

Mac mini

Getting Started Guide

Look around your new Mac

Get a quick intro to the ports, connectors, accessories, and other features of your Mac mini.

[Take a tour of Mac mini](#)

Want to get started?

After you connect a display, keyboard, and mouse or trackpad, press the power button on the back of your Mac mini. Follow the Setup Assistant prompts, and you're up and running.

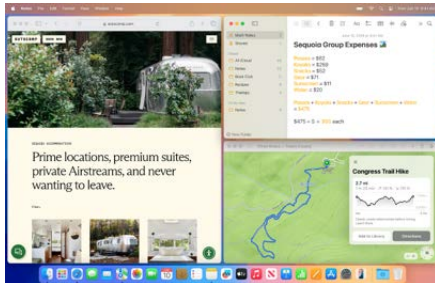
[Set up your Mac mini](#)

Stay in sync

Access your documents, photos, contacts, and more across all your devices with iCloud. And use your Mac mini with your iOS and iPadOS devices to make phone calls, copy and paste across devices, or create an Instant Hotspot.

[Use iCloud with your Mac mini](#)

Your Mac mini comes with built-in apps that help you stay connected, empower you to create, provide hours of entertainment, and more.



Find out what's new in macOS
Sequoia and your included apps.

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Connect a display

Mac mini supports up to three external displays, which means you've got a desktop ready to flex in any setup.

[Connect a display](#)



Transfer information

Migrate your data—like files, contacts, accounts, and more—from another computer to your new Mac.

[Transfer your data](#)



Common questions

Want to learn more about your Mac mini? Find answers to common questions about your Mac.

[Find answers](#)

To explore the *Mac mini Getting Started Guide*, click [Table of Contents](#) at the top of the page, or enter a word or phrase in the search field.

If you need more help, visit the [Mac mini Support website](#).

Not all features and content are available in all countries or regions. Subscription required for Apple TV+.

Welcome

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Mac mini at a glance

Take a tour of Mac mini

Note: This guide is for the current Mac mini with and chips. The illustrations show Mac mini with . If you're not sure which Mac mini you have or want to find information and documentation about other models, see the Apple Support article [Identify your Mac mini model](#).

Your Mac mini is packed with advanced technologies.

- *USB-C ports:* Mac mini has two USB-C ports, making it easy to connect and charge all your favorite accessories, such as a mouse, keyboard, and RAID arrays.
- *Status indicator light:* If the light is on, your Mac mini is awake or in sleep; when there's no light, your Mac mini is turned off.
- *3.5 mm headphone jack:* Plug in stereo headphones or speakers to experience high-quality sound while listening to music or watching movies. Or plug in an analog headset with a built-in mono microphone to make audio and video calls.
- *Power port:* Plug the power cord into the power port on the back of your Mac mini, then plug the other end of the cord into a power outlet.
- *Gigabit Ethernet port:* Connect a router or modem to use the internet, or connect to another computer to transfer files without using Wi-Fi.
- *10 Gigabit Ethernet (RJ-45) port:* If your Mac mini has the optional 10 Gigabit Ethernet port, it can use Nbase-T Ethernet technology, which supports multiple data rates for speeds up to 10 Gbit/s over standard twisted-pair copper cable up to 100 meters (328 feet) in length. Depending on the device you're connecting to, the cable type and technology used, and the cable length, the highest link speed is automatically negotiated. For example, if the device you're connecting to is 10 Gbit/s-capable and the cable can support that speed, the two devices negotiate the 10 Gbit/s speed.

See the following table for connection speeds and cable types. Speeds are for cables up to 100 meters (328 feet) in length, unless otherwise specified.

Cable Type	1 Gbit/s	2.5 Gbit/s	5 Gbit/s	10 Gbit/s
Category 5e	✓	✓	✓	Not supported
Category 6	✓	✓	✓	✓ Up to 55 m (180 feet)
Category 6a	✓	✓	✓	✓

- *HDMI port:* Use an HDMI to DVI Adapter or HDMI cable (sold separately) to connect your Mac Mini to a TV or external display. See [Connect a display to Mac mini](#).
- *Thunderbolt (USB-C) ports:* Use any of the three Thunderbolt (USB-C) ports to transfer data at Thunderbolt speeds (up to 40 Gbit/s up to 120 Gbit/s), connect to a display or projector, connect to USB 4 peripherals, and more. The ports can also charge devices, such as an iPhone or a rechargeable trackpad or keyboard.

Mac mini with can support up to three displays—two 6K and one 5K. Mac mini with can support up to three 6K displays. See [Connect a display to Mac mini](#) for more information about display configurations.

- *Power button:* Press to turn on your Mac mini. (Choose Apple menu > Shut Down to turn off your Mac mini, or choose Apple menu > Sleep to put it to sleep.)



Use accessories

Connect accessories to your Mac mini

You can connect your Mac mini with other devices, like a keyboard, mouse, or trackpad; wearable devices like AirPods; and more. There are two ways to connect accessories: wirelessly using Bluetooth technology, or by connecting a cable from the accessory to one of the USB-C ports on your Mac mini.

Before you begin. Before you connect an accessory to your Mac mini, do the following:

- Consult the documentation that came with your accessory.
- If you are connecting with a cable, make sure you have the correct cable. You may also need an adapter to connect the cable to your Mac mini. To learn more about your ports and their capabilities, see [Take a tour of Mac mini](#).
- Make sure your Mac mini is updated to the latest version of macOS.

Connect a wireless accessory

Turn Bluetooth on. Click  in the menu bar. If the Bluetooth icon  is gray with a line through it, it's turned off. Click it to turn on Bluetooth.

Pair a Bluetooth accessory. The first time you use a Bluetooth accessory with your Mac mini, you must pair them. Consult the documentation that came with your accessory to make sure it is ready to pair—for instance, you may need to flip a switch on the accessory to turn on Bluetooth. Both your Mac and the accessory must be turned on and near each other.

When your accessory is ready to pair, open System Settings on your Mac and click Bluetooth in the sidebar. Select the accessory in the Nearby Devices list, then click Connect.

Connect a Bluetooth accessory. Your accessory automatically connects to your Mac mini after you've paired it. To see what Bluetooth devices you have connected to your Mac mini, click  in the menu bar, then move your pointer over Bluetooth and click . Accessories that appear in the list with a blue (or a different color) icon are connected.

If your accessory isn't automatically connecting, open System Settings on your Mac and click Bluetooth. Make sure the accessory appears in the My Devices list. If it doesn't appear, follow the steps to pair the accessory.

Disconnect or forget a Bluetooth accessory. To disconnect a Bluetooth accessory, open System Settings on your Mac and click Bluetooth. In the My Devices list, move your pointer over the accessory, then click Disconnect when it appears. To forget a Bluetooth accessory so your Mac mini doesn't automatically connect to it, click ⓘ next to the accessory, then click Forget This Device.

Connect a Magic Keyboard, Magic Mouse, or Magic Trackpad. Connect the Magic Keyboard, Magic Mouse, or Magic Trackpad to your Mac mini using the cable provided with the accessory. Then, slide the switch on your accessory to on, so that green is visible. Your accessory then pairs with your Mac.

After the accessory is paired with your Mac mini, you can disconnect the cable and use the accessory wirelessly. Your Magic Mouse, Magic Trackpad, or Magic Keyboard automatically connects to your Mac when Bluetooth is turned on.

For information about input devices, see [Magic Mouse](#) and [Magic Trackpad](#).

Note: Magic Keyboard, Magic Trackpad, and Magic Mouse behave like a wired keyboard or pointing device when connected using their included cable. Bluetooth isn't used, and all communication is over the cable.

Connect AirPods with your Mac mini. To pair and connect AirPods, see [Pair AirPods with an Apple Device](#).

Connect an accessory with a cable

Some accessories can be connected to your Mac mini with a cable. Depending on the capabilities of the accessory and the cable, you may also be able to charge the accessory or transfer data when connected.

Consult the documentation that came with your accessory before connecting it. Some accessories have an additional power source that also needs to be plugged in.

To connect an accessory, you need to use a cable that fits both the port on your accessory as well as the USB-C port on your Mac mini. If the cable doesn't have the right connector for your Mac, you may use an adapter to connect the cable. For more information about adapters, what they look like, and what ports to use, see [Adapters for the Thunderbolt or USB-C ports on your Mac](#).

 **Tip:** Some accessories need to be approved the first time they're connected. See [Allow accessories to connect to Mac](#) to learn more.

You also need to connect a display when you first set up Mac mini (see [Connect a display to Mac mini](#) for details).

Learn more. See [Bluetooth settings on Mac](#) and [About USB on Mac](#). To learn more about connecting a Magic Mouse, Magic Trackpad, or Magic Keyboard, see [Set up your Magic Keyboard, Magic Mouse, or Magic Trackpad with your Mac](#). If you see a note that USB devices are disabled, see [If you see USB Devices Disabled on your Mac](#).

Magic Keyboard with Touch ID

The wireless Magic Keyboard with Touch ID and the Magic Keyboard with Touch ID and Numeric Keypad (shown below) have built-in features that make it easy to enter emoji, switch keyboard languages, lock your Mac mini, and perform many system functions with the touch of a key. You can also use a fingerprint to sign in and make purchases using Apple Pay.

To connect your Magic Keyboard with Touch ID to your Mac mini, see [Connect accessories to your Mac mini](#).

Turn the keyboard on or off. Slide the on/off switch on the back edge of the keyboard to turn it on  (so green is visible) or off. If your keyboard isn't recognized by your Mac, connect it to your Mac with a USB-C Charge Cable or USB-C to Lightning cable to pair it, then disconnect the cable to use it wirelessly. Use the same cable to charge your keyboard.

Lock your Mac mini. Quickly press Touch ID. To unlock your Mac mini, lightly touch Touch ID, or press any key and type your password.

Set up Touch ID. You can use your fingerprint to unlock your Mac and make purchases from the App Store, Apple TV app, and Apple Books, and on websites using Apple Pay. If you don't set up Touch ID when you set up your Mac, you can do it later in the Touch ID & Password settings in System Settings. For more information about Touch ID, see [Set up your Mac mini](#). For information about Apple Pay, see [Use Wallet and Apple Pay](#).

Use Touch ID. Place your finger lightly on Touch ID. When you first start up or restart your Mac, you need to type your password to log in to your Mac mini. After that, whenever you're asked for your password to unlock the screen or make purchases, you can use Touch ID. If you set up fast user switching with your Mac mini, you can also use your fingerprint to switch from another user's account to your own. For more information, see [Use Touch ID on Mac](#).

Set keyboard settings. To specify options for your keyboard and the Function (Fn)/Globe key , open System Settings, click Keyboard in the sidebar, and choose options to change your keyboard or input source, show emoji and symbols, start dictation, or define functions.

Use emoji or switch keyboard languages. Press  to switch to a different keyboard. Press  repeatedly to cycle through emoji options or other languages you specify in Keyboard settings, or press twice quickly to start dictation (if you set that preference). On Magic Keyboard with Touch ID, the key is in the bottom-left corner.

Use function keys. The function keys on the top row provide shortcuts for these common system functions:

- *Brightness (F1, F2):* Press  or  to decrease or increase the brightness of the screen.
- *Mission Control (F3):* Press  to view what's running on your Mac, including all your spaces and open windows.
- *Spotlight Search (F4):* Press  to open Spotlight and search for something on your Mac.
- *Dictation/Siri (F5):* Press  to activate dictation—you can dictate text wherever you can type (for example, in Messages, Mail, Pages, and other apps). Press and hold  to activate Siri, then immediately speak your request.
- *Do Not Disturb (F6):* Press  to turn Do Not Disturb on or off. When Do Not Disturb is on, you won't see or hear notifications on your Mac, but you can view them in Notification Center.
- *Media (F7, F8, F9):* Press  to rewind,  to play or pause, or  to fast-forward a song, movie, or slideshow.
- *Mute (F10):* Press  to mute the sound.
- *Volume (F11, F12):* Press  or  to decrease or increase the sound volume.

Use alternate functions. Function keys may perform actions for specific apps or may have alternative functions—for example, the F11 key can also hide all open windows and show the desktop. To trigger the alternative function associated with the key, press and hold the Function (Fn)/Globe key  while you press a function key.

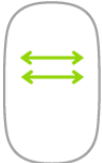
Use keyboard shortcuts. You can press two or more keys at the same time to quickly do things on your Mac that you'd normally do with a trackpad, mouse, or other device. For example, press Command-C to copy selected text, then click where you want to paste the text and press Command-V. For a list of commonly used keyboard shortcuts, see [Keyboard shortcuts on your Mac](#). If you're new to the Mac, you might also be interested in [Are you new to Mac?](#)

Magic Mouse

You can use Magic Mouse anywhere within range of your computer. When you need to charge the mouse or if you need to pair it again, connect it to your Mac mini using a USB-C Charge Cable or USB-C to Lightning cable.

To connect your Magic Mouse to your Mac mini, see [Connect accessories to your Mac mini](#).

Here are some common gestures you can use with your Magic Mouse.

Gesture	Action
	Turn on/off: Slide the on/off switch  on the bottom of the mouse to turn it on (so green is visible).
	Click: Press the upper surface of the mouse to click or double-click.
	Secondary click (that is, right-click): Press the left or right side of the mouse to perform a "secondary click." (To enable right- and left-click, in System Settings, click Mouse, then select "Secondary click.") Or press the Control key on the keyboard as you click the mouse.
	360° scroll: Brush one finger along the surface to scroll or pan in any direction.
	Screen zoom: Hold down the Control key and scroll with one finger to enlarge items on the screen. (To enable screen zoom, in System Settings, click Accessibility, click Zoom, then select "Use scroll gesture with modifier keys to zoom.")
	Two-finger swipe: Swipe left or right to move through pages, photos, and more.

Customize your mouse. To adjust settings such as tracking and scrolling speed, and to enable or customize gestures, click Mouse in System Settings.

Magic Trackpad

You can do a lot on your Mac mini using simple trackpad gestures—scroll through webpages, zoom in on documents, rotate photos, and more. With the Force Touch trackpad, pressure-sensing capabilities add another level of interactivity. The trackpad provides feedback—when you drag or rotate objects, you feel a subtle vibration when they're aligned, allowing you to work with greater precision. For examples of force click options, see the Apple Support article [How to use the Force Touch trackpad](#).

To connect your Magic Trackpad to your Mac mini, see [Connect accessories to your Mac mini](#).

Here are some common gestures you can use with your Magic Trackpad.

Gesture	Action
	Click: Press anywhere on the trackpad. Or enable “Tap to click” in Trackpad settings, and simply tap.
	Force click: Click and then press deeper. You can use force click to look up more information—click a word to see its definition, or an address to see a preview that you can open in Maps.
	Secondary click (that is, right-click): Click with two fingers to open shortcut menus. If “Tap to click” is enabled, tap or click with two fingers. Or press the Control key on the keyboard as you click the trackpad.
	Two-finger scroll: Slide two fingers up or down to scroll.
	Pinch to zoom: Pinch your thumb and finger open or closed to zoom in or out of photos and webpages.
	Swipe to navigate: Swipe left or right with two fingers to flip through webpages, documents, and more—like turning a page in a book.
	Open Launchpad: Quickly open apps in Launchpad. Pinch closed with four or five fingers, then click an app to open it.
	Swipe between apps: To switch from one full-screen app to another, swipe left or right with three or four fingers.

Customize your gestures. In System Settings, click Trackpad. In Trackpad settings you can:

- Learn more about each gesture
- Set the click pressure you prefer to use
- Decide whether to use pressure-sensing features
- Customize other trackpad features

 **Tip:** If you’re force clicking when you don’t intend to, try adjusting the click pressure to a firmer setting in Trackpad settings. Or click the pop-up menu next to “Look up & data detectors” and choose “Tap with Three Fingers.”

Charge the batteries in wireless accessories

The Magic Keyboard, Magic Mouse, and Magic Trackpad each have a built-in rechargeable battery.

Check the battery level. Click  in the menu bar, move the pointer over the Bluetooth item, then click the arrow next to it.

Charge the battery. Connect your Magic Keyboard, Magic Mouse, or Magic Trackpad to your Mac with a USB-C Charge Cable or USB-C to Lightning cable.

 **Tip:** To charge the battery faster, be sure your input device is turned on when you connect it to your Mac mini.

Learn more. See [Disposal and recycling information](#) or visit [Apple Lithium-ion Batteries](#).

Use adapters with your Mac mini

The following Apple adapters are available to connect external devices, displays, and more to the USB-C ports on your Mac mini.

Adapter	Description
	Thunderbolt 3 (USB-C) to Thunderbolt 2 Adapter: Connect your Mac mini to Thunderbolt 2 devices or a Thunderbolt display.
	USB-C Digital AV Multiport Adapter: Connect your Mac mini to an HDMI device, while also connecting a standard USB device.
	USB-C VGA Multiport Adapter: Connect your Mac mini to a VGA projector or display, while also connecting a standard USB device.
	USB-C to USB Adapter: Connect your Mac mini to your flash drive, camera, or other standard USB devices.
	USB-C to SD Card Reader Adapter: Connect your Mac mini to a SD Card to transfer high-resolution photos and videos.

Learn more. See the Apple Support article [Adapters for the Thunderbolt or USB-C ports on your Mac](#).

Adapters and other accessories are sold separately. Visit apple.com, your local Apple Store, or other resellers for more information and availability. Review the documentation or check with the manufacturer to make sure you're choosing the right adapter for your Mac mini.

Connect a display to Mac mini

The HDMI and USB-C ports on your Mac mini support video output, so you can connect an external display, a projector, or a high resolution TV.

For Mac mini, you can connect up to three displays in the following configurations:

- Connect up to three displays, two with up to 6K resolution at 60 Hz over Thunderbolt, and one with up to 5K resolution at 60 Hz over Thunderbolt or 4K resolution at 60 Hz over HDMI.
- Connect up to two displays, one with up to 5K resolution at 60 Hz over Thunderbolt, and one with up to 8K resolution at 60 Hz or 4K resolution at 240 Hz over Thunderbolt or HDMI.

For Mac mini, you can connect up to three external displays in the following configurations:

- Connect up to three displays, each with up to 6K resolution at 60 Hz over Thunderbolt or HDMI.
- Connect up to two displays, one with up to 6K resolution at 60 Hz over Thunderbolt, and one with up to 8K resolution at 60 Hz or 4K resolution at 240 Hz over Thunderbolt or HDMI.

If you're not sure how many external displays your Mac mini supports, check your Technical Specifications. Open System Settings, choose Help > Mac mini Specifications, then locate Video Support (you may need to scroll).

Note: When connecting multiple displays, connect the display with the highest resolution first.

To learn more about using an 8K display with your Mac mini, see the Apple Support article [Use an 8K display with your Mac](#).

 **Tip:** If you have a high resolution TV connected to an Apple TV, you can use AirPlay to mirror your screen. See [Stream content on a larger screen with AirPlay](#) for details.

If your display has a connector that doesn’t match the port you want to use, you may be able to use it with an adapter (sold separately). Visit [apple.com](#), your local Apple Store, or other resellers for more information and availability. Review the display’s documentation or check with the display’s manufacturer to make sure you choose the right product. See the Apple Support article [Adapters for the Thunderbolt or USB-C ports on your Mac](#).

To connect this device to Mac mini	Use a cable, or an adapter and cable
Apple Studio Display	The Thunderbolt cable that came with your display or any supported Thunderbolt 3 (USB-C) cable.
Apple Pro Display XDR (Mac mini with Apple silicon only)	The Thunderbolt cable that came with your display or any supported Thunderbolt 3 (USB-C) cable.
Thunderbolt 3 (USB-C) display	Thunderbolt 3 (USB-C) cable.
USB-C display	USB-C (USB 3.1) cable.
HDMI display or HDTV	The HDMI cable that came with your display or HDTV or any supported HDMI cable.
Thunderbolt 2 display	Thunderbolt 3 (USB-C) to Thunderbolt 2 adapter and the cable that came with your Thunderbolt 2 display.
VGA display or projector	USB-C VGA Multiport adapter and the cable that came with your display or projector.
DisplayPort or Mini DisplayPort display	USB-C to DisplayPort or Mini DisplayPort adapter and the cable that came with your display.
DVI display or projector	USB-C to DVI adapter and the cable that came with your display or projector.

Adjust and arrange displays. After you connect a display or projector, use Displays settings in System Settings to turn screen mirroring on or off, arrange and manage multiple displays, and make other adjustments to color, resolution, and more. See [Connect one or more external displays with your Mac](#).

Troubleshooting. To troubleshoot an issue with an external display, see [If your external display is dark or low resolution](#).

Subscription required for Apple TV+.

Get started with macOS

Set up your Mac

Set up your Mac mini

When you set up your new Mac mini, you can customize certain settings for your Mac, set up features like Touch ID, and transfer data from another computer. If you already have a Mac, iPad, or iPhone, you may also have the option to skip several steps by using your existing settings in order to set up your new Mac more quickly.

If you need additional support while setting up your Mac, you can speak with an Apple expert by chat, email, on the phone, or set up an appointment at the Genius Bar. Learn more at [Genius Bar Reservation and Apple Support Options](#).

Setup Assistant walks you through the settings needed to start using your Mac. When setup is complete, see [When you're done setting up your Mac mini](#) for next steps.

If you'd like to walk through each step of the process, choose a link below.

- *If you're new to Mac:* See [Set up your Mac mini for new Mac users](#).
- *If you're already a Mac user:* See [Set up your Mac mini for current Mac users](#).

Set up your Mac mini for new Mac users

This walk-through covers each step of the setup process and is intended to be used alongside Setup Assistant.

 **Tip:** Some steps may require you to scroll to select an option. If you have a Magic Mouse or Magic Trackpad and you're not sure how to scroll on a Mac, just slide two fingers up and down on your trackpad. If you'd like to adjust gestures later, learn how to do so with [Magic Mouse](#) or [Magic Trackpad](#).

Before you begin

- If you have an iPhone or iPad, keep these close at hand during setup, since some steps may require verification on another device.
- Connect a display to your Mac mini. Consult the documentation that came with your display to understand what port and cable you need to use. For more information, see [Connect a display to Mac mini](#).
- You have the opportunity to transfer data from another computer, like a Windows PC, during setup. If you want to do this, make sure that you have the computer that you want to transfer data from, and that it is updated to the latest available software version.
- Setup Assistant makes setting up your Mac mini easy and shouldn't take too long to complete. If you choose to transfer data, however, set aside additional time.

Connect a mouse or trackpad and keyboard

At the beginning of setup, you can connect a mouse or trackpad and keyboard to your Mac mini.

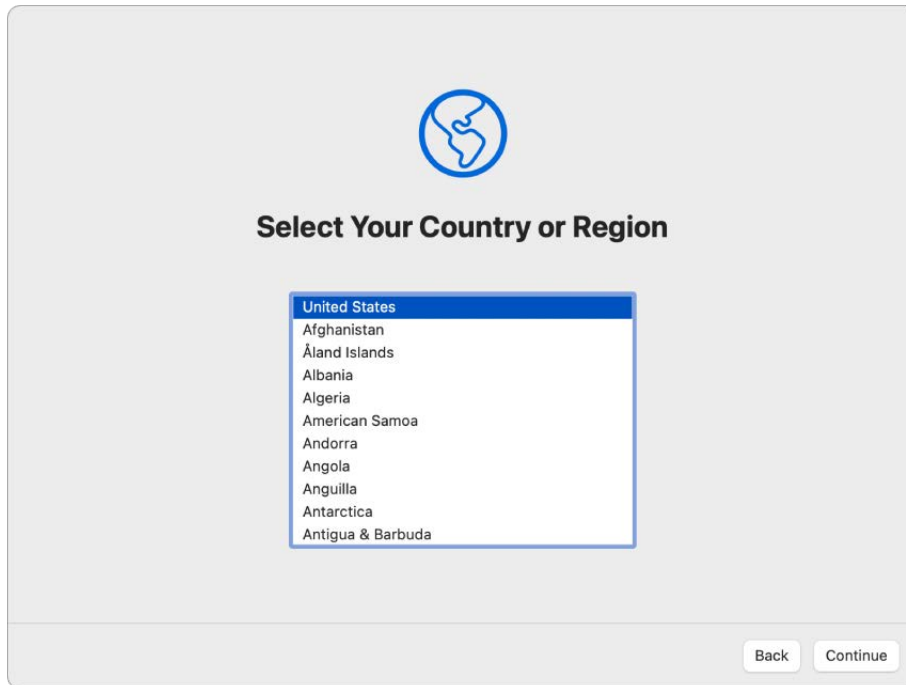
To use a mouse, keyboard, or trackpad with your Mac, you need to pair them. You may also use a cable to physically connect the accessory to your Mac. Consult the documentation that came with your accessory to learn how to pair or connect it, or see [Connect accessories to your Mac](#).

