view](#)

[Plan a multi-stop route](#)

[Find your way through airports or shopping centres](#)

Manage your time



Use the [Clock](#) app to see the local time around 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. Organise 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 organise reminder lists](#)

[Add reminders from other apps](#)

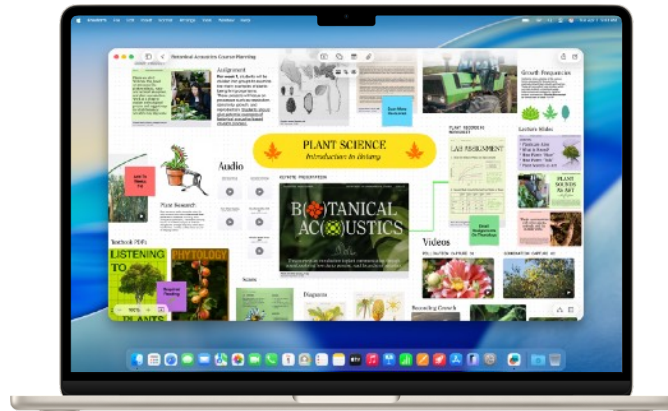
[Add dates or locations](#)

[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 organise 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 organised, like changing font and paragraph styles, colour 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](#)

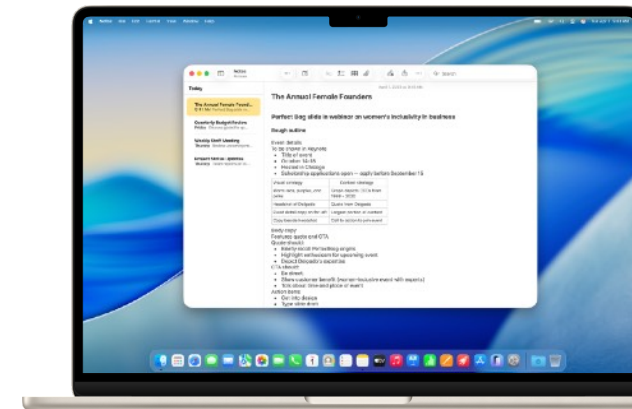
[Attach images and files](#)

[Add a table](#)

[Search your notes](#)

[Organise 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.

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.

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: Access cloud storage solutions on your Mac.

Customise 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.

