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# Getting Started with a Mac

For businesses without a server

Integrating a Mac into your business is a fast, simple process. There are a few simple steps to follow in order to set up your Mac, connect it to the Internet, share files and printers, create documents, and take full advantage of your new system. This document, a quick guide designed to help you integrate a Mac into your environment, is geared toward businesses without a server. Please refer to the *Getting Started with a Mac for Businesses with a Windows Server* if you use a Windows Small Business Server (SBS) or other server.

# Setting Up Your New Mac

## For Additional Help

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Setting up a new Mac for a business without a server is essentially the same as setting up a Mac for personal use. Turn on your Mac, and then follow the simple, on-screen instructions. As part of those instructions, you will be given the option to transfer data from another Mac system. However, if your previous machine is a PC, it will be easier to migrate your files at a later time.

When you create your first account on the machine, this account will be an admin (for administrator) account by default. Using an admin account, you will have the ability to make changes to the system, including adding new accounts, adding or updating software applications, limiting rights for other accounts, and more. Most people create just one account on their system, so it is necessary to make it an admin account in order to fully manage the system. If your business would like to retain the ability to access every system, then a good first step is to create a general admin account to be controlled by the business owner, office manager, administrator, or technical person. You can always create additional admin accounts and other types of accounts on your Mac at a later time.

Once you have finished the on-screen instructions, you can start using your new Mac.

For more instructions about migrating your PC-based files, visit:  
[support.apple.com/kb/HT2518](https://support.apple.com/kb/HT2518)

# Connecting to the Internet

## For Additional Help

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### Using a Wired Network

If you want to connect to the Internet using a wired Ethernet network, simply connect an Ethernet cable from your router or other Internet connection device to your Mac.

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[www.apple.com/support/quickassist](http://www.apple.com/support/quickassist)

### Using a Wireless Network

Connecting to a wireless network is quick and easy. Apple's industry-standard 802.11 wireless networking technology is built into Apple's full line of notebooks as well as the iMac.\* And, you can easily add an 802.11 wireless card to a Mac Pro computer. Your Mac will automatically connect to available wireless networks.

To connect to a wireless network for the first time, follow these simple steps:

1. From the Apple menu, choose the Apple icon, then choose System Preferences.
2. Select AirPort (Apple's 802.11 standard wireless technology) in the list of network connection services, then choose a wireless network from the Network Name pull-down menu. If you are prompted for a password, enter it. If the network you want to join is not in the list (it may be hidden from public view), choose Other, then enter the network name and password.
3. Check the box Show AirPort status in menu bar so it will be easier to quickly verify your wireless status and join new networks if you are traveling or in new locations.

Once you have connected to a wireless network, the Mac will automatically re-join that network.

\* Wireless Internet access requires a base station or other wireless access point and Internet access; fees may apply. Some ISPs are not currently compatible with AirPort.

[www.apple.com/support/quickassist](http://www.apple.com/support/quickassist)

# Email, Calendars, and Contacts

## For Additional Help

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### Email

Accessing email, managing calendars, and storing contacts are all easy to do on the Mac. Three built-in applications that work as one—Mail, iCal, and Address Book—all come at no additional charge on every Mac. If you use an Internet-based service such as Yahoo!, Google, or AOL, you can easily access these services via the Internet using the Safari web browser included with every Mac.

The Mail application works with most popular Internet email services and supports common email standards including POP3 and IMAP. If you have more than one email account, you can easily add all of your accounts to Mail and access everything from one central place. When you launch Mail for the first time, it will display the Mail Setup Assistant to walk you through this process.

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See the Mail lesson under Working & Playing at:  
[www.apple.com/support/mac101](http://www.apple.com/support/mac101)

For support information, see:  
[www.apple.com/support/mail](http://www.apple.com/support/mail)

### Calendars

Using iCal, you can create as many separate calendars as you need—including one for work and one for home. You can see all your calendars in a single window, or choose to view only the calendars that you wish. iCal can sync with Google and Yahoo! calendars, as well as import from many other calendar applications.

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See the iCal lesson under Working & Playing at:  
[www.apple.com/support/mac101](http://www.apple.com/support/mac101)

### Working with Microsoft Exchange Server

If you use a hosted Microsoft Exchange service for email and calendaring, Mac OS X v10.6 Snow Leopard supports Microsoft Exchange Server 2007 so that you can access Exchange services such as email, calendar invitations, and Global Address Lists on your Mac.

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For support information, see:  
[www.apple.com/support/ical](http://www.apple.com/support/ical)

See how to setup your Mac to work with Microsoft Exchange Server at:  
[support.apple.com/kb/HT3748](http://support.apple.com/kb/HT3748)

### Contacts

Address Book makes it simple to manage your contacts. Address Book can sync and import contacts from Internet services as well as many other programs.

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See the Address Book lesson under Working & Playing at:  
[www.apple.com/support/mac101](http://www.apple.com/support/mac101)

# Security

## For Additional Help

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Mac OS X doesn't get PC viruses. And its built-in defenses help keep you safe from other malware without the hassle of constant alerts and sweeps. Some users may choose to purchase and install additional anti-virus tools.

[www.apple.com/macosx/security](http://www.apple.com/macosx/security)

Mac OS X also makes safeguarding critical data a painless task. Secure Empty Trash ensures deleted confidential files are permanently removed from the system, and built-in secure encryption tools like FileVault and Secure Virtual Memory keep files and personal data automatically protected. With do-it-yourself encryption capabilities using the Disk Utility tool, users can easily password protect any files they choose using Advanced Encryption Standards, the cryptography standard that the federal government recommends to secure information.