If you have additional questions about connecting a mouse, trackpad, or keyboard during setup, see the Apple Support Article [If your keyboard or mouse won't connect during Mac setup](#).

Set your language, country or region, and connect to Wi-Fi

Choose your language. This sets the language for your Mac. To change the language later, open System Settings, click General in the sidebar, click Language & Region, then choose your options.

Set your country or region. This sets the format of dates, currencies, temperature, and more for your Mac. To change your country or region later, open System Settings, click General in the sidebar, click Language & Region, then choose your options.



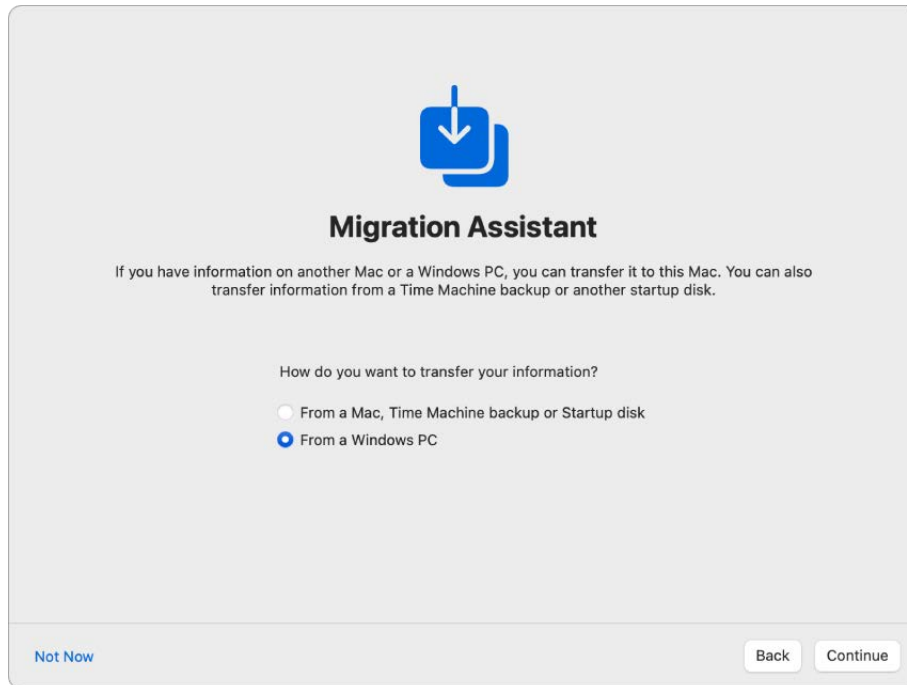
Turn on Accessibility features. View accessibility options for Vision, Motor, Hearing, and Cognitive abilities, or click Not Now. To learn more, see [Accessibility on your Mac](#).

Connect to a Wi-Fi network. Choose your Wi-Fi network and enter the password, if necessary. If you're using Ethernet, you can also click Other Network Options and follow the onscreen instructions.

To change the Wi-Fi network later, open System Settings, click Wi-Fi in the sidebar, then choose a network and enter the password, if necessary.

Transfer information from another computer

You can migrate your data—like files, contacts, accounts, and more—from a Windows PC to your new Mac. If you have another Mac you'd like to transfer from, see [Transfer information from another Mac](#). You can either transfer the data wirelessly, or you can connect your Windows PC to your Mac mini with an Ethernet cable.



Before you begin. Ensure that your Windows PC is updated to the latest available software version. Then download Migration Assistant on your Windows PC. To download the right Migration Assistant for your operating system, and to learn more about this process, see [Transfer from PC to Mac with Migration Assistant](#).

Transfer data wirelessly. Your Windows PC and your new Mac must be on the same Wi-Fi network. Click your Windows PC on the setup screen and follow the instructions.

Transfer data using an Ethernet cable. Directly connect your Windows PC to your Mac mini with an Ethernet cable. You may need an adapter to connect the Ethernet cable to your Windows PC, depending on its ports. After you connect them, click your Windows PC on the setup screen and follow the instructions.

Transfer data later. You may also choose to not transfer data at this time. If so, click Not Now in the Migration Assistant Window. To transfer data after setup, see [Transfer your data to your new Mac mini](#).

Sign in to your Apple Account and set up your computer account

Sign in to your Apple Account. If you already have another Apple device, like an iPhone or iPad, you likely have an Apple Account. If you don't have an Apple Account, you can create one now (it's free).

Your Apple Account consists of an email address and a password. It's the account you use for everything you do with Apple—including using the App Store, Apple TV app, iCloud, and more. Your Apple Account is not the same as the username and password you use to sign in to your Mac computer account. To learn more, see [Apple Account on Mac](#).



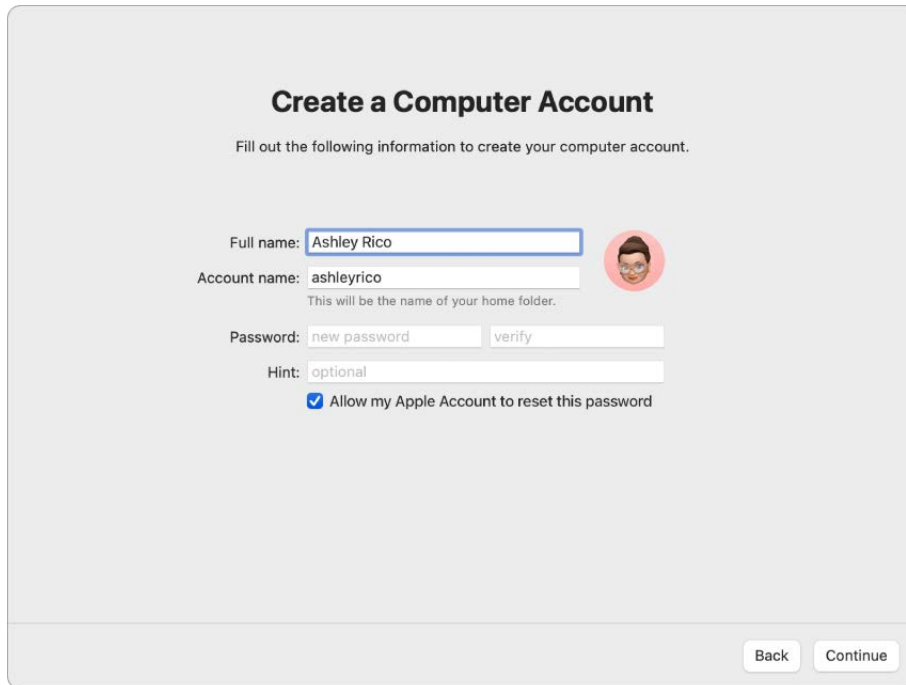
Tip: It's best to have your own Apple Account and not share it.

On this screen, do any of the following:

- *If you have an Apple Account:* Enter your email address and password for your Apple Account. If you have an iPhone or iPad, a verification code is sent to this device. If you don't have an iPhone or iPad, a verification code is texted to the phone number associated with your Apple Account. If you don't receive the verification code or you don't receive the text, follow the onscreen prompts.
- *If you don't have an Apple Account:* Click "Create new Apple Account."
- *If you have forgotten your Apple Account or password:* Click "Forgot Apple Account or password."
- *If you don't want to sign in to or create an Apple Account at this time:* Click Set Up Later. After setup, you can sign in to an Apple Account or create a new Apple Account. Open System Settings, then click "Sign in to your Apple Account" in the sidebar.

Note: After you've signed in to your Apple Account, read the terms and conditions. To accept, check the box, then click Agree and proceed.

Create a computer account. Add your name, then create an account name and password, which can later be used to unlock your Mac mini or approve other actions. You can add an optional hint to help retrieve your computer account's password if you forget it. To change your account's login picture, click it, then choose an option.



Note: Your computer account is not the same as your Apple Account. However, if you ever forget the password to unlock your Mac and if you checked the option to allow your Apple Account to reset your user account password during setup, you can use your Apple Account to reset the password.

Make this your new Mac

If you've already set up another device with iOS 15 or later or iPadOS 15 or later, a screen appears for express setup, Make This Your New Mac. If you don't have an iPhone or iPad with the right software version, you do not see this step. (Not sure what software version is on your iPhone or iPad? See [Find the software version on your iPhone, iPad, or iPod.](#))

When you use Make This Your New Mac, you skip several of the setup steps by using the settings stored in your iCloud account. To use your current settings, click Continue. If you have paired a Magic Keyboard with Touch ID, the setup process jumps to [Set up Touch ID and Apple Pay](#). If you use your current settings and haven't paired a Magic Keyboard with Touch ID, the setup process is complete; see [When you're done setting up your Mac mini](#).

If you want to customize your settings for your new Mac mini, click Customize Settings and proceed to the next step.

Customize your Mac's privacy and security settings, turn on Screen Time, and enable Siri

Enable Location Services. Choose whether to allow apps like Maps to use your Mac's location. To change your Location Services settings later, open System Settings, click Privacy & Security in the sidebar, then click Location Services and choose your options.

If you don't enable Location Services, you see a screen to choose your time zone.

Share analytics with Apple and Developers. Choose whether to send diagnostics and data to Apple, and whether Apple can share crash and usage data with developers. To change these settings later, open System Settings, click Privacy & Security in the sidebar, click Analytics & Improvements (you may need to scroll), and choose options.

Set up Screen Time. Screen Time lets you see your daily and weekly usage of your Mac mini, set limits on how long you can use certain apps, manage children's screen time, and more. To turn on, click Continue; otherwise click Set Up Later. If you choose to set up later, open System Settings and click Screen Time in the sidebar to choose your options. For more options and details, see [Screen Time on Mac](#).

Secure your data with FileVault. FileVault helps to keep your data secure. During setup, you can choose to turn on FileVault to protect your data, and you can choose to allow your iCloud account to unlock your disk if you forget your password. To learn more about FileVault and how to set it up later, see [Encrypt Mac data with FileVault](#).

Enable Siri and "Hey Siri." You can turn on Siri and "Hey Siri" (so you can speak your Siri requests) during setup. To set up Siri, click Enable Ask Siri. To set up "Hey Siri," speak several Siri commands when prompted. To turn on Siri and "Hey Siri" later, open System Settings, click Apple Intelligence & Siri in the sidebar, and choose your options. To learn more about Siri, see [Siri on your Mac](#).

You may also choose to share audio with Apple to improve Siri during setup. You can always change whether or not to share audio later. Open System Settings, click Privacy & Security in the sidebar, click Analytics & Improvements (you may need to scroll), and choose your options.

Set up Touch ID and Apple Pay

Note: These steps appear if you have paired a Magic Keyboard with Touch ID.

Set up Touch ID. You can add a fingerprint to Touch ID (the top-right button on your keyboard) during setup, which you can use to unlock your Mac mini, authorize purchases with Apple Pay, and sign in to some third-party apps. Follow the onscreen instructions to set up Touch ID. To set up Touch ID later, or to add additional fingerprints, open System Settings, then click Touch ID & Password in the sidebar. To add a fingerprint, click  and follow the onscreen instructions.

To learn more, see [Use Touch ID on Mac](#).

Set up Apple Pay. If you set up Touch ID, you can set up Apple Pay and add a debit, credit, or store card that can be used to make purchases with Touch ID. Enter your card details and follow the on-screen prompts. If you already use a card for media purchases, you might be prompted to verify this card first.

To set up Apple Pay or add additional cards later, open System Settings, then click Wallet & Apple Pay. Follow the onscreen prompts to set up Apple Pay.

Note: The card issuer determines whether your card is eligible to use with Apple Pay, and may ask you to provide additional information to complete the verification process. Many credit and debit cards can be used with Apple Pay. For information about Apple Pay availability and current credit card issuers, see the Apple Support article [Apple Pay participating banks](#).

Set desktop appearance

Choose your look. Select Light, Dark, or Auto for your desktop appearance. Later, if you want to change the choice you make during setup, open System Settings, click Appearance, then select an option. You can also set other appearance settings, such as highlight color or sidebar icon size.

Note: If you choose to do express setup with Make This Your New Mac, you skip this step.

Setup is complete

Your new Mac mini is ready to go. See [When you're done setting up your Mac mini](#) for next steps.

Set up your Mac mini for current Mac users

This walk-through covers each step of the setup process and is intended to be used alongside Setup Assistant.

Before you begin

- Keep your other Mac, or your iPhone or iPad, close at hand during setup, since some steps may require verification on another device.
- Connect a display to your Mac mini. Consult the documentation that came with your display to understand what port and cable you need to use. For more information, see [Connect a display to Mac mini](#).
- You have the opportunity to transfer data from another Mac during setup. If you want to do this, make sure that you have the computer that you want to transfer data from, and that it is updated to the latest available software version.
- Setup Assistant makes setting up your Mac mini easy and shouldn't take too long to complete. If you choose to transfer data, however, set aside additional time.

Connect a mouse or trackpad and keyboard

At the beginning of setup, you can connect a mouse or trackpad and keyboard to your Mac mini.

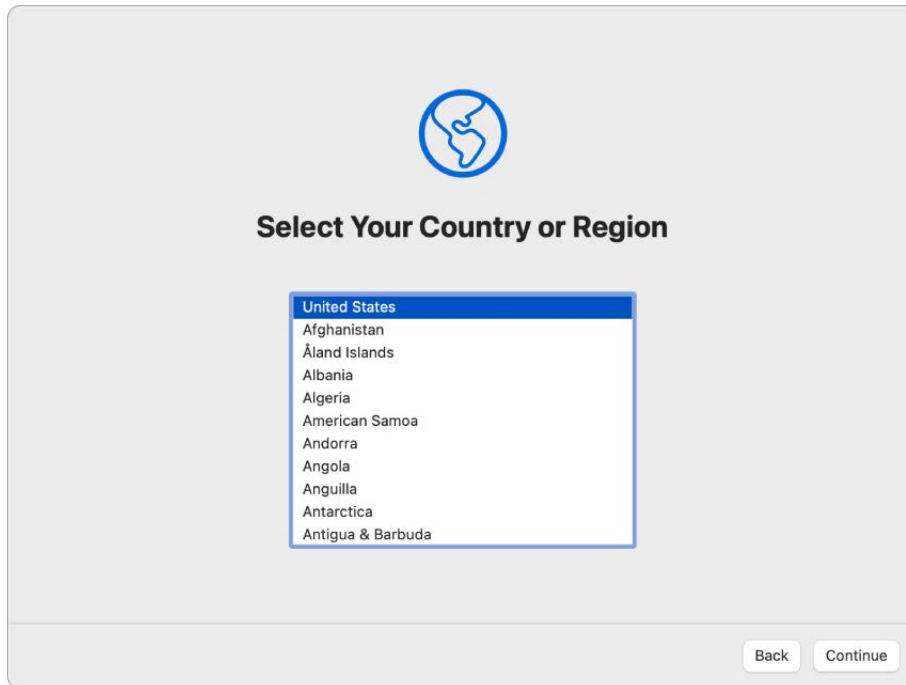
To use a mouse, trackpad, or keyboard with your Mac, you need to pair them. You may also use a cable to physically connect the accessory to your Mac. Consult the documentation that came with your accessory to learn how to pair or connect it, or see [Connect accessories to your Mac](#).

If you have additional questions about connecting a mouse, trackpad, or keyboard during setup, see the Apple Support Article [If your keyboard or mouse won't connect during Mac setup](#).

Set your language, country or region, and connect to Wi-Fi

Choose your language. This sets the language for your Mac. To change the language later, open System Settings, click General in the sidebar, click Language & Region, then choose your options.

Set your country or region. This sets the format of dates, currencies, temperature, and more for your Mac. To change the country or region later, open System Settings, click General in the sidebar, click Language & Region, then choose your options.



Turn on Accessibility features. View accessibility options for Vision, Motor, Hearing, and Cognitive abilities, or click Not Now. To learn more, see [Accessibility on your Mac](#).

Connect to a Wi-Fi network. Choose your Wi-Fi network and enter the password, if necessary. If you're using Ethernet, you can also click Other Network Options and follow the onscreen instructions.

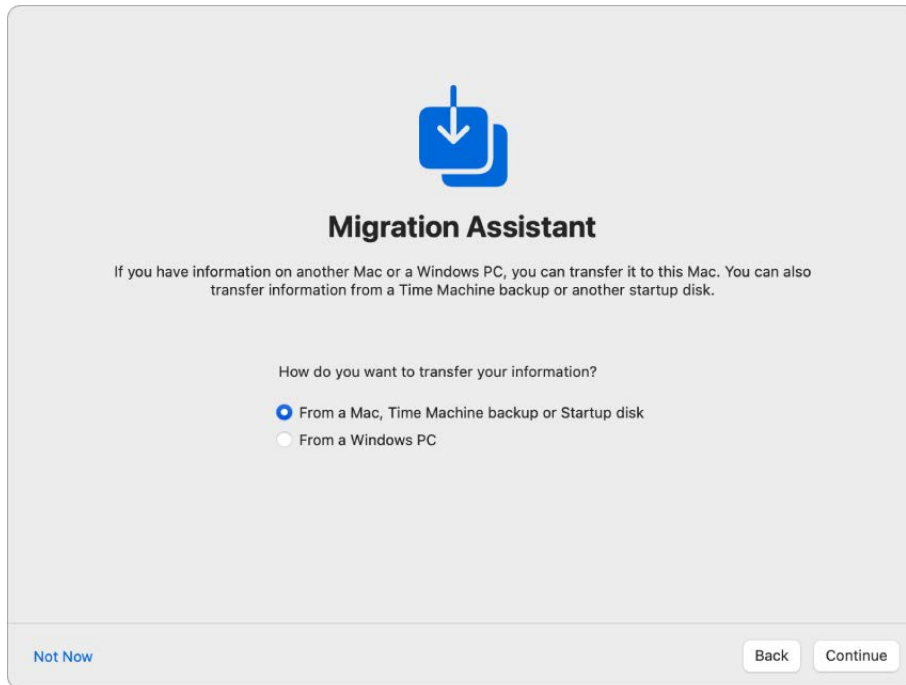
To change the Wi-Fi network later, open System Settings, click Wi-Fi in the sidebar, then choose a network and enter the password, if necessary.

 **Tip:** After setup, if you don't see the Wi-Fi status icon  in the menu bar, you can add it. Open System Settings, click Control Center in the sidebar, then select "Show in Menu Bar" for Wi-Fi.

Transfer information from another Mac

You can migrate your data—like files, contacts, accounts, and more—from another Mac to your new Mac mini. You may also choose to transfer information from a Time Machine backup or a startup disk located on your Mac. When transferring from another Mac, you can either transfer the data wirelessly, or you can connect your Mac to your Mac mini with an Ethernet cable.

If you're restoring your Mac, see [Restore your Mac from a back up](#).



Before you begin. Ensure that the other Mac is updated to the latest available software version. Then open Migration Assistant on the Mac that you are transferring from. Migration Assistant is located in the Utilities folder of the Applications folder.

Transfer data wirelessly. Transfer information wirelessly from another Mac to your new Mac, if both computers are near each other. Click your other Mac on the setup screen, and follow the instructions.

Transfer data using an Ethernet cable. Directly connect your Mac mini to the other Mac with an Ethernet cable. You may need an adapter to connect the Ethernet cable to your other Mac, depending on its ports. After you connect them, click your other Mac on the setup screen and follow the instructions.

Transfer data later. You may also choose to not transfer data at this time. If so, click Not Now in the Migration Assistant Window. To transfer data after setup, see [Transfer your data to your new Mac mini](#).

Learn more. To learn more about this process, see [Transfer to a new Mac with Migration Assistant](#).

Sign in to your Apple Account and set up your computer account

Sign in to your Apple Account. When you sign in to your Apple Account during setup, you receive a verification code on your other Apple devices. To proceed, enter the verification code on your new Mac mini. If you don't receive the code, or don't have the device, you may choose to have the verification code sent to you by text or phone call. If you can't use the phone number associated with your Apple Account, choose "Can't use this number" and follow the onscreen instructions.

If you need to create an Apple Account, choose "Create new Apple Account." If you have forgotten your Apple Account or password, choose "Forgot Apple Account or password."

If you don't want to sign in to or create a new Apple Account now, click Set Up Later. After setup, you can sign in to an Apple Account or create a new Apple Account. Open System Settings, then click "Sign in to your Apple Account" in the sidebar.

Note: After you've signed in to your Apple Account, read the terms and conditions. To accept, check the box, then click Agree and proceed.

Create a computer account. Add your name and create an account name and password, which can later be used to unlock your Mac mini or approve other actions. You can add an optional hint to help retrieve your computer account's password if you forget it. To change your account's login picture, click it, then choose an option.

Create a Computer Account

Fill out the following information to create your computer account.

Full name: Ashley Rico

Account name: ashleyrico

This will be the name of your home folder.

Password: new password verify

Hint: optional

☒ Allow my Apple Account to reset this password

Back Continue

Note: Your computer account is not the same as your Apple Account. However, if you ever forget the password to unlock your Mac and if you checked the option to allow your Apple Account to reset your user account password during setup, you can use your Apple Account to reset the password.

Make this your new Mac

If you've already set up another device with macOS 12 or later, iOS 15 or later, or iPadOS 15 or later, a screen appears for express setup, Make This Your New Mac. If you don't have a Mac, iPad, or iPhone with the right software version, you don't see this step. (Not sure what software version is on your Mac, iPhone, or iPad? See [Find out which macOS your Mac is using](#) or [Find the software version on your iPhone, iPad, or iPod touch](#).)

When you use Make This Your New Mac, you skip several of the setup steps by using the settings stored in your iCloud account. To use your current settings, click Continue. If you have paired a Magic Keyboard with Touch ID, the setup process jumps to [Set up Touch ID and Apple Pay](#). If you use your current settings and haven't paired a Magic Keyboard with Touch ID, the setup process is complete; see [When you're done setting up your Mac mini](#).

If you want to customize your settings for your new Mac mini, click Customize Settings and proceed to the next step.

Customize your Mac's privacy and security settings, turn on Screen Time, and enable Siri

Enable Location Services. Choose whether to allow apps like Maps to use your Mac's location. To change your Location Services settings later, open System Settings, click Privacy & Security in the sidebar, then click Location Services and choose your options.

If you don't choose to enable location services, you see a screen to choose your time zone.

Share analytics with Apple and Developers. Choose whether to send diagnostics and data to Apple, and whether Apple can share crash and usage data with developers. To change these settings later, open System Settings, click Privacy & Security in the sidebar, click Analytics & Improvements (you may need to scroll), then choose options.

Set up Screen Time. Screen Time lets you see your daily and weekly usage of your Mac, set limits on how long you can use certain apps, manage children's screen time, and more. To turn on Screen Time, click Continue; otherwise click Set Up Later. If you choose to set up later, open System Settings, then click Screen Time in the sidebar to choose your options. For more options and details, see [Screen Time on Mac](#).

Secure your data with FileVault. FileVault helps to keep your data secure. During setup, you can choose to turn on FileVault to protect your data, and you can choose to allow your iCloud account to unlock your disk if you forget your password. To learn more about FileVault, and how to set it up later if you choose to not set up now, see [Encrypt Mac data with FileVault](#).

Enable Siri and “Hey Siri.” You can turn on Siri and “Hey Siri” (so you can speak your Siri requests) during setup. To set up Siri, click Enable Ask Siri. To set up “Hey Siri,” speak several Siri commands when prompted. To turn on Siri and “Hey Siri” later, open System Settings, click Apple Intelligence & Siri in the sidebar, then choose your options. To learn more about Siri, see [Siri on your Mac](#).