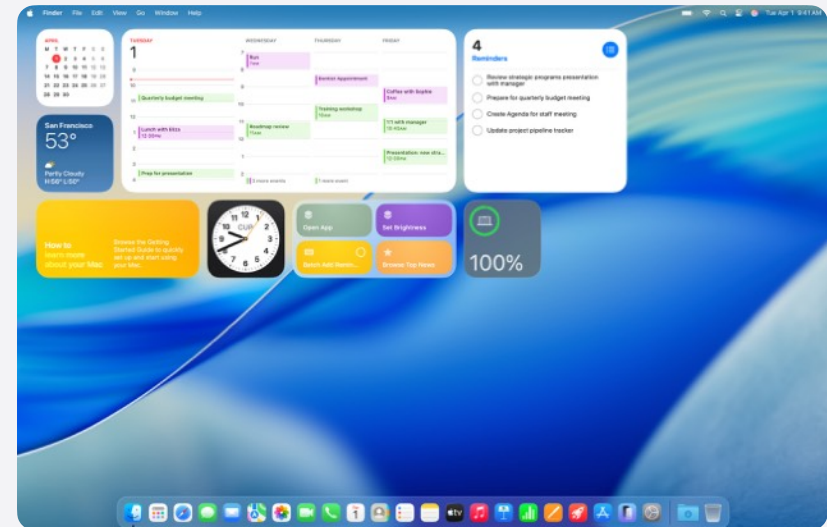
Add and customise widgets on Mac

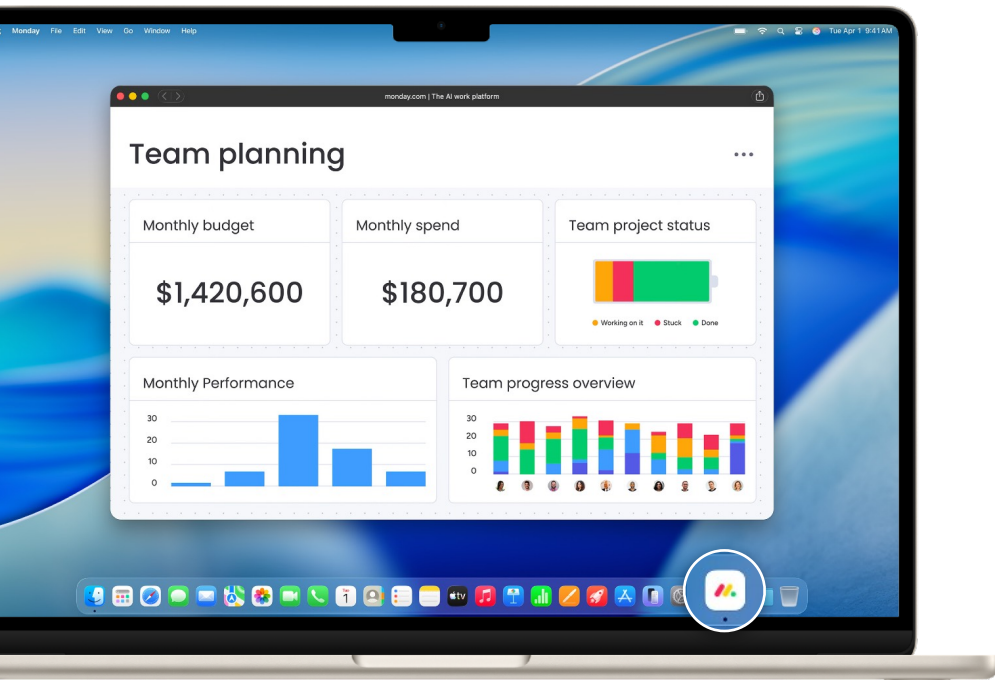
Stay front and centre when presenting



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





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](#)

Organise 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 organise 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 visualise your work. And take advantage of the all-new superpowers of Siri. Ask your IT administrator if these features have been enabled for your organisation.

Writing Tools

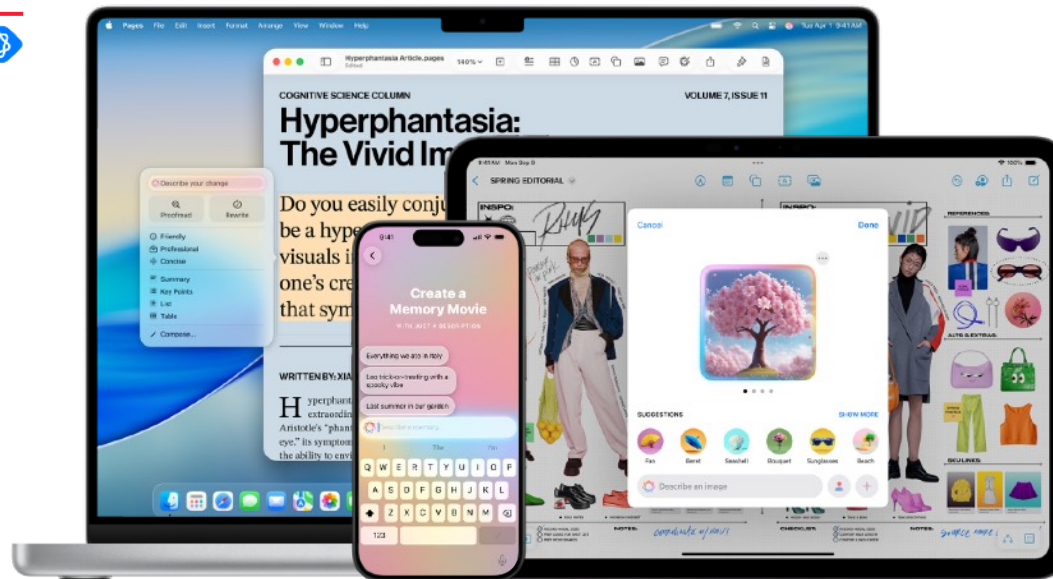


Using [Writing Tools](#), you can rewrite emails, proofread documents, summarise text and more with just a click – virtually anywhere.