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# Office Productivity Applications

The Mac runs Microsoft Office applications, including Word, Excel, and PowerPoint. It also runs iWork, Apple's productivity suite that includes Pages '09, Numbers '09, and Keynote '09—all to help you produce documents, spreadsheets, and presentations. iWork can read and write documents using the Office format, so your documents are easily compatible.

[www.apple.com/macosx/compatibility](http://www.apple.com/macosx/compatibility)

The Mac can instantly work with .doc, .xls, .pdf, .jpg, and many other common file types, even if the file was created on a Windows system. PDF support is built into the core of the Mac OS X operating system, so that you can create, view and annotate PDF documents without the need to purchase additional software.

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# Printers

Mac systems let you connect and share devices such as printers and external storage devices. Mac OS X comes with software drivers for many third-party printers, so you can simply connect to a USB printer and the print queue will automatically be created. You can also connect to printers that are shared from other PC or Mac systems or printers attached directly to the network.

See the **Connect Your Printer** lesson at:  
[www.apple.com/support/mac101/connect](http://www.apple.com/support/mac101/connect)

# Chat and Collaboration

## For Additional Help

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iChat, the rich instant messaging application built into Mac OS X, lets you text, audio or video chat over the Internet without accruing any text messaging, long distance or video streaming charges.\* You can chat one on one or set up a multi-person chat. Using iChat's Screen Sharing technology, you can even work on the same project from different locations. In addition to iChat, Microsoft Messenger for Mac and Yahoo! Messenger are also available for the Mac.

To use iChat, all you need is access to the Internet and one of the following accounts: MobileMe, AIM (AOL Instant Messenger), Google instant messaging, or Jabber. When you first launch iChat, it will bring up an assistant to set up your account.

If you use Google Apps or other messaging and collaboration solutions, they can be readily accessed and used on the Mac through Safari or other web browsers like Firefox.

\* Broadband Internet access is required. Fees may apply.

See the iChat lesson under Working & Playing at:  
[www.apple.com/support/mac101](http://www.apple.com/support/mac101)

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## File Sharing on a Network

The Mac can instantly work with .doc, .xls, .pdf, .jpg, and many other common file types, even if the file was created on a Windows system. In a mixed environment, there are multiple options for exchanging large files back and forth between Mac and PC systems. USB or FireWire storage devices and Flash-memory devices with Mac- or PC-generated files can connect directly to either a Mac or PC for two-way exchange. With an optical drive, your Mac can burn CD and DVD discs for use on Mac systems, Windows-based PCs, and other types of computers.

You can also exchange files back and forth between Mac and Windows systems via network-based file sharing. You can selectively identify folders on your Mac to share with others, access files on other systems (including Windows PCs), establish different access privileges for different users, and more.

Computers that allow file sharing will automatically show up in the Shared section of the Finder sidebar, allowing you to browse files and folders you have permission to view.

See the instructions about setting up File Sharing between two computers at:  
[support.apple.com/kb/HT1549](http://support.apple.com/kb/HT1549)

# Backup

## For Additional Help

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Time Machine lets you automatically back up your entire system. It keeps an up-to-date copy of everything on your Mac, including system files, documents, email, digital photos, music, movies, TV shows, and more. You can easily go “back in time” to restore files if needed. Time Machine works with your Mac and an external hard drive (sold separately). Just connect the drive, assign it to Time Machine, and it will automatically back up your entire Mac.

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See the Time Machine lesson under Working & Playing at:  
[www.apple.com/support/mac101](http://www.apple.com/support/mac101)

## Summary

Adding a Mac to your business is easy. Mac computers work great even in a mixed environment of Mac systems and Windows-based computers. This guide provides a quick overview of how to get a Mac system up and running quickly within your business environment.

Apple offers a variety of options to help you select, purchase, develop, service, and work with Apple products. Apple Authorized Resellers and independent Apple Solution Providers can deliver a wide variety of services tailored to your organization’s needs. You can gain specialized expertise and help, ranging from pre- and post-sales support, to technical expertise, training, installation, and integration services from an Apple Authorized Reseller and Solution Provider. Choose the one that’s right for you.

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## Additional Resources

If you are new to Mac or simply need a refresher course on how to get the most out of your Mac, Apple provides a number of helpful resources:

Getting Started with a Mac	<a href="http://www.apple.com/support/mac101">www.apple.com/support/mac101</a>
Quick Assistance on your Mac	<a href="http://www.apple.com/support/quickassist">www.apple.com/support/quickassist</a>
Switching to Mac from Windows	<a href="http://www.apple.com/support/switch101">www.apple.com/support/switch101</a>
Mac OS X Support Questions	<a href="http://www.apple.com/support/snowleopard">www.apple.com/support/snowleopard</a>
Overall Apple Support	<a href="http://www.apple.com/support">www.apple.com/support</a>

Several other websites with video tips and tutorials are available on Apple.com as follows:

Mac Basics	<a href="http://www.apple.com/findouthow/mac">www.apple.com/findouthow/mac</a>
Advanced Business User Tips	<a href="http://www.apple.com/business/theater">www.apple.com/business/theater</a>

Help is also available from within your applications by selecting *Help* in the menu bar, then by choosing the *Help* option for that application.

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