You may also choose to share audio with Apple to improve Siri during setup. You can always change whether or not to share audio later. Open System Settings, click Privacy & Security in the sidebar, click Analytics & Improvements (you may need to scroll), then choose your options.

Set up Touch ID and Apple Pay

Note: These steps appear if you have paired a Magic Keyboard with Touch ID.

Set up Touch ID. You can add a fingerprint to Touch ID, which you can use to unlock your Mac mini, authorize purchases with Apple Pay, and sign in to some third-party apps. Follow the onscreen instructions to set up Touch ID. To set up Touch ID later, or to add additional fingerprints, open System Settings, then click Touch ID & Password in the sidebar. To add a fingerprint, click **+** and follow the onscreen instructions.

To learn more, see [Use Touch ID on Mac](#).

Set up Apple Pay. If you set up Touch ID, you can set up Apple Pay and add a debit, credit, or store card that can be used to make purchases with Touch ID. Enter your card details and follow the onscreen prompts. If you already use a card for media purchases, you might be prompted to verify this card first.

To set up Apple Pay or add additional cards later, open System Settings, then click Wallet & Apple Pay. Follow the onscreen prompts to set up Apple Pay.

Note: The card issuer determines whether your card is eligible to use with Apple Pay, and may ask you to provide additional information to complete the verification process. Many credit and debit cards can be used with Apple Pay. For information about Apple Pay availability and current credit card issuers, see the Apple Support article [Apple Pay participating banks](#).

Set desktop appearance

Choose your look. Select Light, Dark, or Auto for your desktop appearance. Later, if you want to change the choice you make during setup, open System Settings, click Appearance, then select an option. You can also set other appearance settings, such as highlight color or sidebar icon size.

Note: If you choose to do express setup with Make This Your New Mac, you skip this step.

Setup is complete

Your new Mac mini is ready to go. See [When you're done setting up your Mac mini](#) for next steps.

When you're done setting up your Mac mini

After you're done setting up your Mac mini, you can now start making it yours. Start to personalize your Mac by [setting up email](#) and [calendar accounts](#), adjusting text display by [making text and other items on the screen bigger](#), or [customizing the desktop picture on your Mac](#). Learn how to seamlessly use your Mac mini with other Apple devices with [Work with multiple devices](#) and [Share content between devices](#). If you're interested in apps, learn more about how to [work with apps](#) or how to install new apps, including iPhone and iPad apps that you have previously purchased, on your Mac with [App Store](#). (Note that many, but not all, iPhone and iPad apps are available on Mac.)

If you're new to Mac, see [Are you new to Mac?](#) to learn some helpful tips. You may also find [What's it called on my Mac?](#) and the Apple Support article [Mac tips for Windows switchers](#) helpful. Whether you're new to Mac or looking for a refresher on macOS, learn more about getting started with your Mac and explore the [Desktop and menu bar](#), [Finder](#), [Dock](#), [Control Center](#), and more.

Finally, get to know your new Mac mini. Learn more about the USB-C ports, the Ethernet port, and more with [Take a tour of Mac mini](#). You can also [connect a display](#) or [connect accessories](#), and learn and adjust gestures with [Magic Trackpad](#) or [Magic Mouse](#).

Apple Account and iCloud

Apple Account on Mac

Your Apple Account lets you access all Apple services. Use your Apple Account to download apps from the App Store; access media in Apple Music, Apple Podcasts, Apple TV, and Apple Books; keep your content up to date across devices using iCloud; set up a Family Sharing group; and more.

You can also use your Apple Account to access other apps and websites (see [Use Sign in with Apple on Mac](#)).

Important: If you forget your Apple Account password, you don't need to create a new Apple Account. Just click Forgot Password in the sign-in window to retrieve your password.

If other family members use Apple devices, make sure that each family member has their own Apple Account. You can create Apple Accounts for your kids and share purchases and subscriptions with Family Sharing, described later in this section.

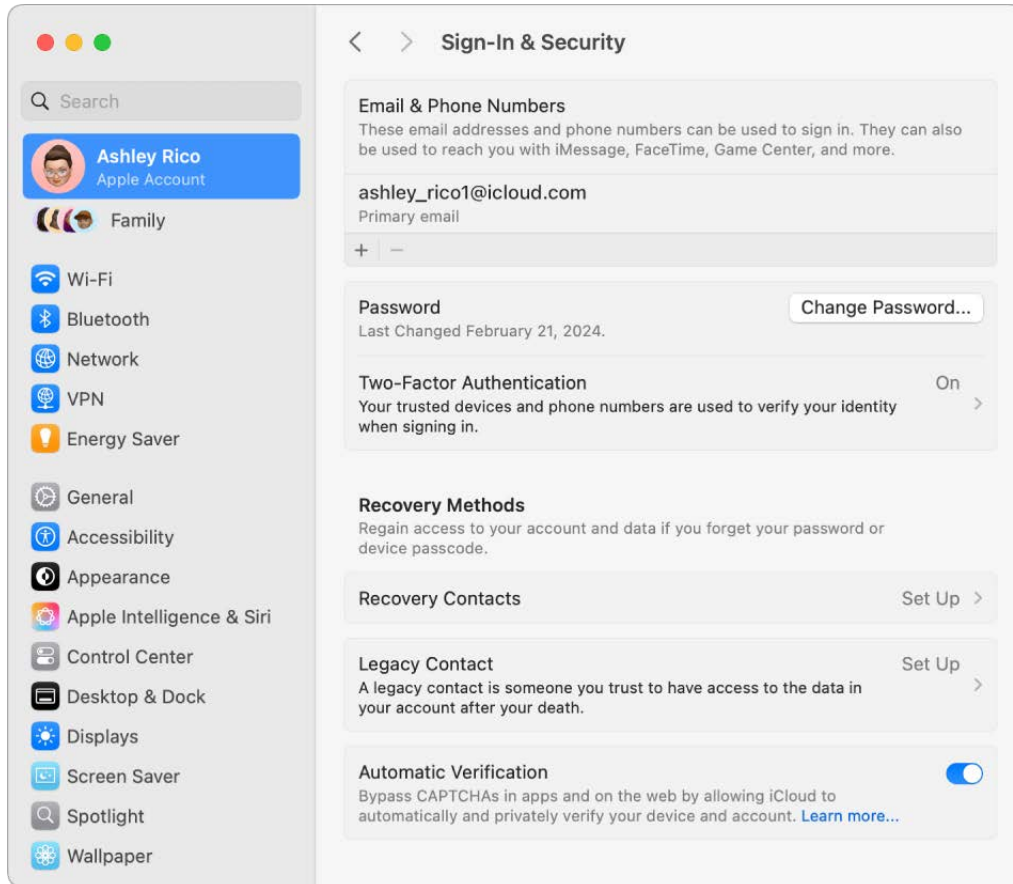
To view the services you can use with your Apple Account, see the Apple Support article [Where can I use my Apple Account?](#)

All in one place. Manage everything related to your Apple Account in the same place. Open System Settings on your Mac mini—your Apple Account and Family Sharing settings are at the top of the sidebar. To sign in to your Apple Account, if you haven't already, click "Sign in to your Apple Account" at the top of the sidebar.

Update account, security, and payment information. In System Settings, click your Apple Account in the sidebar, then select an item to review and update the information associated with your account.

- *Personal Information:* Update your name, birthdate, and Memoji or photo associated with your Apple Account. You can also set up your preferences for communication from Apple, and see how your data is managed.
- *Sign-In & Security:* Change your Apple Account password, turn on two-factor authentication, add or remove phone numbers and emails you can use to sign in, and set up Account Recovery or Legacy Contact. See [Use Sign in with Apple](#).
- *Payment & Shipping:* Manage the payment methods affiliated with your Apple Account, and your shipping address for purchases from the Apple Store.

- *iCloud*: Click iCloud, then choose which iCloud features you want to turn on. You can also turn on iCloud+ features and manage your iCloud storage. When you turn on an iCloud feature, your content is stored in iCloud, so you can access any content on any device with iCloud turned on and signed in with the same Apple Account. To learn more about iCloud, see [Use iCloud with your Mac mini](#), as well as [Apps and features that use iCloud](#) and [What is iCloud+?](#)
- *Media & Purchases*: Manage the accounts linked to Apple Music, Apple Podcasts, Apple TV, and Apple Books; select purchasing settings; and manage your subscriptions.



Use the Passwords app. See all your passwords, passkeys, and verification codes in one place and across all your devices. Sign in to iCloud with the same Apple Account and turn on Passwords in iCloud settings. See [Use passwords on Mac](#).

See all your devices. See all the devices linked to your Apple Account. You can verify that Find My [device] is turned on for each one (see [Find My](#)), see the status of iCloud Backup for an iOS or iPadOS device, or remove a device from your account if you no longer own it.

Family Sharing. With Family Sharing, you can set up a family group with up to six members. Then you can share device locations or mark devices as lost in Find My. You can also manage how your children use their devices by creating Apple Accounts for your kids and setting Screen Time limits (see [Screen Time on Mac](#)).

With Family Sharing, you can share subscriptions, including Apple TV+, Apple Music, iCloud+, and more. You can also share purchases from the App Store, Apple TV app, Apple Books, and iTunes Store. Family members can still use their own iCloud accounts. You can pay for family purchases with one credit card, while approving your kids' spending right from your Mac mini. To manage your Family Sharing settings, click Family in System Settings. To learn more, see the Apple Support article [Set up Family Sharing](#).

Learn more. To learn more about iCloud and Family Sharing, see [Use iCloud with your Mac mini](#) and [Manage a Family Sharing group on Mac](#).

Use iCloud with your Mac mini

With iCloud, you can keep your information up to date on all your devices, and collaborate with friends and family. Your Mac mini works seamlessly with your iPhone, iPad, iPod touch, or Apple Watch when you use iCloud and sign in to each of them with the same Apple Account.

If you didn't turn on iCloud when you first set up your Mac, open System Settings, then click "Sign in to your Apple Account" in the sidebar. After you are signed in, click iCloud, then turn iCloud features on or off. To learn more, see [Set up iCloud features on Mac](#) and [Sign in to iCloud on all your devices](#).

Access your content across devices. With iCloud, you can securely store, edit, and share your documents, photos, and videos across devices to make sure you're always up to date. To get started, see [Access your iCloud content on your Mac](#).

Use your Mac mini with other devices. Seamlessly move content between your Mac mini and other devices using Continuity. Just sign in to your Apple Account, and whenever your Mac mini and devices are near each other, they work together in convenient ways. For instance, you can start a task on one device and finish it on another, use your iPhone as a webcam for your Mac mini, stream your screen to another Mac or Apple TV with AirPlay, set up your iPad to work side by side with your Mac mini using Sidecar, and more. See [Share content between devices](#), [Work with multiple devices](#), and [Stream content on a larger screen with AirPlay](#).

For a list of system requirements for devices that support Continuity, see the Apple Support article [System requirements for Continuity features on Apple devices](#). To learn more about using Continuity with your Mac mini, see the Apple Support article [Use Continuity to connect your Mac, iPhone, iPad, and Apple Watch](#) or go to [All your devices](#).

Do more with iCloud+. iCloud+ is a subscription service that gives you more space to store your photos, files, and more. You can share your iCloud+ storage plan through Family Sharing. iCloud+ also includes iCloud Private Relay, HomeKit Secure Video, and custom email domains for your Mail address on iCloud.com. To learn more about what iCloud+ has to offer, see [What is iCloud+?](#).

Access your iCloud content on your Mac

iCloud helps you keep your most important information—like your photos, files, notes, iCloud Keychain, and more—safe, up to date, and available across all your devices. It's built into every Apple device, and everyone gets 5 GB of storage to start. (Purchases you make from the App Store, Apple TV app, Apple Books, or iTunes Store don't count toward your available space.)

So if you have an iPhone, iPad, or iPod touch, just sign in on each device with your Apple Account, turn on iCloud, and you have everything you need. You can upgrade to iCloud+ if you need more storage and premium features including iCloud Private Relay, Hide My Email, Custom Email Domain, and HomeKit Secure Video support.

For system requirements about devices that support iCloud, see the Apple Support article [System requirements for iCloud](#).

Automatically store your desktop and Documents folder in iCloud Drive. You can save files in your Documents folder or on your desktop, and they're automatically available on iCloud Drive and accessible wherever you are. When working with iCloud Drive, you have access to files on your Mac mini, on your iPhone or iPad in the Files app, on the web at [iCloud.com](#), or on a Windows PC in the iCloud for Windows app. When you make changes to a file on a device or on iCloud Drive, you can see your edits wherever you view the file.

To get started, open System Settings, click your Apple Account in the sidebar, click iCloud, then turn on iCloud Drive. To learn more, see [Set up and use iCloud Drive on all your devices](#). Also see the Apple Support article [Add your Desktop and Documents files to iCloud Drive](#).

Store and share photos. Store your photo library in iCloud and see your photos and videos, as well as the edits you make to them, on all your devices. To get started with iCloud Photos, go to System Settings, click your Apple Account in the sidebar, click iCloud, then turn on Photos.

Use iCloud Shared Photo Library to share photos and videos with up to five other people. Everyone can make changes—like adding new content, making edits, or adding comments—to the shared library. Smart suggestions make it easy to add particular photos from your collection, such as photos featuring a specific person or taken on a

certain date. To get started, go to Photos > Settings, click the Shared Library tab, and follow the onscreen instructions. To learn more about iCloud Photos, see [Use iCloud Photos on iCloud.com](#).

Enjoy your purchases anywhere. When you're signed in to your devices with the same Apple Account, purchases you've made on the App Store, Apple TV app, Apple Books, and iTunes Store are available at any time, no matter which computer or device you used to purchase them. So all your music, movies, books, and more are available wherever you go.

Locate your Mac mini with Find My Mac. If your Mac mini is missing and you have Find My Mac turned on, you can use [Find My](#) to locate it on a map, lock its screen, and even erase its data remotely. To turn on Find My Mac, open System Settings, click your Apple Account in the sidebar, click iCloud, click Show All, then turn on Find My Mac. See the Apple Support article [If your Mac is lost or stolen](#).

Note: If your Mac mini has multiple user accounts, only one can have Find My Mac turned on.

Learn more. See the [iCloud User Guide](#) and [What is iCloud?](#).

Find your way around

Desktop and menu bar on your Mac

The first thing you see on your Mac mini is the *desktop*. The *menu bar* runs along the top of the screen, and the *Dock* appears at bottom.

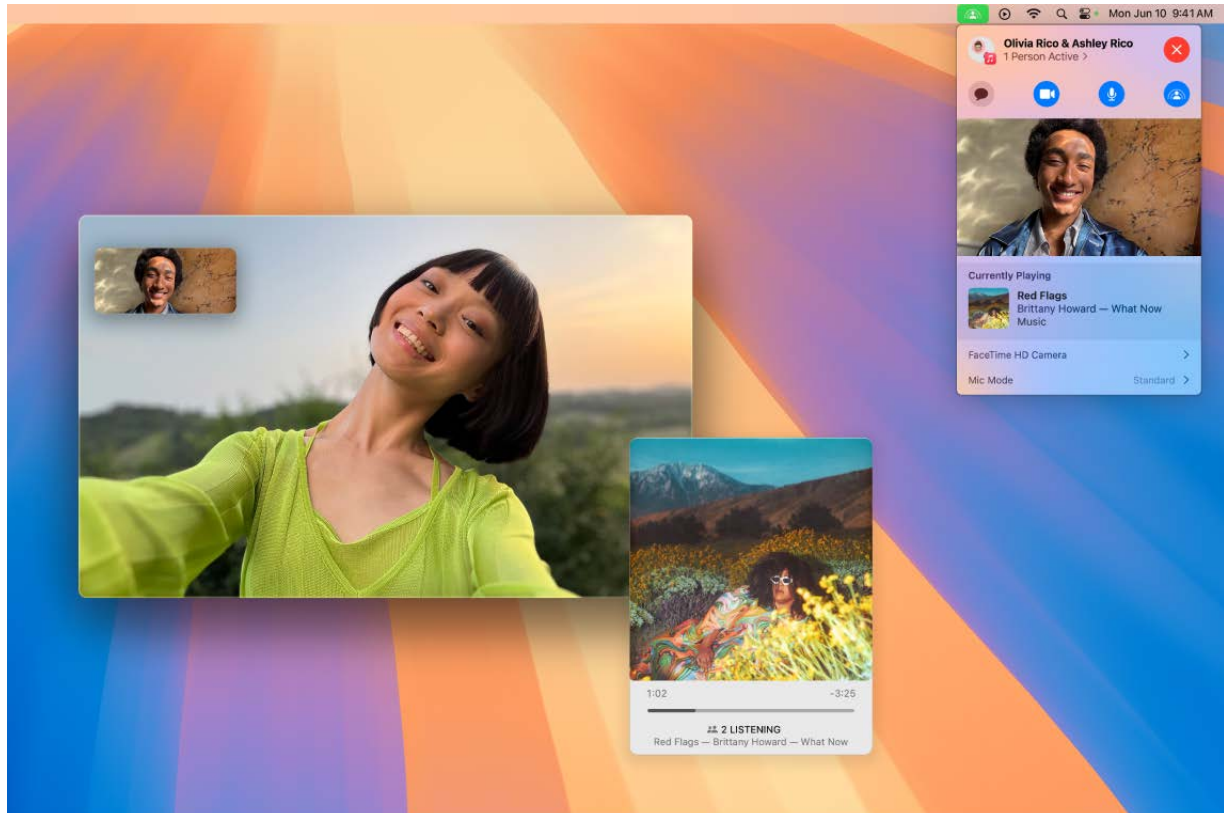


 **Tip:** Can't find the pointer on the screen? To magnify it temporarily, move your finger rapidly back and forth on the trackpad. Or if you're using a mouse, slide it back and forth quickly.

Desktop. The desktop is where you do your work—whether it's opening and using apps, working on files, searching your Mac mini or the web with Spotlight, and more. To change your desktop picture, open System Settings, click Wallpaper in the sidebar, then choose an option. You can also store files on your desktop and keep them organized using stacks. To learn more about the desktop, including how to use stacks, see [Get to know the Mac desktop](https://apple.com/learn/macos-14-getting-started).

Menu bar. The menu bar runs along the top of the screen. Use the menus on the left side to choose commands and perform tasks in apps. The menu items change, depending on which app you're using. Use the icons on the right side to connect to a Wi-Fi network, check your Wi-Fi status , open Control Center , check your battery charge , search using Spotlight , and more.

 **Tip:** You can change the icons that appear in the menu bar. See [Control Center on your Mac](#).



Apple menu . The Apple menu contains frequently used items and always appears in the upper-left corner of the screen. To open it, click the Apple icon .

App menu. You can have multiple apps and windows open at the same time. The name of the app that's active appears in bold to the right of the Apple menu , followed by that app's unique menus. If you open a different app or click an open window in a different app, the name of the app menu changes to that app and the menus in the menu bar change along with it. If you're looking for a command in a menu and can't find it, check the app menu to see if the app you want is active.

Help menu. Help for your Mac mini is always available in the menu bar. To get help, open the Finder in the Dock, click the Help menu, and choose macOS Help to open the macOS User Guide. Or type in the search field and choose a suggestion. To get help for a specific app, open the app and click Help in the menu bar. See [Use the Mac User Guide](#).

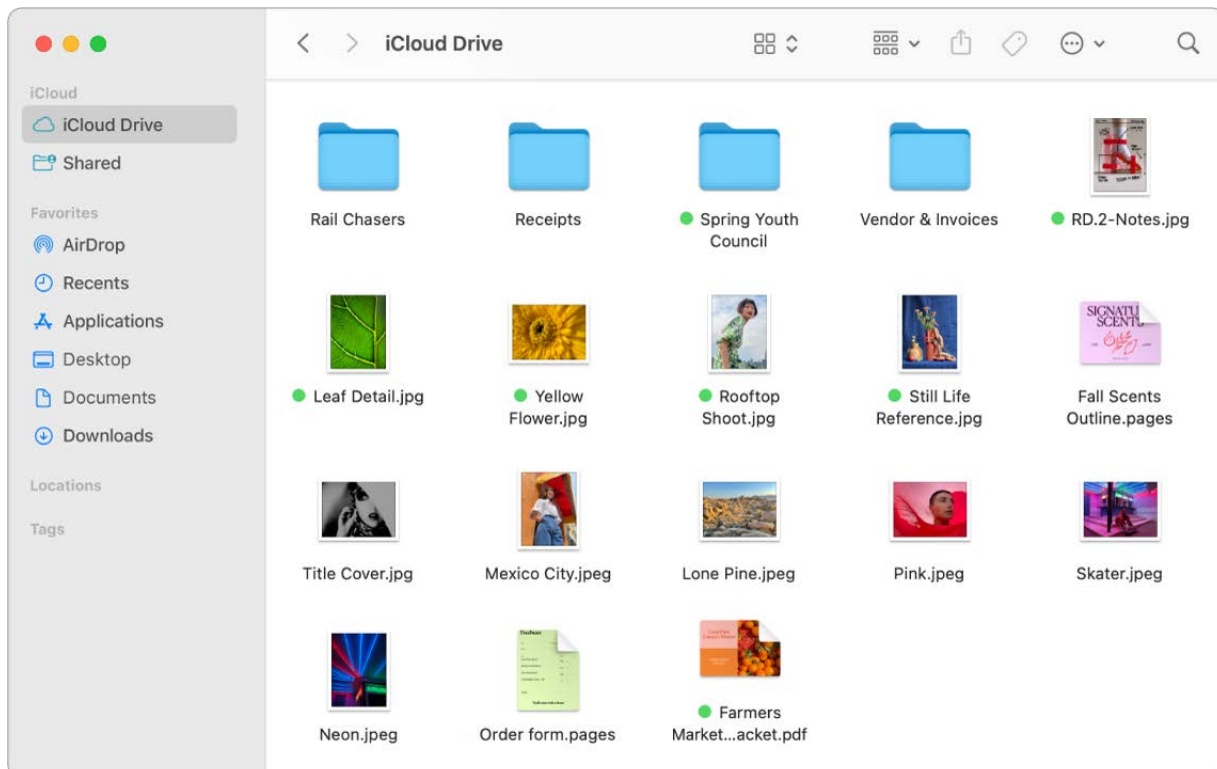
 **Tip:** You can add widgets from the widget gallery to your desktop, and even bring over widgets you have on your iPhone—without having to install the corresponding app. To learn more see [Manage windows on your Mac](#).



Learn more. See [Finder on your Mac](#) and [The Dock on your Mac](#).

Finder on your Mac

Represented by the blue icon with the smiling face, the Finder is the home base for your Mac. You use it to organize and access almost everything on your Mac, including documents, images, movies, and any other files you have. To open a Finder window, click  in the Dock at the bottom of the screen. Force click a file icon to quickly view its contents, or force click a filename to edit it. See [Magic Trackpad](#) to learn about force clicking and other gestures.



Get organized. Your Mac has folders already created for common types of content—Documents, Pictures, Applications, Music, and more. As you create documents, install apps, and do other work, you can create new folders to stay organized. To create a new

folder, choose File > New Folder. See [Organize files in folders on Mac](#).