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 prioritise your workload, quickly summarise long emails and more.

Know what to prioritise 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 summarise 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 personalised 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 in a form and say "Add my business licence", Siri extracts the number from a photo of your licence 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 directly in apps like Notes, Pages, Keynote and Freeform to elevate your documents.

Genmoji

Generate unique emoji-style stickers directly from the keyboard with Genmoji. In the sticker creator, type what you want to create – like "person analysing 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 summarised 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.

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.



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 answer.⁵

Hold Assist keeps your spot in the queue 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.

[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](#)

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 programmes.

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 Centre: 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 Mac screen where you work, open apps, and save files and folders.

Desktop widgets: Personalise 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 Centre 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 organise and access work apps, files, folders and more.

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

Freeform: A flexible workspace for visualising 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.

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

Menu bar: A bar at the top of your screen. Menus on left help you perform tasks in apps and the 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 Centre: Quickly view appointments, notes, weather, top headlines and more. To open, click the date and time at the right-hand end of the menu bar.

Numbers: Build spreadsheets to organise and present data, adding images, shapes and tables. Use interactive charts to animate and visualise 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 a 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 in 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 wherever you are or whatever 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 favourites.

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 organised 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 centre, 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 centre.

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

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

Universal Clipboard: Copy text, images, photos and videos on one device and paste the content on another Apple 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 favourite websites in the Dock for quick access. The streamlined format simplifies browsing.

Writing Tools: Summarise 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.

¹Available on Mac computers with Apple silicon in English (Australia, Canada, Ireland, New Zealand, South Africa, United Kingdom and United States). ²Requires that your iPhone, with an active network provider plan, and Mac are signed in with the same Apple Account, your iPhone and Mac are near each other, signed in to FaceTime with the same Apple Account, have Wi-Fi turned on and are connected to the same network. An external microphone or headset is required for Mac Studio, Mac mini and Mac Pro. ³Live Translation in Messages is available in Chinese (Simplified), English (UK, US), French (France), German, Italian, Japanese, Korean, Portuguese (Brazil) and Spanish (Spain) when Apple Intelligence is enabled on a compatible iPhone, iPad or Mac, as well as on Apple Watch Series 9 and Apple Watch Ultra 2 and later when paired with an Apple Intelligence-enabled iPhone. ⁴Live Translation in Phone and FaceTime is available for one-to-one calls in English (UK, US), French (France), German, Portuguese (Brazil) and Spanish (Spain) when Apple Intelligence is enabled on a compatible iPhone, iPad or Mac. ⁵Available in Cantonese (China mainland, Hong Kong, Macao), English (Australia, Canada, India, Ireland, New Zealand, Puerto Rico, Singapore, South Africa, UK, US), French (Canada, France), German (Germany), Japanese (Japan), Korean (Korea), Mandarin Chinese (China mainland, Macao, Taiwan), Portuguese (Brazil) and Spanish (Mexico, Puerto Rico, Spain, US). ⁶Available in English (Australia, Canada, India, Singapore, UK, US), French (France), German (Germany), Japanese (Japan), Mandarin Chinese (China mainland), Portuguese (Brazil) and Spanish (Mexico, Spain, US). ⁷Available on Mac computers with Apple silicon and Intel-based Mac computers with a T2 Security Chip. Requires that iPhone and Mac are signed in with the same Apple Account using two-factor authentication, iPhone and Mac are near each other and have Bluetooth and Wi-Fi turned on, and Mac is not using AirPlay or Sidecar. Not currently available in the European Union.