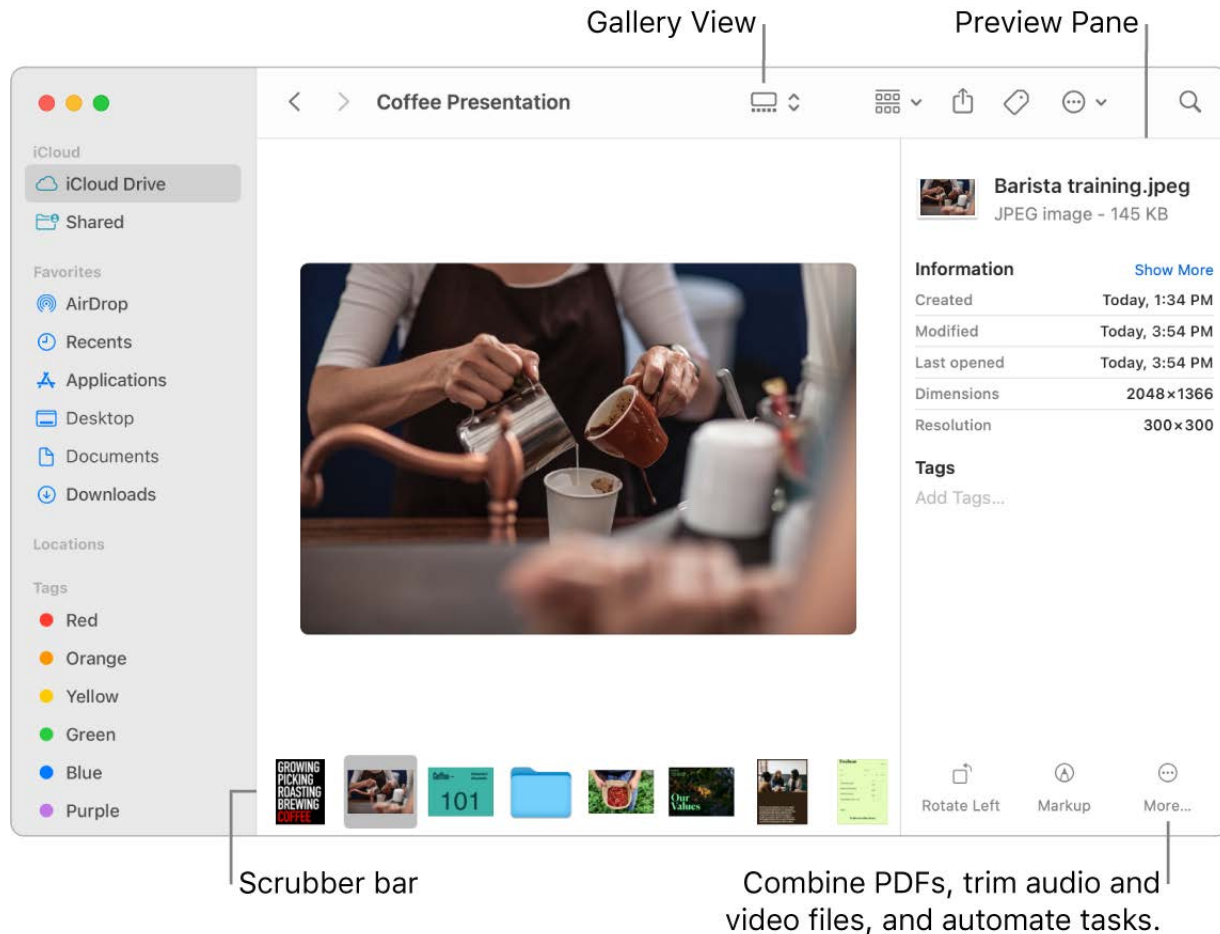
Sync devices. When you connect a device like an iPhone or iPad, it appears in the Finder sidebar. Click the device's name to see options to back up, update, sync, and restore your device.

The Finder sidebar. The sidebar on the left shows the items you use often or want to open quickly. To see all your documents stored on iCloud Drive, click the iCloud Drive folder in the sidebar. To see only the documents that you're sharing and that are shared with you, click the Shared folder. To change what's shown in the sidebar, choose Finder > Settings.

Change how you view files and folders. Click the pop-up menu button at the top of the Finder window to change how you view documents and folders. View them as icons , in a list , in hierarchical columns , or in a gallery . Both Gallery View and Column view show a large preview of your selected file, so you can visually identify your images, video clips, and other documents. You can also make quick adjustments, like rotating or marking up an image. To show the Preview pane options in the Finder, choose View > Show Preview. To customize what's shown, choose View > Show Preview Options, then select the options for your file type.

 **Tip:** To show filenames in Gallery View, press Command-J and select "Show filename."

To learn more about the different view options, see [Change how folders are displayed in the Finder](#).



Quick Actions. In Gallery View or Column View, click  at the bottom right of the Finder window for shortcuts to manage and edit files directly in the Finder. You can rotate an image, annotate or crop an image in Markup, combine images and PDFs into a single file, trim audio and video files, run shortcuts created with the Shortcuts app, and create custom actions through Automator workflows (for example, watermarking a file). See [Perform quick actions in the Finder on Mac](#).

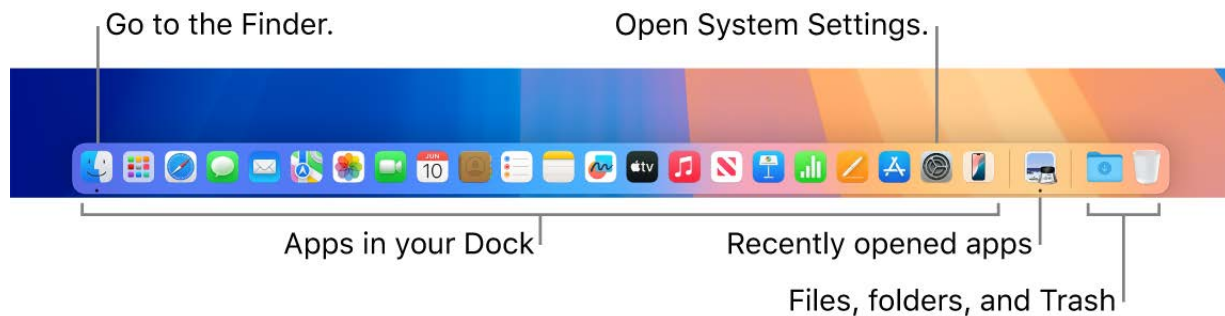
Quick Look. Select a file and press the Space bar to open Quick Look. Use the buttons at the top of the Quick Look window to sign PDFs; trim audio and video files; and mark up, rotate, and crop images without opening a separate app. To learn more about Quick Look and markup features, see [View and edit files with Quick Look on Mac](#) and [Mark up files on Mac](#).

 **Tip:** You can add alternative image descriptions that can be read by VoiceOver using Markup in Preview or Quick Look.

Get there faster. The Go menu in the Finder menu bar is a quick way to get to folders and locations. Instead of using several clicks to navigate to the Utilities folder, choose Go > Utilities. You can also choose Go > Enclosing Folder to return to the top level of nested folders. If you know the path to a specific folder, choose Go > Go to Folder, then type the path. See [Go directly to a specific folder](#).

The Dock on your Mac

The Dock, at the bottom of the screen, is a convenient place to keep the apps and documents you use frequently.



Open an app or file. Click an app icon in the Dock, or click the Launchpad icon  in the Dock to see all the apps on your Mac, then click the app you want. You can also search for an app using Spotlight  (in the top-right corner of the menu bar), then open the app directly from your Spotlight search results. Recently opened apps appear in the center section of the Dock.



Close an app. When you click the red dot in the top-left corner of an open window, the window closes but the app stays open. Open apps have a black dot beneath them in the Dock. To close an app, Control-click the app icon in the Dock and click Quit.

Add an item to the Dock. Drag the item and drop it where you want it. Place apps in the left section of the Dock, and files or folders in the right section.

Remove an item from the Dock. Drag it out of the Dock. The item isn't removed from your Mac—just from the Dock.

See everything that's open on your Mac. Press the Mission Control key  on your keyboard or swipe with three fingers on your trackpad to open Mission Control. View your open windows, desktop spaces, full-screen apps, and more, and switch easily between them. You can also add the Mission Control icon  to the Dock. See [See open windows and spaces in Mission Control on Mac](#).

See all open windows in an app. Force click an app in the Dock to view all the app's open windows. To Force click, click then press deeper.

 **Tip:** Click Desktop & Dock in System Settings to change the appearance and behavior of the Dock. Make the Dock larger or smaller, move it to the left or right side of the screen, set it to hide when you're not using it, and more.

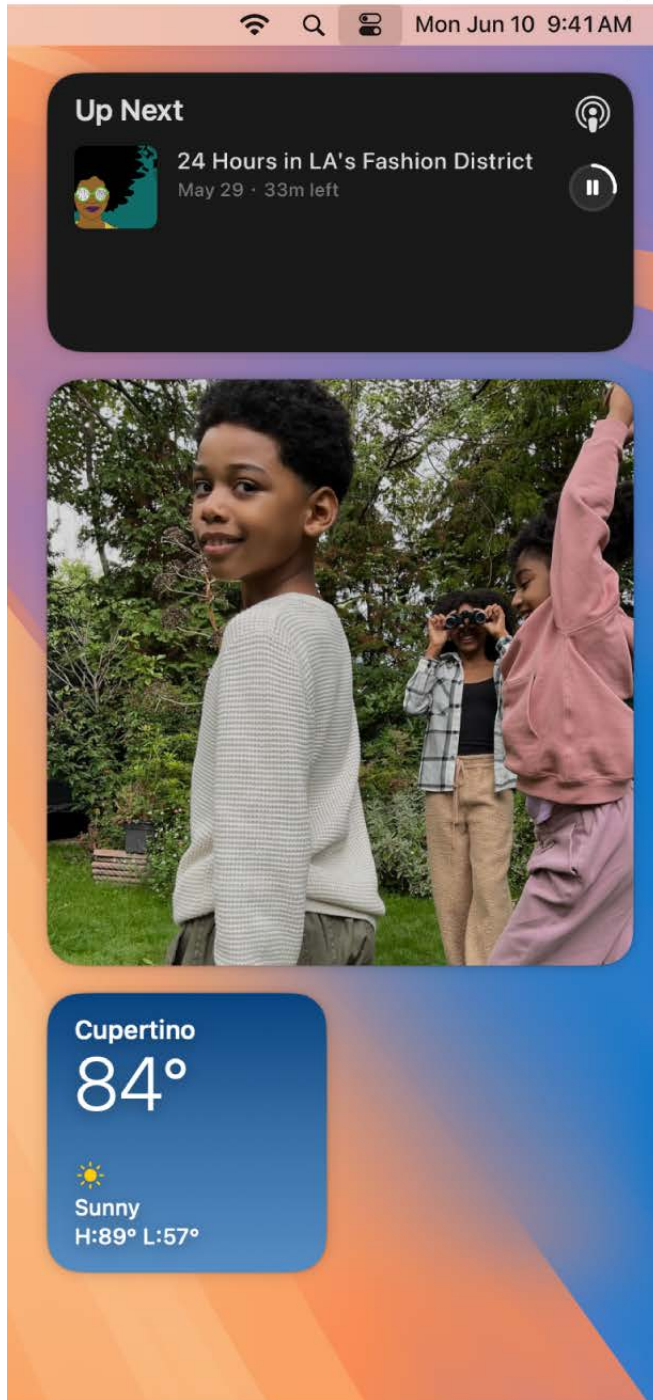
Learn more. See [Use the Dock on Mac](#).

Notification Center on your Mac

Notification Center keeps all of your important information, reminders, and widgets in one convenient place. Get details about calendar events, stocks, weather, and more—and catch up on notifications you might have missed (emails, messages, reminders, and more).

Open Notification Center. Click the date or time at the top right of the screen, or swipe left from the right edge of the trackpad with two fingers. Scroll down to see more.

Click to open
Notification Center.



Interact with your notifications. Reply to an email, listen to the latest podcast, or view details about calendar events. Click the arrow in the top-right corner of a notification to view options, take action, or get more information.

Set your notification settings. Open System Settings, then click Notifications to select which notifications you see, including whether you would like to see iPhone notifications on your Mac. Notifications are sorted by most recent.

Pause notifications to focus on what you're doing. When you're working, having dinner, or just don't want to be disturbed, Focus can automatically filter your notifications so you see only the ones you specify. Focus can pause all notifications or allow only certain ones to appear, and it can tell contacts that your notifications are silenced using a status in Messages. To set up Focus, open System Settings, then click Focus in the sidebar. To turn Focus on or off, click  in the menu bar, then click the Focus section and choose a Focus.

You can customize a Focus to fit what you're currently doing, and allow notifications from certain people or apps, for phone calls or upcoming events, and more. You can also share your Focus across devices and use Focus filters to hide distracting content in apps like Calendar and Messages.

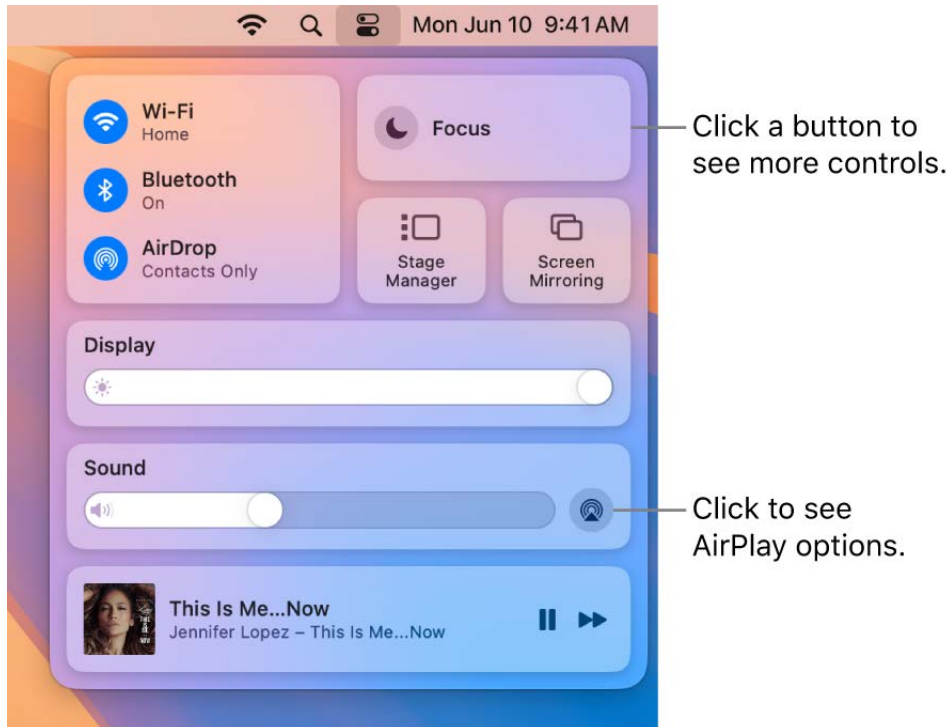
Customize your widgets. Click Edit Widgets (at the bottom of Notification Center) to see the widget gallery and add, remove, or rearrange widgets. If you are signed in to the same Apple Account on your iPhone and your Mac, you can also add your iPhone widgets to your desktop without having to install the corresponding apps on your Mac. You can drag new widgets anywhere on your desktop or in Notification Center. You can also add third-party widgets from the App Store.

Learn more. See [Use Notification Center on Mac](#).

Control Center on your Mac

Control Center groups key settings for your Mac into a single place, giving you instant access to the controls you use the most—like Bluetooth, AirDrop, Screen Mirroring, Focus, and brightness and volume controls—right from the menu bar. Click  in the upper-right corner of the screen to open Control Center.

Click for more options. Click a button to see more options. For example, click the Wi-Fi button  to see your preferred networks, other networks, or to open Wi-Fi Settings. To return to the main Control Center view, click  again.

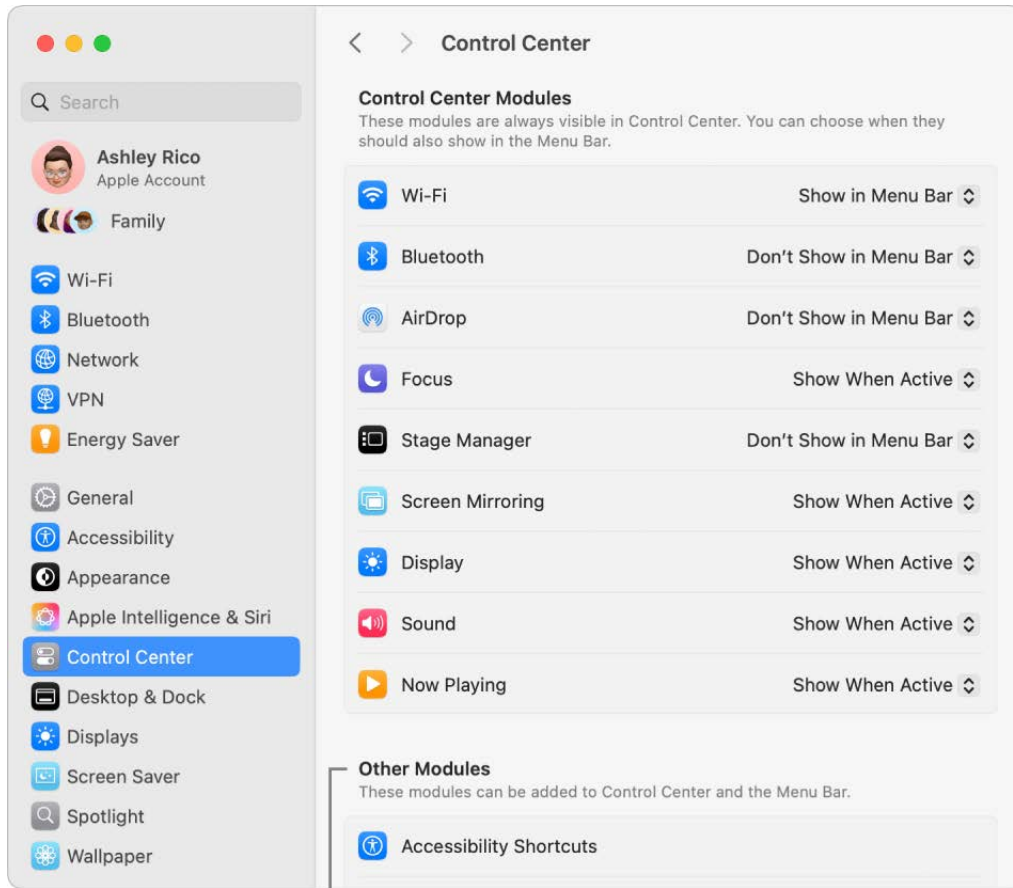


Manage your desktop. Use Stage Manager to automatically organize your apps and windows and quickly switch between them. You can also group apps together to create workspaces ideal for your workflow. See [Manage windows on your Mac](#).

Monitor your mic. When an external mic is connected and in use, a recording indicator appears at the top of Control Center. This indicator increases security and privacy on your Mac by letting you know if an app has access to the microphone.

Pin your Control Center favorites. Drag a favorite item from Control Center to the menu bar to pin it there, so you can easily access it with a single click. To change what appears in the menu bar, open System Settings, click Control Center, then click the pop-up menu next to each item and choose “Show in Menu Bar.” You see a preview of where the control will appear in the menu bar. Some items can’t be added to or removed from Control Center or the menu bar.

Tip: To quickly remove an item from the menu bar, press and hold the Command key and drag the item out of the menu bar.



Choose additional modules
to add to Control Center.

Learn more. See [Use Control Center on Mac](#). Also see [Share content between devices](#) and [Stream content on a larger screen with AirPlay](#).

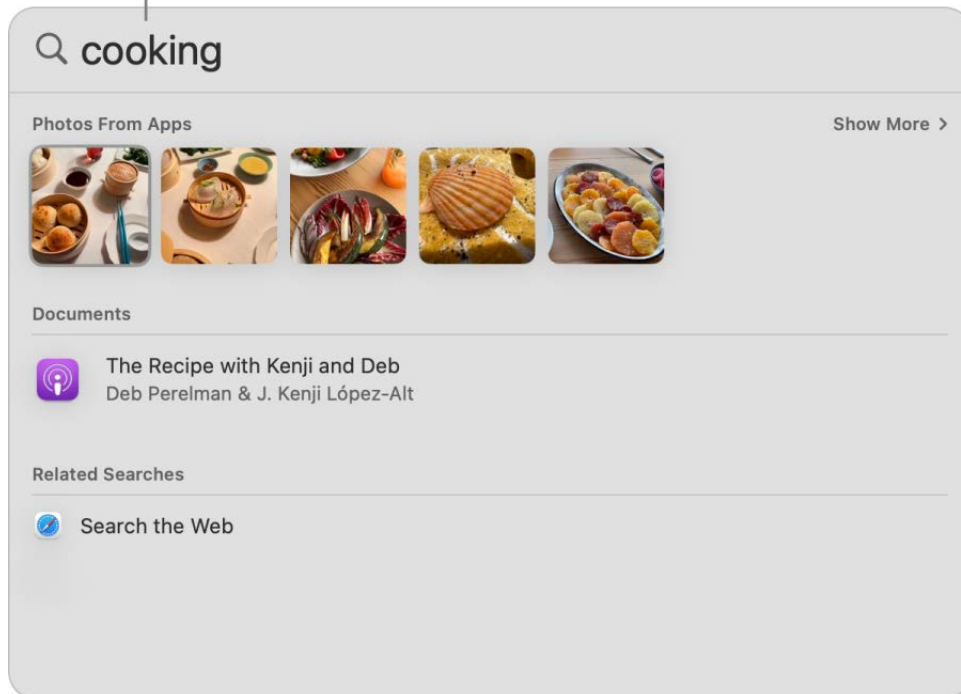
Spotlight on your Mac

Spotlight  is an easy way to find anything on your Mac mini, such as images, documents, contacts, calendar events, and email messages. You can also use Spotlight to open apps or perform quick actions, like starting a Focus.

Search for anything. Click  at the top right of the screen then start typing. You can also press the Spotlight key (F4) on your keyboard. With Live Text, Spotlight can search for text in images (available in select languages).

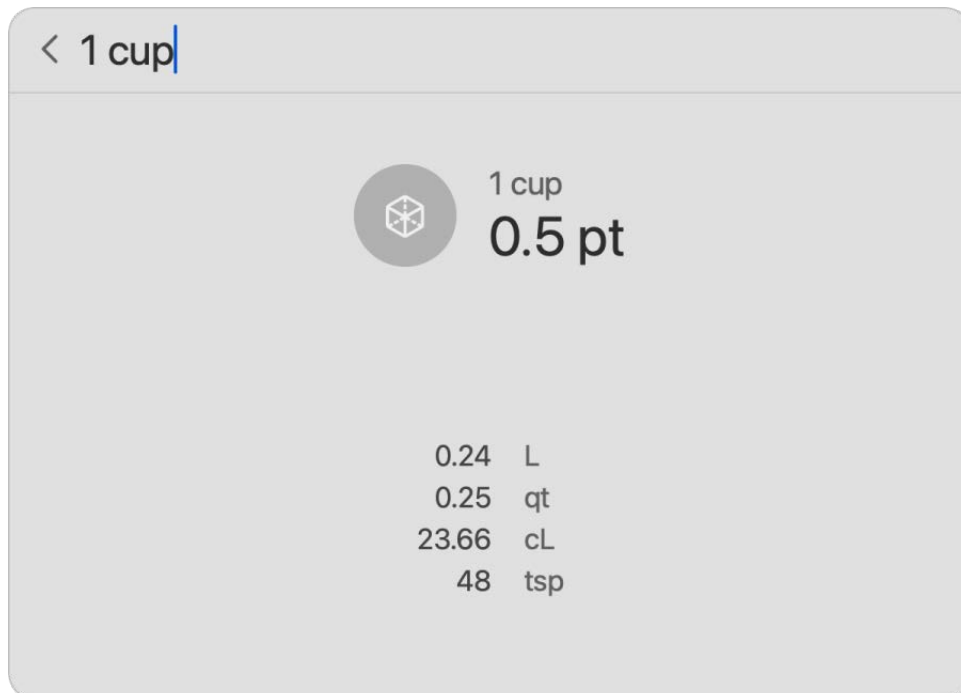
 **Tip:** Press Command–Space bar to show or hide the Spotlight search field.

Start typing, and results appear quickly.



Open an app. Enter the app name in Spotlight, then press Return.

Perform quick actions. You can quickly do certain tasks with Spotlight, like running a shortcut, turning on Do Not Disturb, or setting an alarm. Open Spotlight, then search for the action you want to perform.



Convert currencies, temperature, and measurements. Enter a currency—like \$, €, or ¥—and an amount, then press Return to get a list of converted values. Or specify a unit of measure for measurement conversions.

Narrow your search. You can include or exclude specific folders, disks, or types of information (such as email or messages) from Spotlight searches. Click Spotlight in System Settings and go to “Search results,” then select or deselect categories you want to include or exclude from your Spotlight results.

Use Siri Suggestions. Siri Suggestions offer info from Wikipedia articles, web search results, news, sports, weather, stocks, movies, and other sources when you search with Spotlight.

If you want Spotlight to search only for items on your Mac mini, open System Settings, click Spotlight, then deselect Siri Suggestions below “Search results.”

Learn more. See [Search with Spotlight on Mac](#).

Siri on your Mac

Use Siri on your Mac mini to do everyday tasks and find information. For example, you can schedule meetings, change settings, get answers, send messages, place calls, and add items to your calendar. If you turn on the “Listen for” option in Siri settings, you can activate Siri with your voice when you say “Hey Siri” or “Siri,” and immediately speak your request.

Throughout this guide, you can find examples of how you could use Siri—they look like this:



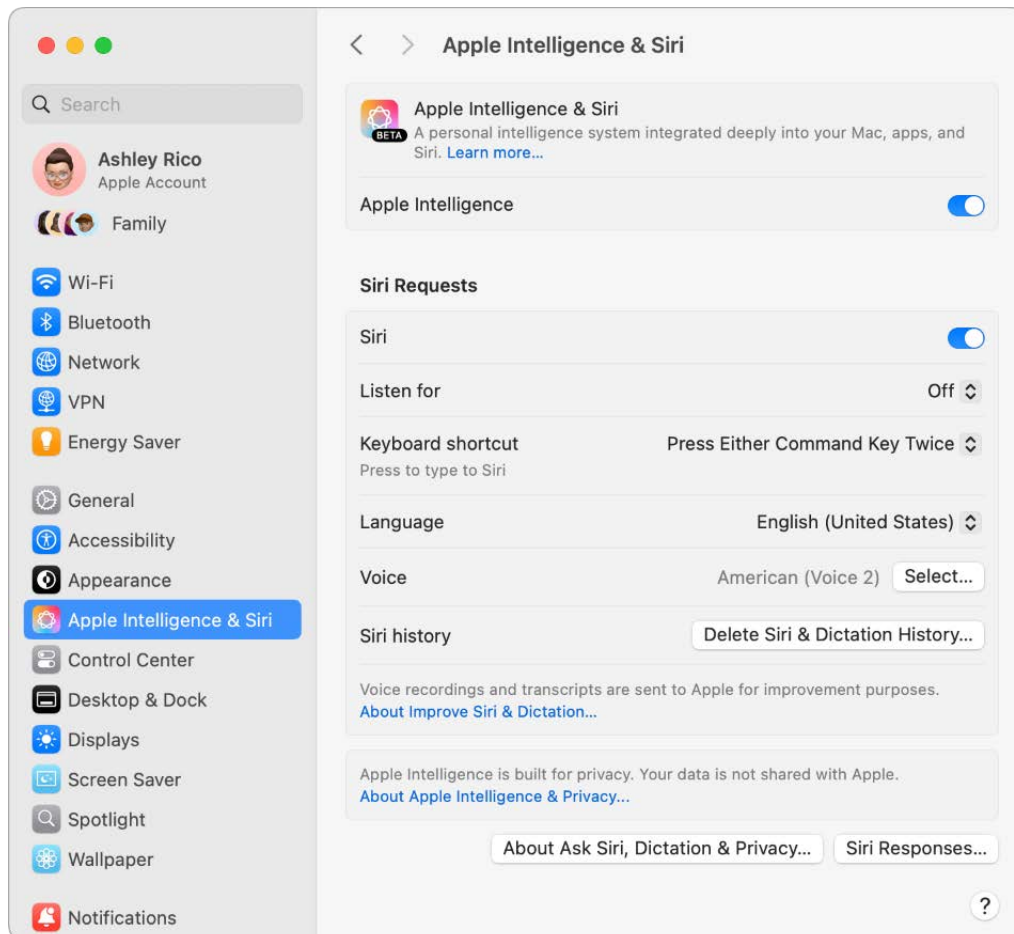
Siri: Say to Siri:

- “How do I get home from here?”
- “How high is Mount Whitney?”
- “Create a new grocery list”
- “Show me my reminders.”
- “What time is it in Paris?”

Note: To use Siri, your Mac must be connected to the internet. Siri may not be available in all languages or in all areas, and features may vary by area.

Important: Mac mini doesn't have a built-in microphone, so you must connect an external microphone (sold separately) in order to use Siri with your voice. After attaching your microphone, select it in Sound settings (open System Settings, click Sound, click Input, then select your microphone). If you use Studio Display with your Mac mini, it has a built-in microphone that supports Siri.

Turn on Siri. Open System Settings, click Apple Intelligence & Siri in the sidebar, turn on Siri, then click Enable. If you enabled Siri during setup and you have a Magic Keyboard with Touch ID, you can also press and hold the Dictation/Siri (F5) key  on your keyboard to open Siri. You can customize other Siri settings, such as the language and voice to use and whether to show Siri in the menu bar.



Hey Siri or Siri. If your Mac mini is connected to a Studio Display or an external microphone, you can say "Hey Siri" or "Siri" to get responses to your requests. Open System Settings, click Apple Intelligence & Siri, click the pop-up menu next to "Listen for," then choose an option. Follow the onscreen instructions to finish setting up "Hey Siri" or "Siri."

When this option is on and you turn on "Allow Siri when locked," you can also use Siri even if your Mac is locked or in sleep.

Activate Siri. There are several ways to activate Siri. Click  or  in the menu bar. You can also press and hold the Dictation/Siri key (F5) on a Magic Keyboard, or use the keyboard shortcut selected in Siri settings.

 **Tip:** To learn about more ways you can use Siri, ask “What can you do?” at any time, or see the [Apple Siri website](#).

Type to Siri. Type your requests to Siri instead of speaking them. Click Accessibility in System Settings, then click Siri and turn on “Type to Siri.” If Apple Intelligence is turned on, you can automatically type Siri requests—just click .

Show captions. Show what Siri says on screen. Open System Settings, click Apple Intelligence & Siri, then click Siri Responses and turn on “Always show Siri captions.” You can also turn on “Always show speech” to have Siri transcribe your requests. If Apple Intelligence is turned on, click Siri Responses and turn on “Always show requests” to show what Siri says on the screen.

Change the voice. Open System Settings, click Apple Intelligence & Siri, then choose an option from the Voice menu.

Learn more. See [Use Siri on Mac](#) and [Get Started with Apple Intelligence](#).

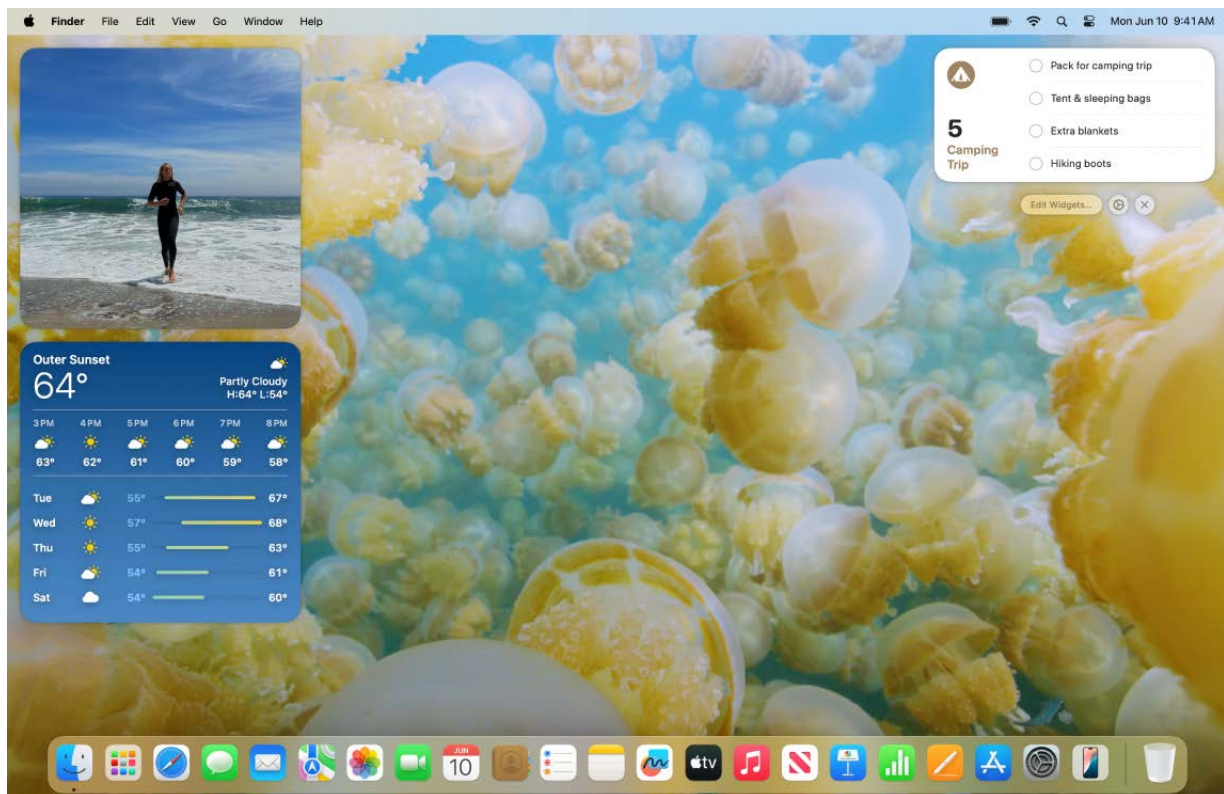
Apple Intelligence is currently available in beta with Siri and device language set to U.S. English. Apple Intelligence uses generative models, and outputs may be inaccurate, unexpected, or offensive. Check important information for accuracy.

Customize your Mac

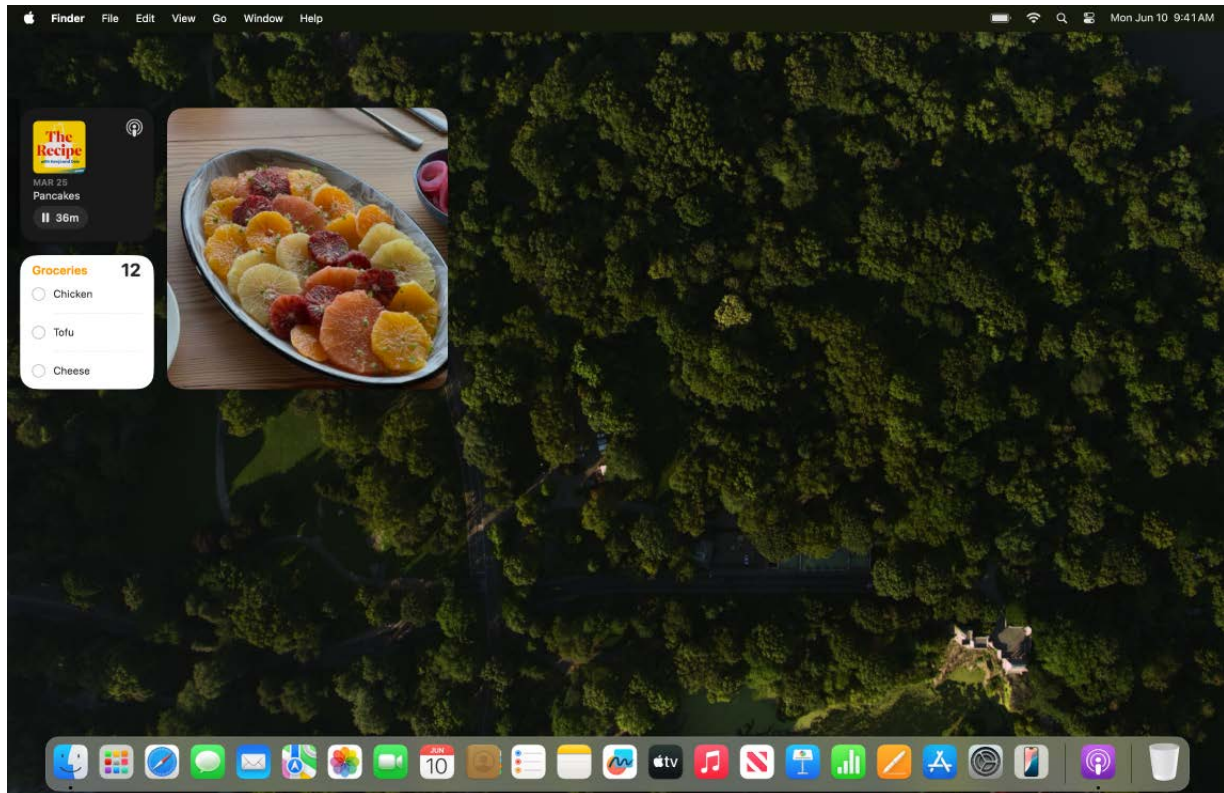
Add a personal touch

Make your Mac mini your own by changing the wallpaper, customizing your desktop, and more.

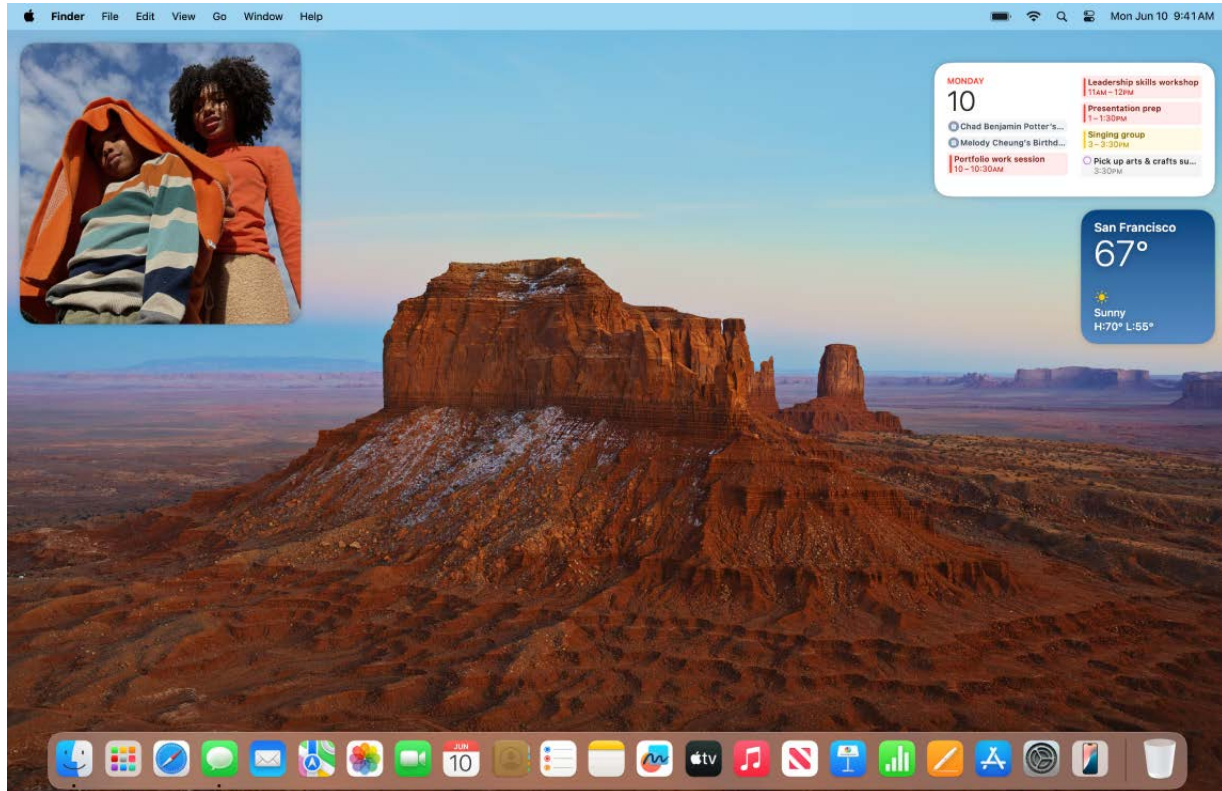
Change the wallpaper. Choose what your Mac looks like. Open System Settings, click Wallpaper, then choose the wallpaper you want. You can select the same image as both your wallpaper and screensaver or select a different image for each.



Add widgets to your desktop. Keep your favorite apps front and center. Add a Photos widget to your desktop to see photos from an album or a memory or add a Podcasts widget to keep your favorite shows on queue. Click the date or time at the top right of the screen to open Notification Center, then click Add Widgets to open the widget gallery to add, remove, or rearrange widgets. Drag new widgets anywhere on your desktop or in Notification Center.



Make a Memoji. Create a Memoji to represent yourself across apps, including in the login window on your Mac, as your Apple Account picture, and as your My Card in Contacts. Open System Settings, click Users & Groups, click the picture next to your login name. Click Memoji, then click **+** to select and compose a facial image. See [Change your login picture](#) and [Create your Memoji in Messages](#).



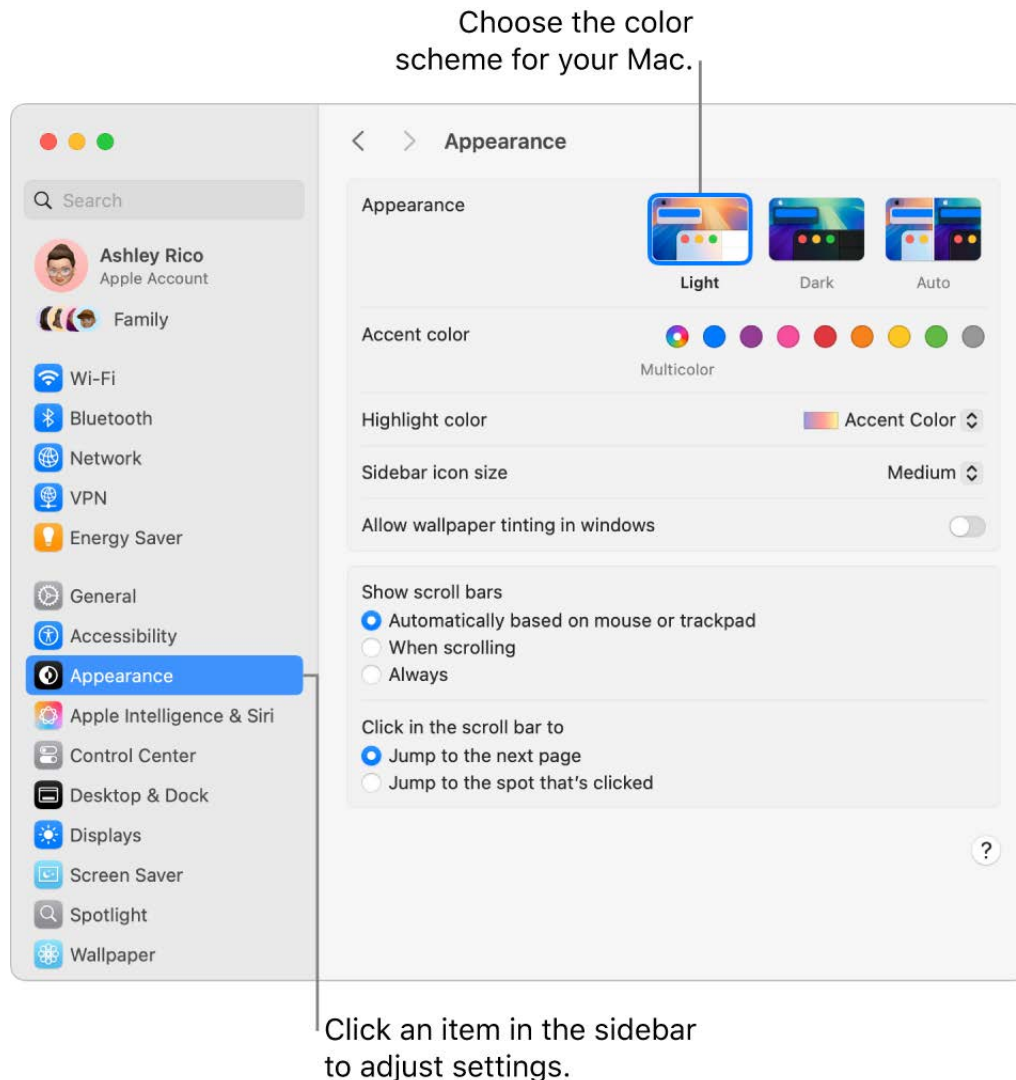
Set up multiple desktops. Use Mission Control to set up multiple spaces to work and play in. To create a space, enter Mission Control by pressing  on the top row of your keyboard and click the Add Desktop button . You can drag windows from one space to another and add or delete spaces as you work. See [Work in multiple spaces](#).

System Settings on your Mac

In System Settings, you can customize your Mac mini and adjust its settings to suit your needs. For example, you can add a screen saver that can also become your wallpaper, manage notifications, change the brightness or resolution with Display Settings, adjust Accessibility settings, and more. You can also download the latest software update.

To start, click  in the Dock, or choose Apple menu  > System Settings, then click the setting in the sidebar that you want to adjust. To see all settings in the sidebar, you may need to scroll down.

 **Tip:** If you're looking to adjust a particular setting, but aren't sure where to find it, use the search field. Results appear in the sidebar as you type.



Lock your screen. You can set your Mac mini to turn off the display or start a screen saver after a period of inactivity. You can also require a password in order to unlock the screen when you return to your Mac. To set up, go to Lock Screen in System Settings.

Choose a screen saver. Slow-motion screen savers can turn your Mac mini display into a work of art, both when you're away from your Mac and as your wallpaper. To set up, go to Screen Saver in System Settings. If you choose a Landscape, Cityscape, Underwater, Earth, or Shuffle Aerials screen saver, you can also make it your wallpaper by turning on "Show as wallpaper."

Customize Control Center and the menu bar. Choose which settings you want to appear in Control Center  or in your menu bar. In System Settings, click Control Center in the sidebar, then choose your options.

Update macOS. In System Settings, click General, then click Software Update to see if your Mac is running the latest version of macOS software. You can specify options for automatic software updates.

iCloud and Family Sharing settings. Sign in to iCloud with your Apple Account on your Mac mini, manage how your apps use iCloud, and set up and manage Family Sharing. For more information, see [Apple Account on Mac](#) and [Use iCloud with your Mac mini](#).

Learn more. To learn more about System Settings, see [Customize your Mac with System Settings](#).

Display settings for your Mac

Match the light in your surroundings. If you have a Studio Display or Apple Pro Display XDR connected to your Mac mini, it has True Tone technology. True Tone automatically adapts the color of the display to match the light in your environment for a more natural viewing experience. Turn True Tone on or off in the Displays settings in System Settings.

Use a dynamic desktop. When you use a dynamic desktop picture, the desktop picture automatically changes to match the time of day in your location. Click Wallpaper in System Settings, then choose a picture for Dynamic Desktop. To have your screen change based on your time zone, enable Location Services. If Location Services is turned off, the picture changes based on the time zone specified in Date & Time settings.

Change how items appear on the screen. Change the display resolution to make everything on the screen bigger, or increase the size of text and icons to make them easier to see. You can also make the pointer easier to see or quickly locate it with a shake of your mouse. See [Make text and other items on the screen bigger](#).

Stay focused with Dark Mode. You can use a dark color scheme for the desktop, menu bar, Dock, and all the built-in macOS apps. Your content stands out front and center while darkened controls and windows recede into the background. See white text on a black background in apps such as Mail, Contacts, Calendar, and Messages, so it's easier on your eyes when you're working in dark environments.



Dark Mode is finely tuned for professionals who edit photos and images—colors and fine details pop against the dark app backgrounds. But it's also great for anyone who just wants to focus on their content.

Night Shift. Switch your Mac to warmer colors at night or in low-light conditions to reduce your exposure to bright blue light. Blue light can make it harder to fall asleep, so warmer screen colors may help you get a better night's rest. You can schedule Night Shift to turn on and off automatically at specific times, or set it to come on from sunset to sunrise. Open System Settings, click Displays, click the Night Shift button at the bottom, then set your options. Drag the slider to adjust the color temperature.

Connect a display. You can connect an external display, a projector, or an HDTV to your Mac. If you're not sure how many external displays your Mac supports, check your Technical Specifications. Open System Settings, choose Help > Mac mini Specifications, then locate Video Support (you may need to scroll). See [Connect a display to Mac mini](#).

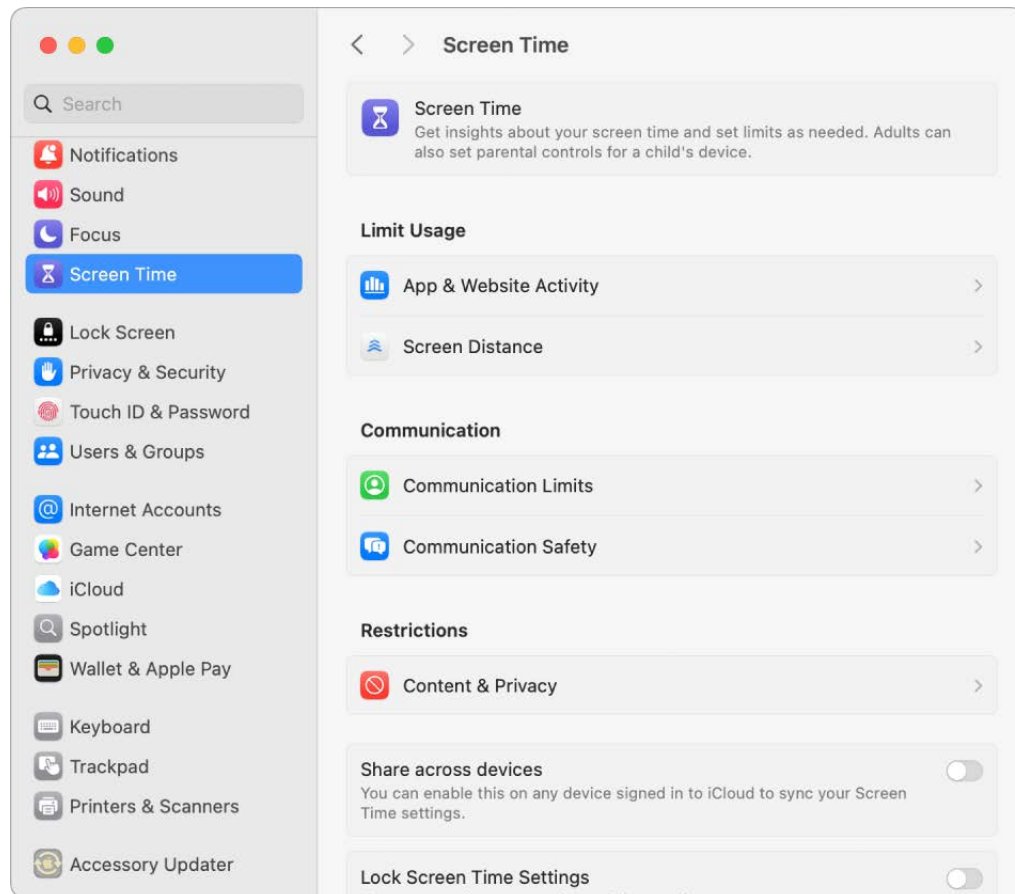
Change the reference mode. Studio Display and Apple Pro Display XDR have several reference modes that tailor the display's color, brightness, gamma, and white point to match the reference requirements for each media type, including several predefined reference modes for HD and SD video-digital cinema. There are also modes for broader use cases such as photography, internet and web development, and design and print. See the Apple Support article [Use reference modes with your display](#).

Learn more. See [Displays settings on Mac](#) and [Change Display settings for accessibility](#).

Screen Time on Mac

Screen Time shows how you spend time on your Mac mini, provides tools to make it easy to step away during downtime, and lets you monitor what your kids are doing on their Apple devices.

See how you use your Mac mini. View reports to see how much time you're spending with apps and websites during a single day or across a week, find out which apps notify you the most, and see how often you pick up your device each day. Open System Settings, choose Screen Time in the sidebar, then click App & Website Activity, Notifications, or Pickups. You may need to turn on Screen Time before these options appear.



Set your limits. Set limits to control how much time you spend with specific apps, categories of apps, and websites. In Screen Time, choose Downtime, turn on Downtime, then click the Schedule pop-up menu to create a daily schedule or a custom one for every day of the week.

Manage your kid's screen time. Parents can configure Screen Time on their Mac—or iPhone or iPad—and everything is set up for their kids on their devices. You can also set age-based media ratings for the Music and Books apps. See [Set up Screen Time for a child on Mac](#) to learn more.

Don't miss the important things. Choose which apps or website you always need access to. In Screen Time, choose Always Allowed, then turn on the apps that you want to remain available during downtime.

Learn more. See [Manage downtime in Screen Time](#) and [Set up content and privacy restrictions in Screen Time](#).

Accessibility on your Mac

Your Mac includes accessibility tools that make Apple features available and easy to use by anyone. To access these tools, open System Settings, then click Accessibility in the sidebar. Accessibility settings are grouped into five categories:

- *Vision:* Zoom in on the screen, make the pointer bigger, apply color filters, and more.
- *Hearing:* Show and customize captions on the screen, pair hearing devices, make Real-Time Text (RTT) calls, get live captions of audio, set accessibility options for AirPods, and more.
- *Mobility:* Control your Mac and apps using spoken commands, keys on your keyboard, an onscreen keyboard, facial expressions, or assistive devices.
- *Speech:* Type what you want to say and have it spoken out loud. You can also create a personal voice.
- *General:* Customize your keyboard shortcuts to quickly turn accessibility features on or off.

Accessibility features for vision

Use VoiceOver, the built-in screen reader. VoiceOver describes aloud what appears on the screen and speaks the text in documents, webpages, and windows. Using VoiceOver, you control your Mac with the keyboard or trackpad gestures. You can also connect a refreshable braille display to use with VoiceOver.

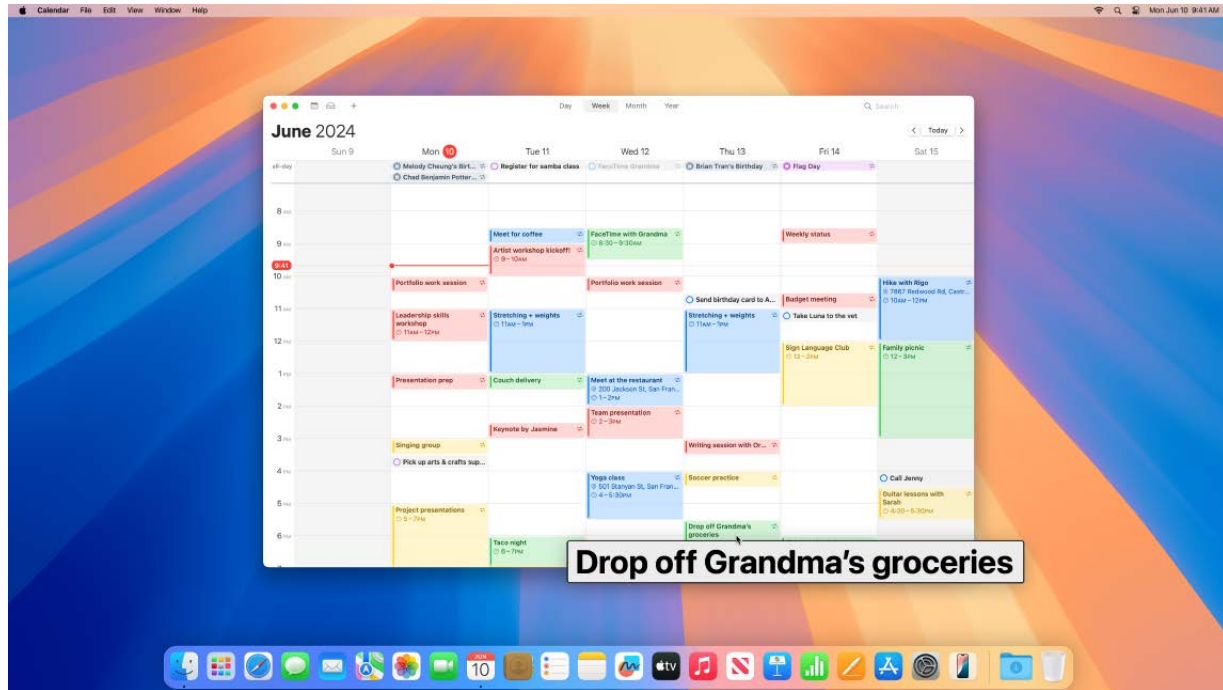
To turn on VoiceOver, do any of the following:

- Press Command-F5. If VoiceOver is on already, pressing the keys turns it off.
- Use Siri. Say something like: "Turn VoiceOver on" or "Turn VoiceOver off."
- Choose Apple menu  > System Settings, then click Accessibility in the sidebar (you may need to scroll down). Click VoiceOver, then turn VoiceOver on or off.

[Learn more about VoiceOver](#), including how to customize it to fit your needs.

Adjust your View with Zoom. You can zoom in on part or all of the screen. If you have more than one monitor, you can keep one zoomed in tightly and another at its standard resolution. To change zoom settings, choose Apple menu  > System Settings, click Accessibility in the sidebar, then click Zoom.

Zoom in on words with Hover Text. In System Settings, click Accessibility, click Zoom, then turn on Hover Text at the bottom. Press Command while holding the pointer over the text, and a window with zoomed text appears on your screen.



Adjust your Mac display colors. You can adjust your Mac display colors using color filters. To change these settings, go to System Settings, click Accessibility in the sidebar, click Display, then turn color filters on or off. To quickly turn color filters on or off, press Option-Command-F5; if your Mac or Magic Keyboard has Touch ID, press Touch ID quickly three times.

[Learn more about accessibility features for vision.](#)

Accessibility features for hearing

Add captions in real time. With Live Captions, you can add real-time captions for conversations, audio, and video. See [Use Live Captions](#).

Important: Live Captions is not available in all languages, countries, or regions. The accuracy of Live Captions may vary and should not be relied upon in high-risk or emergency situations.

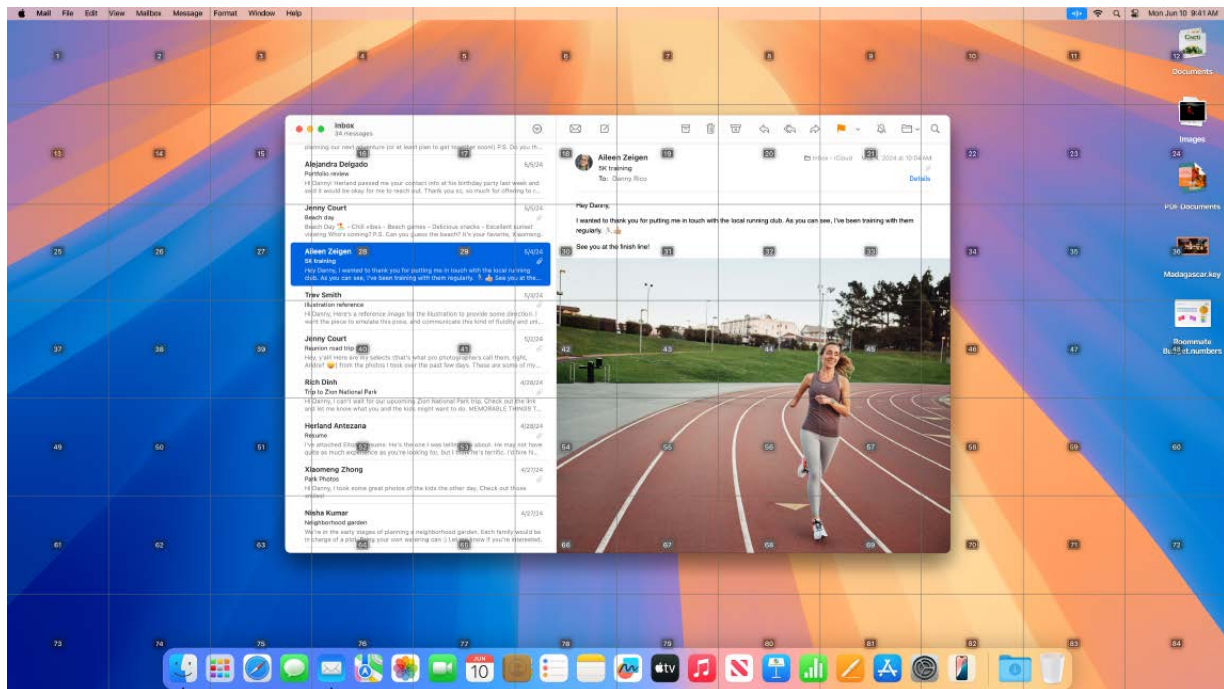
Use hearing devices. Pair Made for iPhone (MFi) hearing aids or sound processors directly to your Mac to stream audio and adjust their settings. To pair devices, choose Apple menu  > System Settings, click Accessibility in the sidebar, then click Hearing Devices. See [Use hearing devices with your Mac](#).

Customize your AirPods. Amplify soft sounds and adjust certain frequencies to help music, movies, phone calls, and podcasts sound more crisp and clear by setting accessibility options for AirPods. See [Set headphone accommodations for AirPods](#).

Mask unwanted noise. Mask unwanted environmental noise and minimize distractions with calming sounds like ocean or rain. To turn on background sounds, choose Apple menu  > System Settings, click Accessibility in the sidebar, then click Audio and turn on Background sounds. Choose from a variety of sounds, then drag the slider to increase or decrease the volume of the background sound.

[Learn more about accessibility features for hearing.](#)

Accessibility features for mobility



Control your Mac with your voice. With Voice Control, you can perform a wide range of actions with your voice. All audio processing for Voice Control happens on your Mac, so your personal data is kept private. To turn on Voice Control, choose Apple Menu  > System Settings, click Accessibility in the sidebar, then click Voice Control.

Important: Mac mini doesn't have a built-in microphone. To use Voice Control, you must connect an external microphone (sold separately).

Customize your pointer. Customize the outline and fill color of the mouse pointer so it's easier to recognize when it moves or changes shape.

Improved keyboard access. An expanded set of keyboard shortcuts allows you to control everything on your Mac with a keyboard—no mouse or trackpad required.

[Learn more about accessibility features for mobility.](#)

Accessibility features for speech

Have your Mac speak for you. With Live Speech, you can type what you want to say and have it spoken out loud during phone and FaceTime calls, as well as in-person conversations. Save commonly used phrases to chime in quickly during a conversation. You can choose a voice to use or record a Personal Voice. See [Create a Personal Voice](#).

Use Vocal Shortcuts. Set up your Mac to perform an action when you speak a word or another sound of your choosing. To use Vocal Shortcuts, choose Apple menu  > System Settings, click Accessibility, go to Speech, then click Vocal Shortcut. See [Use Vocal Shortcuts](#).

Important: Mac mini doesn't have a built-in microphone. To use Voice Control, you must connect an external microphone (sold separately).

Have Siri listen for atypical speech. If you have an acquired or progressive condition that affects speech, have Siri recognize a wider range of atypical speech patterns. See [Change Siri settings for accessibility](#).

[Learn more about accessibility features for speech.](#)

Learn more. See [Get started with accessibility features on your Mac](#) and the [Apple Accessibility website](#).

Use Mac mini as a server

The most popular server features—File Server, Time Machine Server, and Caching Server—are a part of macOS, so it's easy to use your Mac mini as a server. Open System Settings, choose General, then click Sharing to access one or more of the options below.

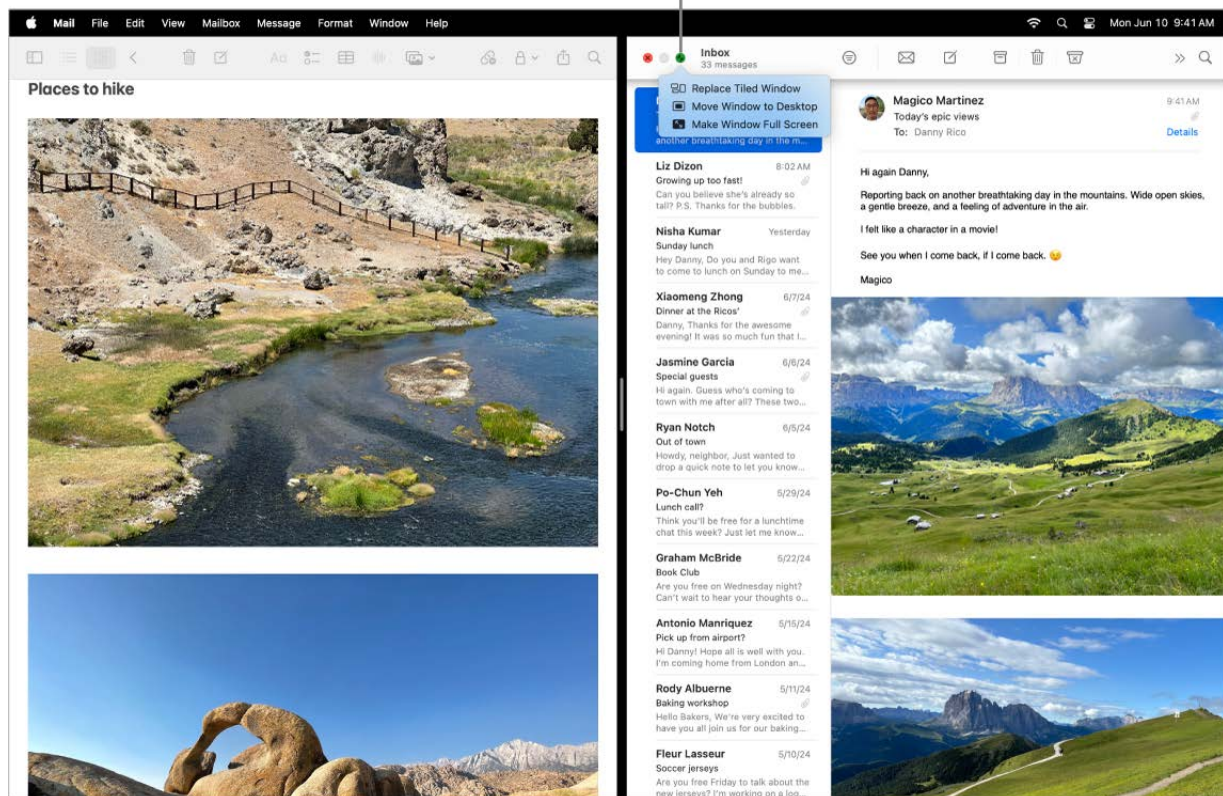
- *File Server:* Uses File Sharing to allow users to store and share folders and files on Mac mini. See [Set up file sharing on Mac](#).
- *Time Machine Server:* Uses File Sharing to allow users to back up their Mac computers on your Mac mini using File Sharing. See [Back up to a shared folder with Time Machine on Mac](#).

- *Caching Server:* Uses Content Caching to provide caching of software distributed by Apple through the internet. See [Change content caching settings on Mac](#).

Manage windows on your Mac

It's easy to find yourself with a dozen open apps and one or more windows for each app open on your desktop. Luckily, there are some efficient ways to see and navigate the windows you have open. When you want to focus, you can expand one app to fill the whole screen, choose two apps to share the screen, or lay out a custom workspace. Automatically organize your apps and windows with Stage Manager to keep your desktop clutter-free and quickly move between tasks. When you need to find a window that's buried, use Mission Control to show all your open windows in a single layer. You can use multiple desktop spaces to spread out your work on different desktops and easily move between them.

Click to see
window options.

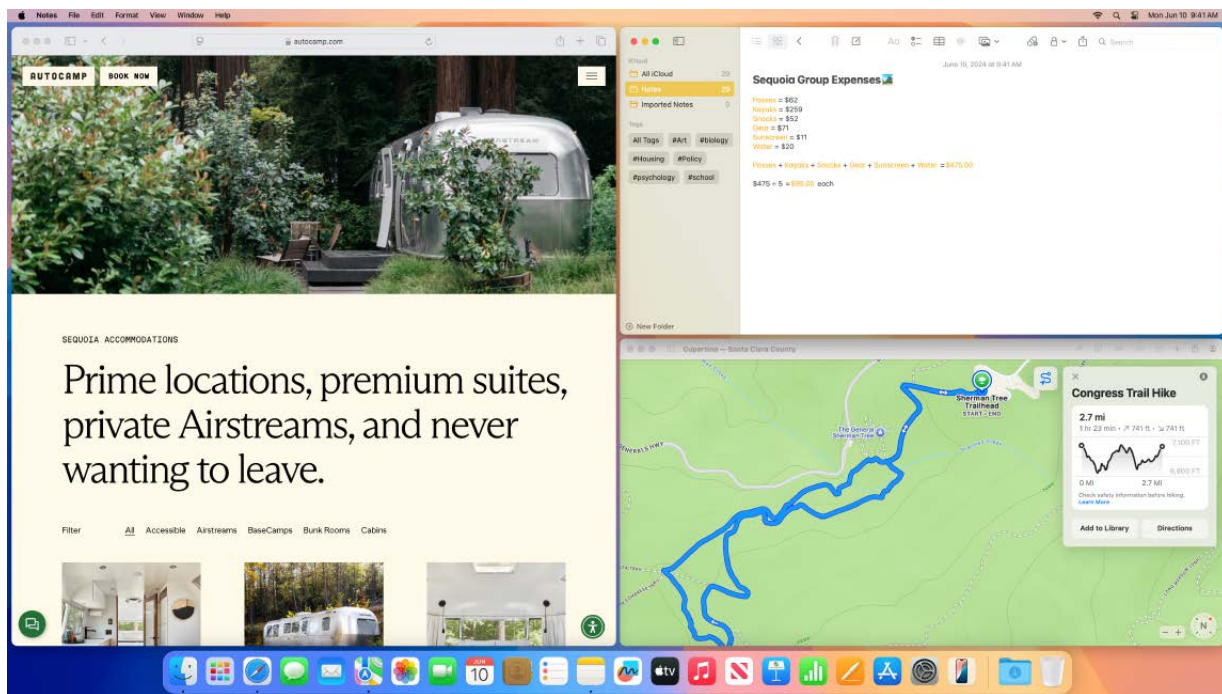


Use the whole screen. Use full-screen view to focus on one app. In full screen, the menu bar is hidden until you move the pointer to the top of the screen, or you can choose to always show the menu bar. To enter or leave full-screen view, move the pointer over the green button in the top-left corner of the window, then choose Full Screen from the menu that appears. See [Use apps in full screen](#).

Split the screen. Use Split View to work in two app windows side by side. Move the pointer to the green button in the top-left corner of a window you want to use, click Full Screen, then choose Right of Screen or Left of Screen to position your window. Click another window and it automatically fills the other half of the screen. Hold the pointer over the green button to see the options to switch apps, take the two windows to full screen, and more. See [Use apps in Split View](#).

Tile windows. Move and resize windows or arrange windows to fill your screen. Move the pointer to the green button in the top-left corner of a window you want to use, then choose how you want to arrange your screen. See [Tile windows](#).

Tip: If you want to get a clear view of your desktop when you have multiple windows open, click anywhere on the desktop wallpaper to quickly move any open windows to the side. Click the desktop wallpaper again to reopen your windows when you're ready to resume the task at hand.



Widgets. Place widgets on your desktop from the widget gallery so you have access to your frequently used apps when you need them. Click the date and time in the menu bar or Control-click the desktop, then click Edit Widgets to add, remove, or rearrange widgets. You can drag new widgets anywhere on your desktop or in Notification Center. If you are signed in with the same Apple Account on your iPhone and your Mac, you can also add your iPhone widgets to your desktop without having to install the corresponding apps on your Mac.



Stage Manager. Automatically organize your apps and windows so your desktop stays clutter-free. What you want to focus on is front and center with your other windows arranged on the side and accessible with a single click. Open Control Center, then click Stage Manager. See [Organize your Mac desktop with Stage Manager](#).

Mission Control. Quickly move your open windows into a single layer, then click a window to return to regular view with that window in front and active. If you have additional desktops (spaces) or have apps in Split View, they appear in a row along the top of the screen. To enter or leave Mission Control, press  on the top row of your keyboard, or press Control-Up Arrow. You can also add the Mission Control icon  to the Dock. See [See open windows and spaces in Mission Control](#).

When one desktop isn't enough. Organize your app windows into multiple desktop spaces, then switch between them as you work. To create a space, enter Mission Control and click . Use keyboard shortcuts and Mission Control to move between your spaces. You can drag windows from one space to another and add or delete spaces as you work. See [Work in multiple spaces](#).

That horizontal traffic light. The red, yellow, and green buttons in the top-left corner of every window aren't just for show. Click the red button to close an app window. For some apps, this quits the app and closes all open windows for the app. For others, it closes the current window but leaves the app open. The yellow button closes the window temporarily and puts it in the right side of the Dock. When you want to reopen the window, click it in the Dock to expand it. And the green button is a quick way to change your windows to full screen and Split View, and more.

Take a screenshot on your Mac

Explore the Screenshot menu to find all the controls you need to take screenshots and screen recordings. You can also capture your voice during a screen recording. The optimized workflow lets you take photos and videos of your screen, and then easily share, edit, or save them.

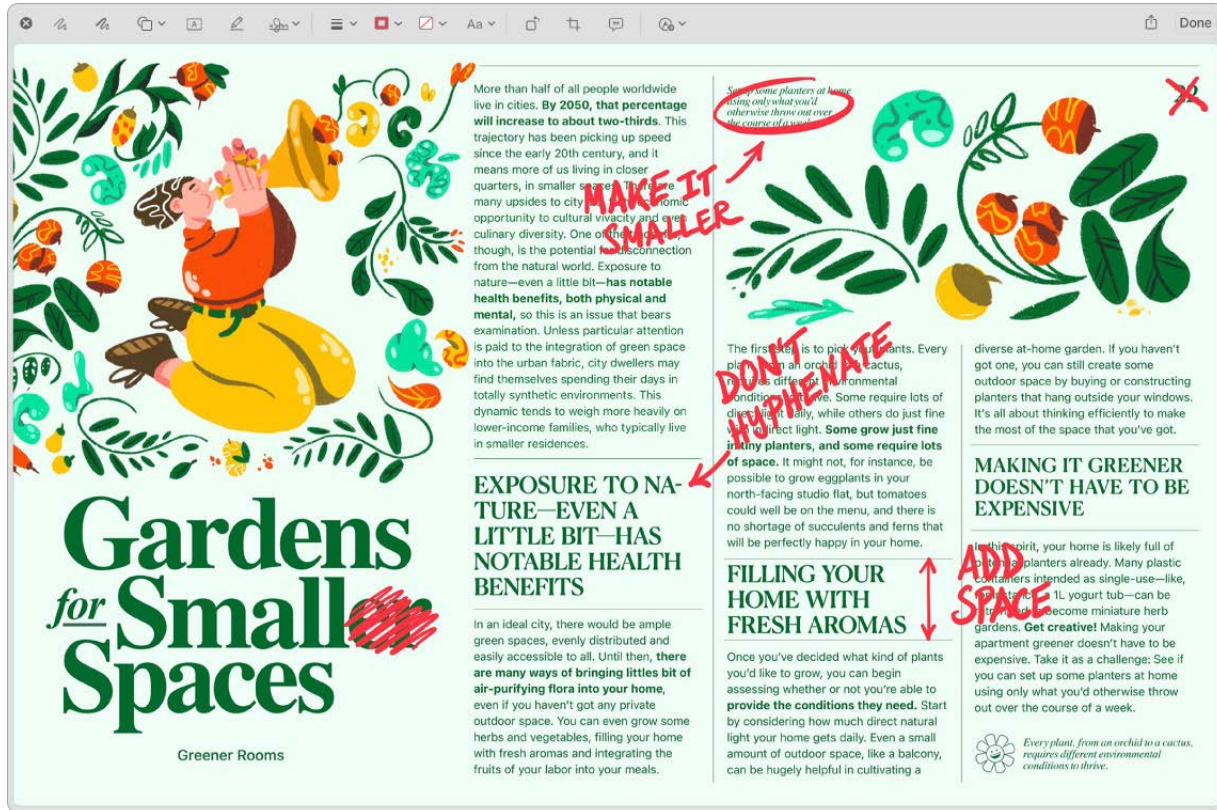
Access the screenshot controls. Press Command-Shift-5. You can capture the entire screen, a selected window, or a portion of a window. You can also record the entire screen or a selected portion of the screen.

Use the icons at the bottom of the screen to capture a selection , record your screen , and more. Click Options to modify your save location, set a timer before capturing, set microphone and audio options, or show the pointer. Click Capture or Record to take the screenshot or video.

After you take a screenshot or video, a thumbnail appears in the corner of the screen. Drag the thumbnail into a document or folder, swipe to the right to quickly save it, or click to edit or share it.

Note: You can also open the Screenshot utility from the Other folder in Launchpad, or go to the Apps > Utilities folder in the Finder.

Mark up your screenshot. Click the thumbnail of your screenshot to use Markup tools and make annotations. You can also click  to send your marked-up screen to colleagues or friends—right from the screenshot itself. See [Mark up files on Mac](#).



Learn more. See [Take screenshots or screen recordings on Mac.](#)

Back up, restore, and transfer your data

Transfer your data to your new Mac mini

You can transfer your files and settings from another Mac or PC to your new Mac mini. The first time you start your new Mac mini, you're asked if you want to transfer data from another computer. For more information about transferring data during the setup process, see [Set up your Mac mini](#). If you want to transfer data from a new computer now, you can use one of the options below.

Before you begin

- Upgrade both your previous computer and new computer to the latest version of the operating system. For more information about how to update your Mac based on your current operating system, see [Keep your Mac up to date](#). Be sure to use the menu at the top of the page to choose your current operating system and get the most accurate instructions.
- To transfer your data wirelessly, make sure both computers are connected to same network.

Transfer data from another Mac

Use Migration Assistant to transfer your data over a wired or wireless network, or by connecting your old and new computers with an Ethernet cable. On both Macs, open a Finder window, go to Applications, open the Utilities folder, then double-click Migration Assistant and follow the onscreen instructions. If you are transferring wirelessly, keep the computers near each other throughout the migration process. See the Apple Support article [Transfer to a new Mac with Migration Assistant](#).

Transfer data from a PC

Use Windows Migration Assistant to transfer your data over a wired or wireless network. See the Apple Support article [Transfer from PC to Mac with Migration Assistant](#) to find the correct version of Migration Assistant for your Windows PC.

Transfer data from a storage device

Connect the storage device to your Mac mini using an appropriate adapter if necessary (see [Use adapters with your Mac mini](#)). Then, see [Transfer your information to Mac from another computer or device](#) for next steps.

Transfer data from a Time Machine backup

If the content on your previous computer's hard disk was damaged, and you need to restore it from a Time Machine backup, you can use Migration Assistant to do so. See [Back up and restore](#).

Learn more. See [Transfer your information to Mac from another computer or device](#).

Back up and restore your Mac

It's important to back up your Mac mini regularly to keep your files safe. You can back up your apps, accounts, settings, music, photos, movies, and documents using Time Machine, which is built into your Mac. Time Machine doesn't back up the macOS operating system.

Decide where you want to back up your files. Time Machine can back up to an external storage device connected to your Mac mini, as well as other supported storage devices. For a list of devices supported by Time Machine, see the Apple Support article [Backup disks you can use with Time Machine](#).

Set up Time Machine. Before you begin, consult the documentation that came with your storage device, and make sure your Mac mini is on the same Wi-Fi network as your external storage device, or connect the external storage device to your Mac mini with a cable, using an appropriate adapter if necessary (see [Use adapters with your Mac mini](#)). Open System Settings, click General > Time Machine, then click Add Backup Disk. Select the drive you want to use for backup, and you're all set.

Restore your files. You can use Time Machine  to restore your files, and choose to restore only some files or all of them at once. Click the Time Machine icon in the menu bar, then choose "Browse Time Machine backups." Select one or more items that you want to restore (individual folders or your entire disk), then click Restore.

Note: If the Time Machine icon isn't in the menu bar, choose Apple Menu  > System Settings, then click Control Center in the sidebar. Click the pop-up menu next to Time Machine, then choose Show in Menu Bar.

Reinstall macOS. Your operating system files are kept separate from your personal files in a sealed system disk. However, some actions, like erasing or inadvertently damaging a disk, require that you restore your Mac mini. You can reinstall macOS and then use Time Machine to restore your personal files from your backup. With macOS Big Sur and later, there are several ways to restore your Mac. You may be required to install a newer version of macOS than what your computer originally came with, or what you were using before the disk was damaged. To learn more about these options, see [Recover all your files from a Time Machine backup](#) and the Apple Support article [How to reinstall macOS](#).

Important: Advanced users may want to create a bootable installer to reinstall macOS in the future. This can be useful if you want to use a specific version of macOS. See the Apple Support article [How to create a bootable installer for macOS](#).

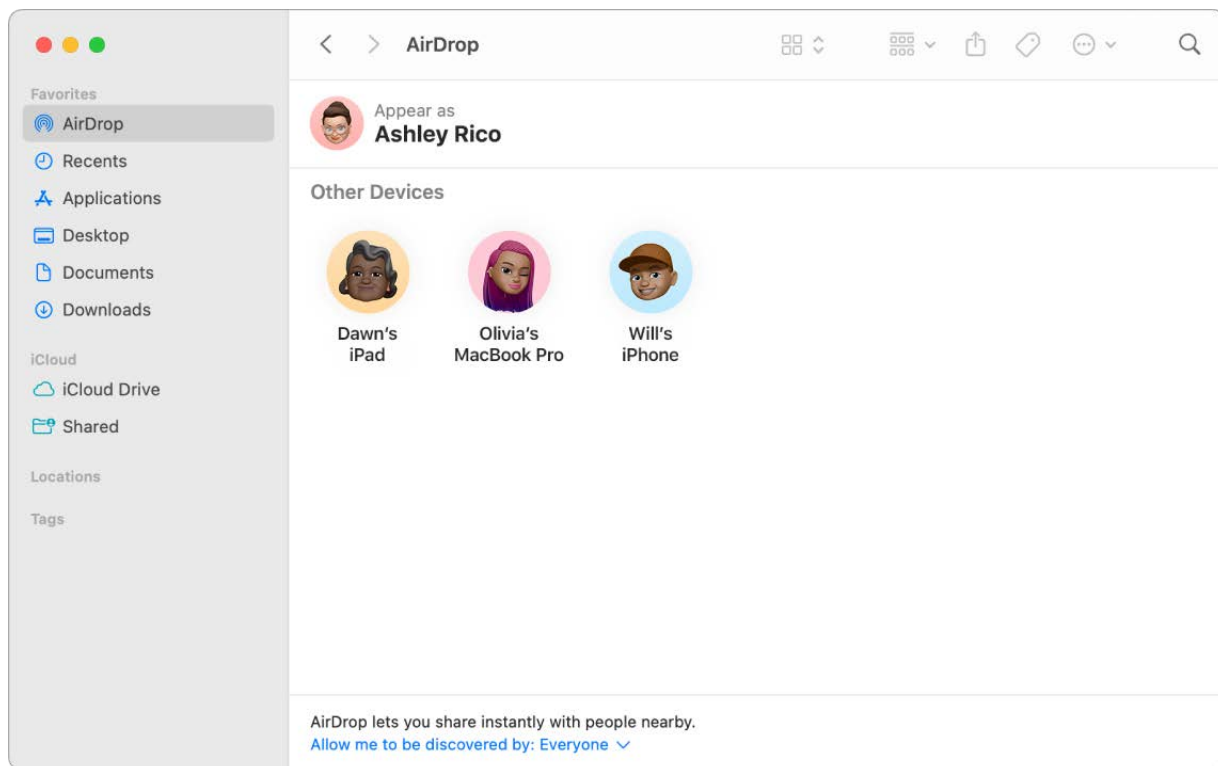
Learn more. See [Back up your files with Time Machine](#) and [Time Machine troubleshooting on Mac](#). Also see the Apple Support article [What to do before you sell, give away, or trade in your Mac](#).

Use Mac mini with other devices

Share content between devices

There are lots of ways to share content between Apple devices. Use AirDrop to share files, photos, passwords and more, or copy and paste between devices using Universal Clipboard.

Share files and more with AirDrop



AirDrop makes it easy to share files with nearby Mac, iPhone, iPad, and iPod touch devices. The devices don't need to share the same Apple Account.

Turn on AirDrop. Click  in the menu bar, then click AirDrop . Select "Contacts only" or "Everyone" to control who can AirDrop content to you.

Send a file from the Finder. Control-click the item you want to send, choose Share > AirDrop, then select the device you want to send the item to. Or click  in the Dock, then click AirDrop in the sidebar on the left. When the person you want to send a

file to appears in the window, drag the file to them from the desktop or another Finder window. When you send a file to someone, the recipient can choose whether or not to accept the file.

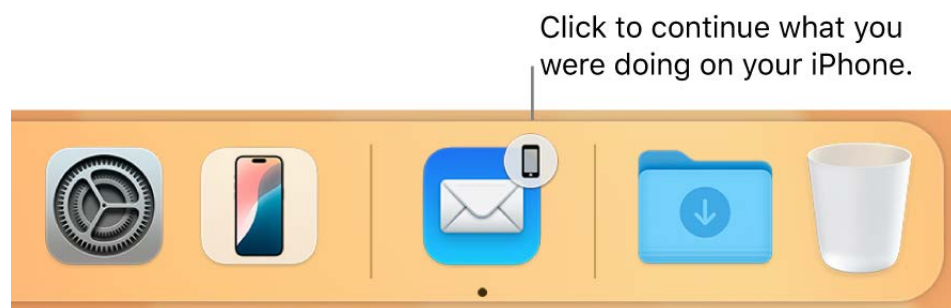
Send a file from an app. While using an app like Pages or Preview, click  and choose AirDrop, then select the device you want to send the item to.

 **Tip:** If you don't see the recipient in the AirDrop window, make sure both devices have AirDrop and Bluetooth turned on and are within 30 feet (9 meters) of each other. If the recipient is using an older Mac, try clicking "Don't see who you're looking for?"

Receive items using AirDrop. When someone uses AirDrop to send an item to you on your Mac, you can choose whether to accept and save it. When you see the AirDrop notification and want the item, click Accept, then choose to save it to your Downloads folder or an app like Photos. If you're signed in on several devices with the same iCloud account, you can easily send an item (for example, a photo from iPhone) from one device to another, and it's saved automatically.

Learn more. See [Use AirDrop on your Mac to send files to devices near you](#) and the Apple Support article [Use AirDrop on your Mac](#).

Use Handoff on your Mac



With Handoff, you can continue on one device where you left off on another. Start a FaceTime call on your iPhone, then transfer the call to your Mac mini when you get back to your desk. Or work on a presentation on your Mac mini, then continue on your iPad. Handoff works with FaceTime, Safari, Mail, Calendar, Contacts, Maps, Messages, Notes, Reminders, Keynote, Numbers, and Pages.

Turn on Handoff on your Mac mini. Open System Settings, click General in the sidebar, click AirDrop & Handoff, then select "Allow Handoff between this Mac and your iCloud devices."

Turn on Handoff on your iOS or iPadOS device. Go to Settings > General > Handoff, then tap to turn on Handoff. If you don't see the option, your device doesn't support Handoff.

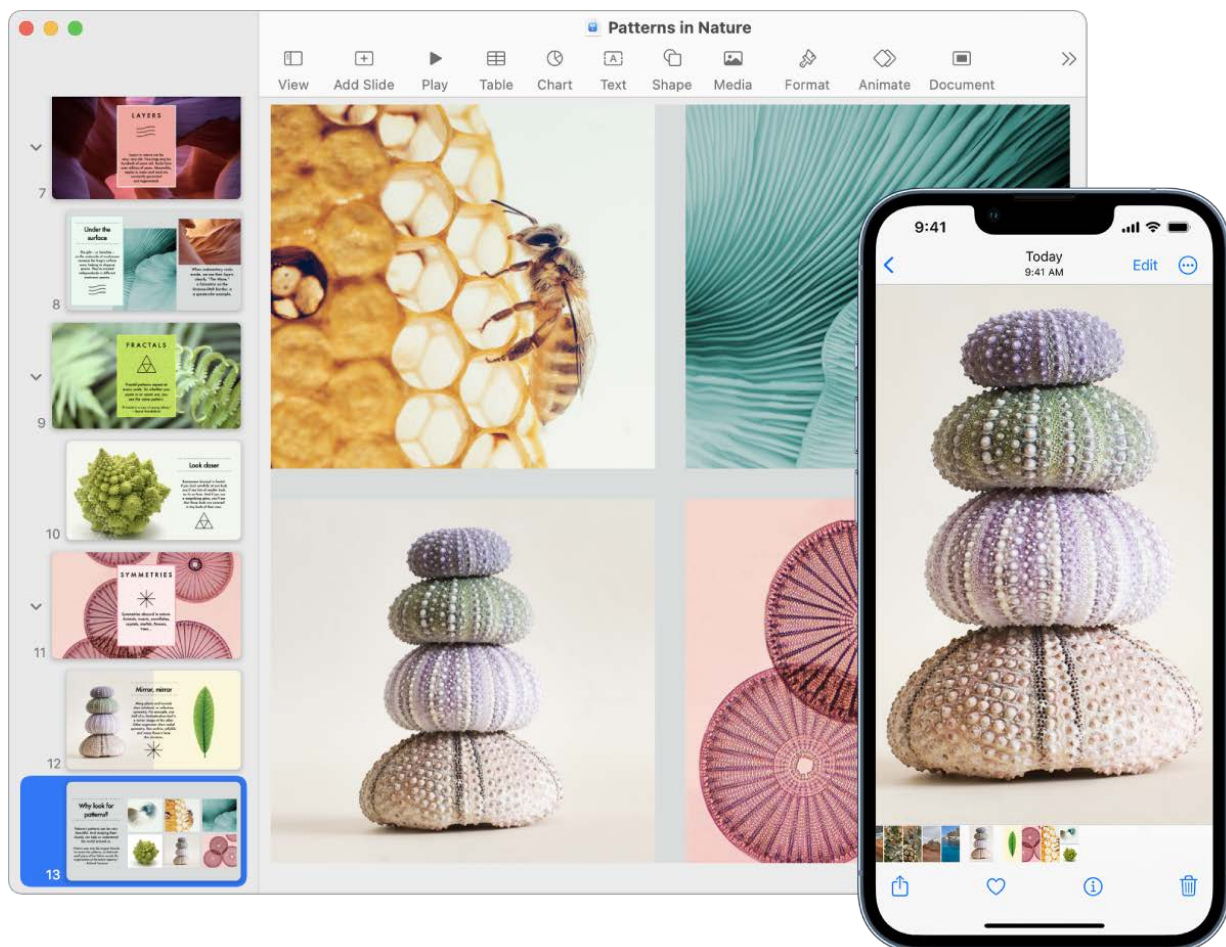
Turn on Handoff on your Apple Watch. In the Apple Watch app on iPhone, go to Settings > General, then tap to turn on Enable Handoff.

Hand off actions between devices. For most activities, when your Mac mini and other devices are near each other, an icon appears in the Dock when that activity can be handed off. Click the icon to hand off between your devices.

For FaceTime, if you want to hand off a call from your iPhone or iPad to your Mac mini, click  in the menu bar on your Mac, click Switch, then click Join in the FaceTime window on your Mac. To hand off a FaceTime call from your Mac mini to your iPhone or iPad, tap  in the upper left of your iPhone or iPad, tap Switch, then tap Switch again.

Learn more. See [Pick up where you left off with Handoff](#).

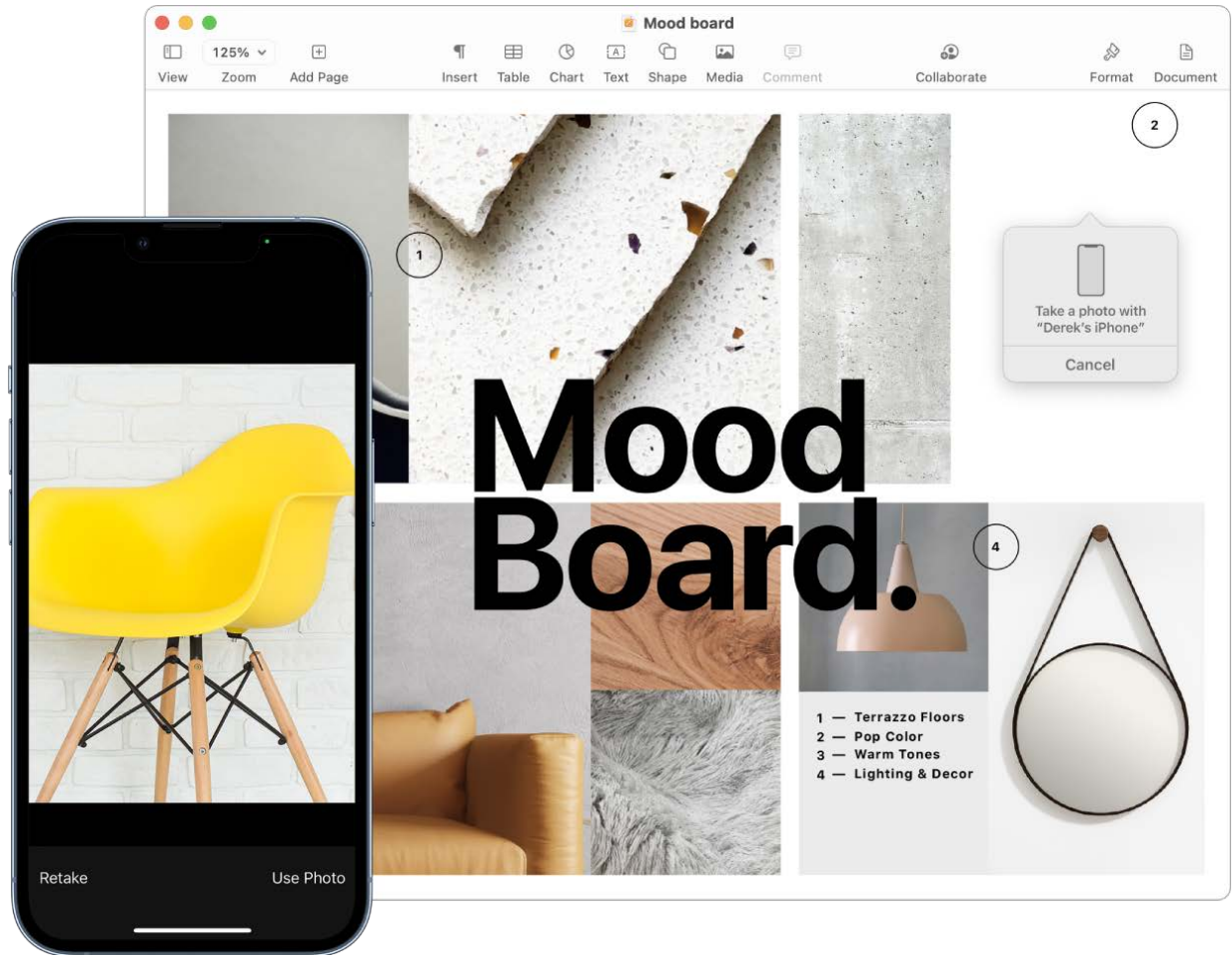
Copy and paste between devices



Copy content from one device, and paste it to another nearby device within a short period of time. The contents of your Clipboard are sent over Wi-Fi and made available to all Mac, iPhone, iPad, and iPod touch devices that are signed in to the same Apple Account and have Handoff, Wi-Fi, and Bluetooth turned on.

Learn more. See [Copy and paste between devices from your Mac.](#)

Use your iPhone to take photos on your Mac



Continuity Camera on your Mac lets you use your iPhone as an additional camera for your Mac. You can use your iPhone camera to take photos to insert them into documents or save them to your Mac.

Insert an image or scan. Use the camera on your iPhone, iPad, or iPod touch to scan documents or take a picture of something nearby. The image appears instantly on your Mac. In an app like Mail, Notes, or Messages, select where you want the image to go, choose File (or Insert) > Import From iPhone or iPad, choose Take Photo or Scan Documents, then take the photo or scan the image on your iOS or iPadOS device. Tap Use Photo or Keep Scan. You can also tap Retake if you want to try again.

In an app such as Pages, select where you want the image to be inserted, then Control-click, choose "Import image," and take the photo. You might need to select your device before taking the photo.

Note: To take a scan on your iOS or iPadOS device, drag the frame until what you want to show is in the frame, tap Keep Scan, then tap Save. Tap Retake to rescan the content.

The photo or scan appears where you want it in your document.

Learn more. See [Use your iPhone as a webcam](#) and [Insert photos and scans with Continuity Camera on Mac](#).

Stream content on a larger screen with AirPlay

Use AirPlay to stream whatever's on your Mac mini on the big screen—or use AirPlay to send content to your Mac from an iPhone, iPad, or even another Mac. You can mirror the Mac mini screen on your high-resolution TV screen or use the high-resolution TV as a second display. To do so, connect your TV to Apple TV and make sure Apple TV is on the same Wi-Fi network as your Mac mini. You can also play web videos directly on your high-resolution TV without showing what's on your desktop—handy when you want to play a movie but keep your work private.

Send content to your Mac from other devices. Watch videos, listen to music, and more on your Mac as they're being played on your other devices. Mirror your iPhone or iPad on your Mac or extend its display by using your Mac as a secondary display for apps that support it, such as Keynote and Photos. Use your Mac as an AirPlay 2 speaker to stream music or podcasts to your Mac, or use it as a secondary speaker for multiroom audio. Your Mac works with any Apple device, and it's even easier to connect if the devices share the same Apple Account.

Mirror your desktop using Screen Mirroring. Click  in the menu bar, click , then choose your Apple TV. When AirPlay is active, the icon turns blue.

Note: If your Mac supports AirPlay screen mirroring, you see an AirPlay status icon in the menu bar when an Apple TV is on the same network as your Mac. See [Stream audio and video from your Mac with AirPlay](#).

Play web videos without showing your desktop. When you find a web video with an AirPlay icon , click the icon, then select your Apple TV.

Apple TV is sold separately at apple.com or your local Apple Store.

 **Tip:** If the image doesn't fit your high-resolution TV screen when you mirror the screen, adjust the desktop size for the best picture. Click  in the video, then choose an option under Match Desktop Size To.

Learn more. To learn more about AirPlay, see [Use AirPlay to stream what's on your Mac to an HDTV](#). To learn more about using a second display with your Mac mini, see [Connect a display to Mac mini](#). To troubleshoot, see the Apple Support article [If screen mirroring or streaming isn't working on your AirPlay-compatible device](#).

Work with multiple devices

Your Mac works with your other Apple devices. Continuity lets you unlock powerful capabilities when you use Mac, iPad, iPhone, or Apple Watch together.

Before you begin. Make sure your Mac mini and iOS or iPadOS device have Wi-Fi and Bluetooth turned on and are signed in to the same Apple Account.

Use your iPhone with your Mac

Add iPhone widgets to your desktop. Put your iPhone widgets directly on your Mac desktop. Use the Widget Gallery to select iPhone widgets for your Mac or drop widgets from Notification Center onto your desktop. To open the Widget Gallery, Control-click the desktop, then select Edit Widgets.

Use your iPhone as a webcam. Continuity Camera on your Mac lets you use your iPhone as an additional camera for your Mac. You can use your iPhone camera to make video calls. After you set up Continuity Camera, your Mac can automatically switch to using iPhone as a camera when it is in range. You can also use a wired connection if you prefer. See [Choose an external camera](#) and [Use your iPhone as a webcam](#).

Note: To use Continuity Camera as a webcam requires an iPhone XR or newer. To use Continuity Camera to share photos, you need an iPhone or iPod touch with iOS 12 (or later) or an iPad with iPadOS 13.1 (or later) installed.

Use your iPhone microphone. With Continuity Camera, you can use your iPhone as a microphone for your Mac. Use the Video menu in FaceTime to select your iPhone during a call, or use app settings to switch to your iPhone's microphone during video calls. You can also use Audio settings in System Settings to select your iPhone as your system microphone.

Use iPhone apps on Mac. Many of your favorite iPhone and iPad apps work on your Mac. See [Use iPhone and iPad apps on Mac with Apple silicon](#).

Phone calls and text messages on Mac. With a Wi-Fi connection, you can take calls—and make them—right from your Mac mini. You can also receive and send text messages.

On your iPhone, go to Settings > Phone and enable Wi-Fi calling. Then, on your Mac, open FaceTime. Go to Settings, choose General, then click "Calls from iPhone." See [Set up your iPhone and Mac for phone calls](#).

Use your iPhone as a Hotspot. Lost your Wi-Fi connection? With Instant Hotspot, you can use the Personal Hotspot on your iPhone or iPad to connect your Mac mini to the internet instantly—no password required. See [Use an iPhone or iPad to connect to the Internet](#).

Click  in the menu bar, then click  next to your iPhone or iPad in the list (if you don't see the list, click Other Networks). The Wi-Fi icon in the toolbar changes to . You don't need to do anything on your device—Mac mini connects automatically. When you're not using the hotspot, your Mac mini disconnects to save battery life.

 **Tip:** If you're asked for a password, make sure your devices are set up correctly. See the Apple Support article [Use Instant Hotspot to connect to your Personal Hotspot without entering a password](#).

Use your iPad with your Mac

Get even more out of Mac mini by using it with your iPad. Sidecar lets you use your iPad as a second display for your Mac — giving you extra space to spread your work out and draw in your favorite Mac apps with Apple Pencil. With Universal Control, you can also control your iPad with your Mac keyboard and mouse or trackpad, making it easy to move content between iPadOS and macOS. Plus you can quickly markup screenshots, PDFs, and more.

Use your iPad as another display for your Mac. With Sidecar, you can use your iPad wirelessly within 32 feet (ten meters) of your Mac, or you can connect your iPad to your Mac with a cable to keep it charged.

Set up Sidecar. Choose Apple menu  > System Settings, click Displays, then choose your iPad from the Add Display pop-up menu.

Connect and disconnect from your iPad. To connect your iPad, click , click , then click the name of your iPad. To disconnect from your iPad, click  in Control Center or tap  in the sidebar of your iPad.

Set Sidecar settings. Open System Settings, click Displays, then click the name of your iPad. You can then specify Sidecar settings for your iPad, such as whether it is the main display or mirrors your Mac, whether it shows the sidebar and where it is located, and if you can double-tap with Apple Pencil to access tools.

Note: If you haven't set up your iPad, you don't see these options in Display settings.

Use Apple Pencil. Precisely draw and create in your favorite pro apps. Just drag the window from your Mac to your iPad and start using Apple Pencil. Or use Apple Pencil to mark up PDFs, screenshots, and images. To learn more, see [Insert sketches with Continuity Sketch](#) and the Apple Support article [Use Markup on your iPhone, iPad, or iPod touch](#).

Note: Pressure and tilt for Apple Pencil only work in apps with advanced stylus support.

Extend or mirror your desktop. When you connect your iPad, it automatically becomes an extension of your Mac desktop, so you can drag your apps and documents between your Mac and iPad. To show your Mac screen on both devices (mirror the display), move your mouse over the Sidecar button  in Control Center, click the right arrow that appears above the button, then select Mirror Built-in Retina Display. To extend your desktop again, open the menu and choose Use As Separate Display.

Take advantage of sidebar shortcuts. Use the sidebar on your iPad to quickly reach commonly used buttons and controls. Tap the buttons to undo actions, use keyboard shortcuts, and display or hide the menu bar, Dock, and keyboard.

 **Tip:** For quick access to the Sidecar options, you can set Display settings  to always appear in the menu bar. Go to System Settings > Control Center, then use the pop-up menu next to Displays to select whether to show the Displays icon in the menu bar all the time or only when active. When Sidecar is on and your iPad is connected, the Display icon in the menu bar changes to .

Use a single keyboard and mouse or trackpad to control multiple devices. With Universal Control, you can use a single keyboard and a mouse or trackpad to control multiple devices. When you move the pointer to the edge of your Mac mini screen, the pointer moves to your iPad or another Mac, so you can work across up to three devices.

Before you begin. To use Universal Control on your Mac, make sure each device has Bluetooth turned on and is connected to Wi-Fi. Also make sure Handoff is turned on in General settings on your Mac mini and in Settings > General > AirPlay & Handoff on your iPad. You must also be signed in with the same Apple Account on both devices, and have two-factor authentication turned on. When these settings are correct, you can use Control Center to connect your devices. On your Mac, click Control Center in the menu bar, click Screen Mirroring, then choose a device below Link Keyboard and Mouse.

Move between screens. On your Mac, use your mouse or trackpad to move the pointer to the right or left edge of the screen closest to your iPad, pause, then move the pointer slightly past the edge of the screen. When a border appears at the edge of the iPad screen, continue moving the pointer to the iPad screen.

Drag and drop. Select the text, image, or other object you want to move, then drag it to where you want it on your other device. For example, you can drag a sketch you drew with Apple Pencil from your iPad to the Keynote app on your Mac mini. You can also copy something on one device and paste it on the other.

Share a keyboard. When the pointer is in a document or anywhere that you can enter text and the insertion point is blinking, begin typing.

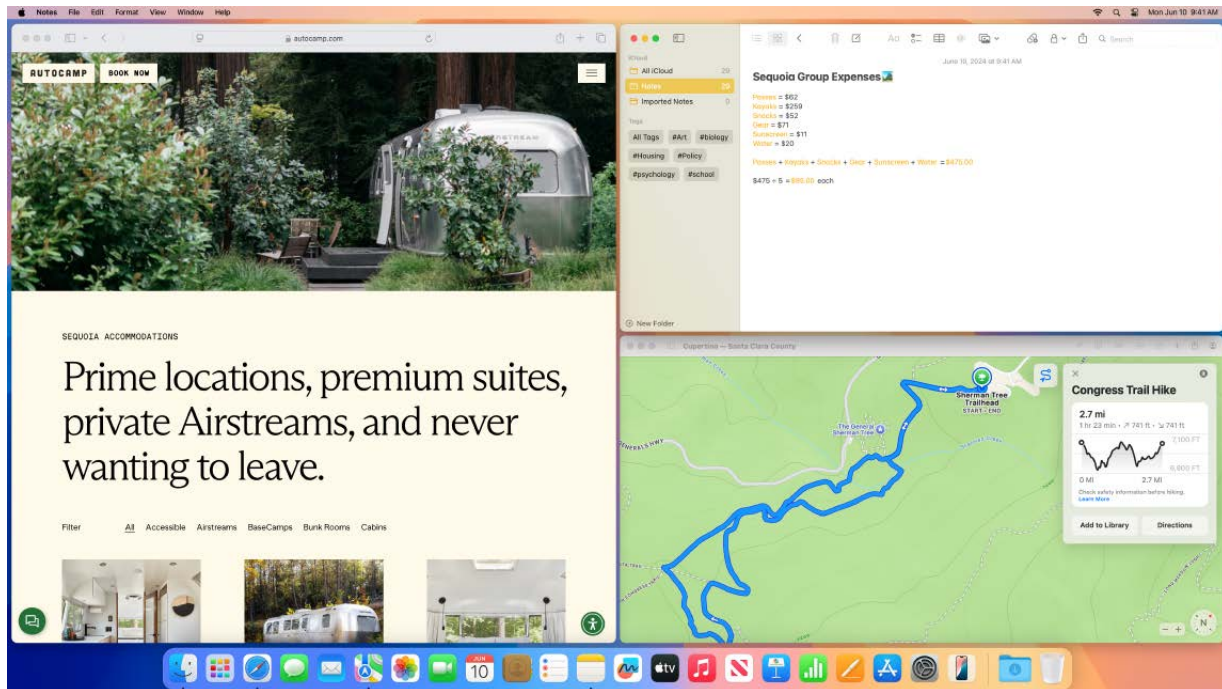
Learn more. See [Use your iPad as a second display for your Mac](#) and [Use a keyboard and mouse or trackpad across devices with Universal Control on Mac](#).

Apps

Work with apps on your Mac mini

Your Mac mini comes with a wide range of apps already installed, so you can stay connected with friends and family, be productive and creative, enjoy hours of entertainment, surf the web, and much more.

Note: Some macOS apps are not available in every region or language.



View apps. To quickly see all the apps on your Mac, click  in the Dock.

 **Tip:** Every app that comes with your Mac includes built-in help. To learn how to use an app, go to the app you want to use, then choose Help > [App] Help in the menu bar. See [Use the Mac User Guide](#).

Open an app. You can have multiple apps open at the same time on your Mac, and leave them open. This is especially useful for apps you return to frequently, such as Safari or Mail. To open an app, do one of the following:

- *Use the Dock:* Click the app icon in the Dock. If an app isn't in the Dock, click  in the Dock, then click the app. For more information on the Dock, like how to add frequently used apps, see [The Dock on your Mac](#).

- *Use the Finder:* Click  in the Dock, click Applications in the sidebar of the Finder window, then double-click the app you want to open.

 **Tip:** To quickly open an app, use Spotlight search. Press Command-Space bar, type the app's name in the search field, then press Return. See [Search with Spotlight](#).

Launchpad arranges your apps in a grid.

Click an app icon to open it.

Folder containing apps



Close an app. Closing an app closes the window, but the app remains open even if there are no active windows (a small dot below the app's icon in the Dock indicates that the app is open). To close an app, click  in the top-left corner of the app's window.

Quit an app. If you use an app only occasionally, you may want to quit the app when you're done using it, especially if the app uses significant energy. To quit an app, choose *[App Name] > Quit [App Name]* in the menu bar. For example, choose Preview > Quit Preview.

Note: If an app doesn't quit as expected or it's unresponsive, you can force quit the app, though you may lose unsaved changes. To force quit an app, press Command + Option + Esc or choose Apple menu  > Force Quit. Select the app in the dialog that appears, then click Force Quit.

Stay connected with FaceTime, Mail, and Messages

Your Mac mini offers built-in apps that empower you to stay connected with friends and family, near and far. Click the link in the table to learn more about FaceTime, Mail, and Messages.



FaceTime

Make and receive video and audio calls in the FaceTime app on your Mac.

[Get started with FaceTime](#)



Mail

Send and receive email messages and manage your mail accounts.

[Get started with Mail](#)



Messages

Send and receive iMessages and SMS/MMS messages with the Messages app on Mac.

[Get started with Messages](#)

FaceTime

With FaceTime, you can make video and audio calls to family and friends, and connect with up to 32 people in a Group FaceTime call. Not available to talk? Send a message or set a reminder to call back, right in the app.

Note: FaceTime requires an external camera and microphone. Accessories are sold separately at apple.com, your local Apple Store, or other resellers.



Sign in to FaceTime. Before you can make and receive video and audio calls, you need to sign in to FaceTime. Enter your Apple Account email or phone number and your password in the FaceTime window, then click Sign In. Don't remember if you have an Apple Account? If you have an iPhone, go to Settings, then tap your name. The email you used for your Apple Account appears under your name at the top.

 **Siri:** Say something like: "Make a FaceTime call to Sharon."

Make a FaceTime call. Connect a camera and microphone to your Mac mini to make FaceTime video calls. Click New FaceTime, enter a name, phone number, or email address for the person you want to call, then click . If it's not convenient to make a video call, you can make an audio-only call: click , then choose FaceTime Audio.

 **Tip:** Add up to 32 people to a group call. To make a unique link to share with a group, click Create Link at the top-left corner in the FaceTime window. Copy the link to your clipboard or share directly with friends in Messages or Mail, or add the link to a Calendar event to schedule a call for later. You can now use a link to join FaceTime calls on non-Apple devices.

Accept or decline calls. When you receive a FaceTime call, click Accept to join with video. To answer with audio only, click ▼ next to Accept, then choose Answer as Audio. If you can't take a call, click Decline—or click ▼ next to Decline to send a message or get a reminder to call back later.

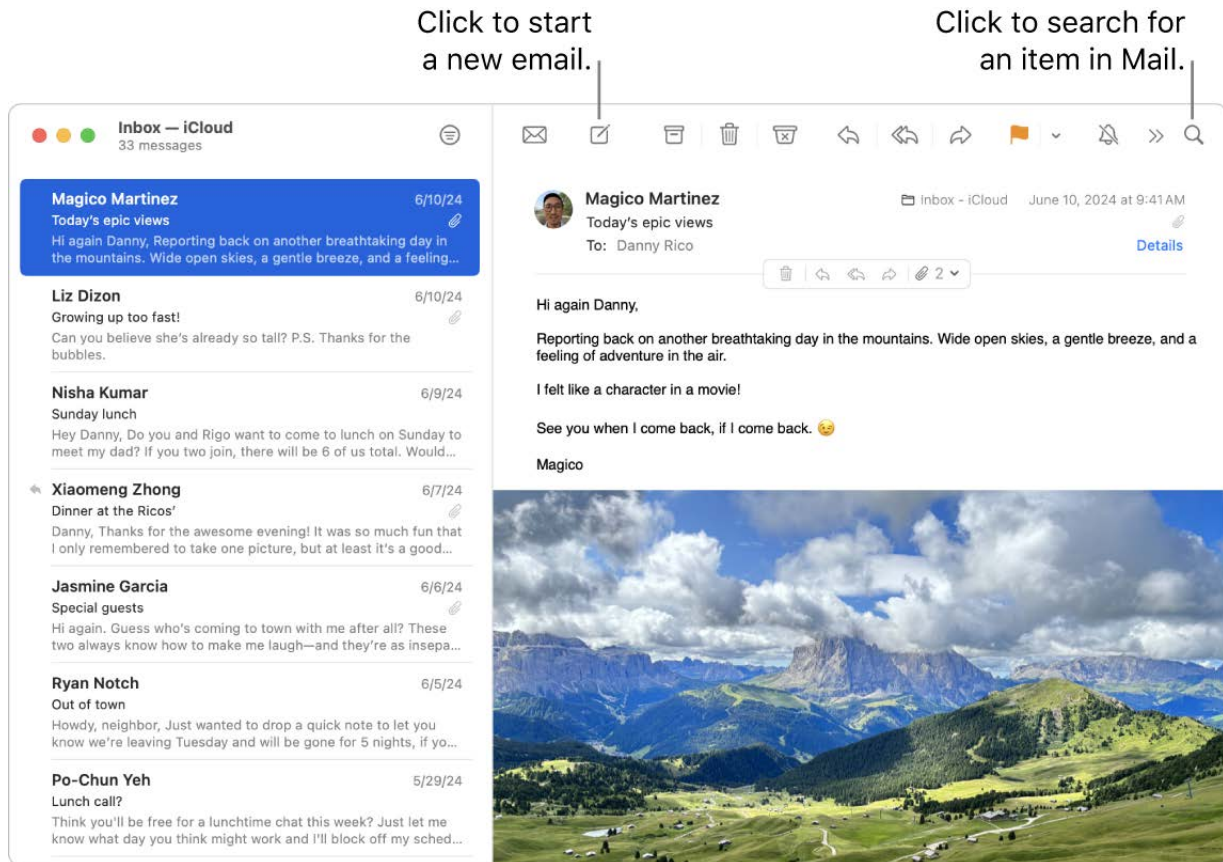


Choose your background. With macOS Sequoia or later, you can choose a virtual background to express yourself or just hide the laundry behind you. To change your background, go to the FaceTime app, click  in the menu bar, then select Background. Click the Background to choose one of the beautiful built-in backgrounds, or customize your background further by uploading one of your own or choosing from Photos.

Learn more. See the [FaceTime User Guide](#).

Mail

Read, write, and send emails from all your accounts—iCloud, Gmail, Exchange, Yahoo, Outlook, and more—all in one place.

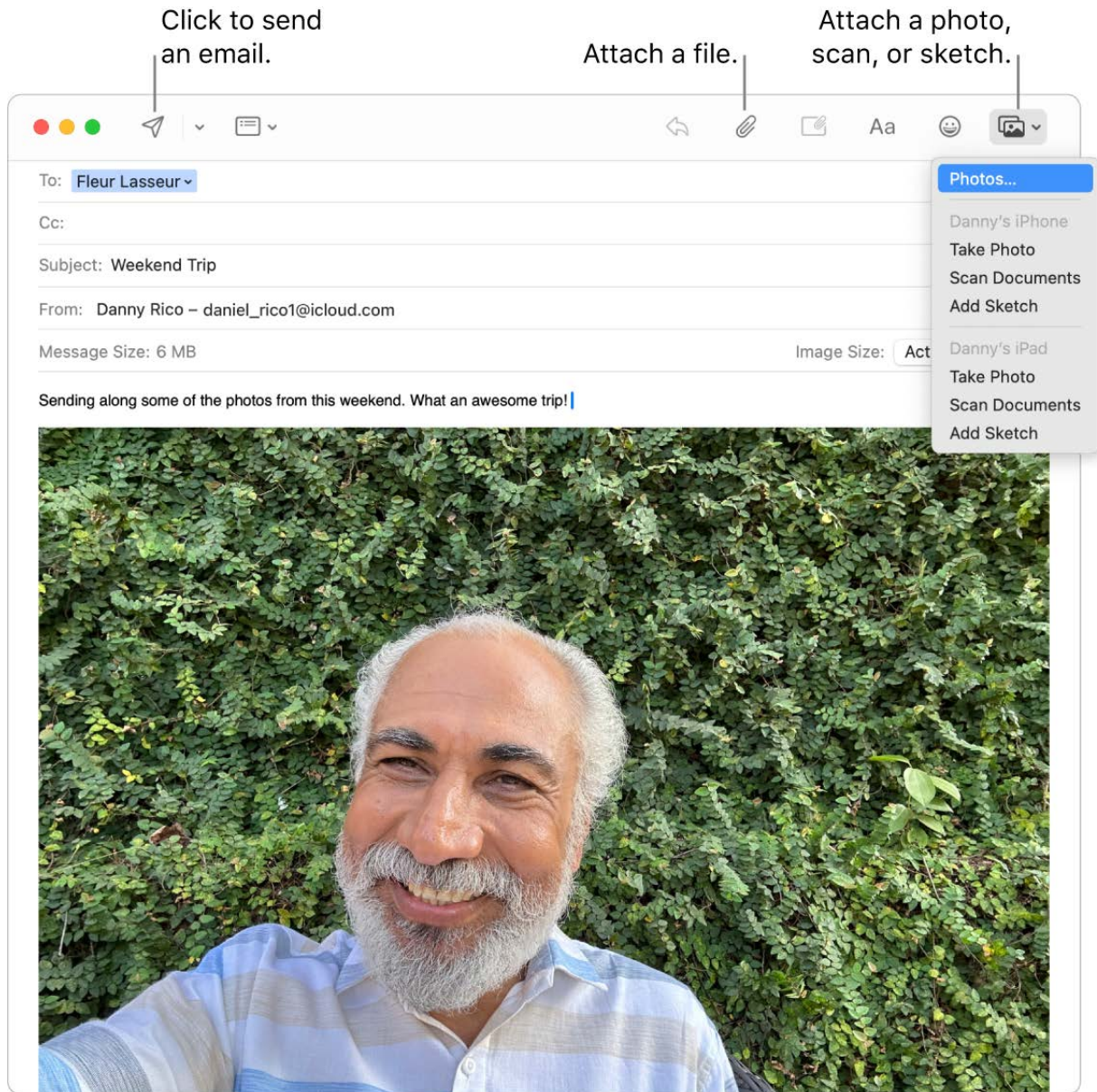


Set up your email accounts. Tired of signing in to multiple websites to check your email accounts? Set up Mail with all your accounts so you can see all your emails in one place. Choose Mail > Add Account.

Send or schedule an email. To start a new email, click  in the Mail toolbar. Type the recipient's email address, enter a subject, and type your message in the space below. When finished with your draft, click  to send it or  to schedule a time.

Send photos or other files. You can include photos, documents, and more when you write email messages. To add files, click , locate your file, then select it. To add photos, click  and select the photos you'd like to send.

 **Siri:** Say something like: "Email Laura about the trip."



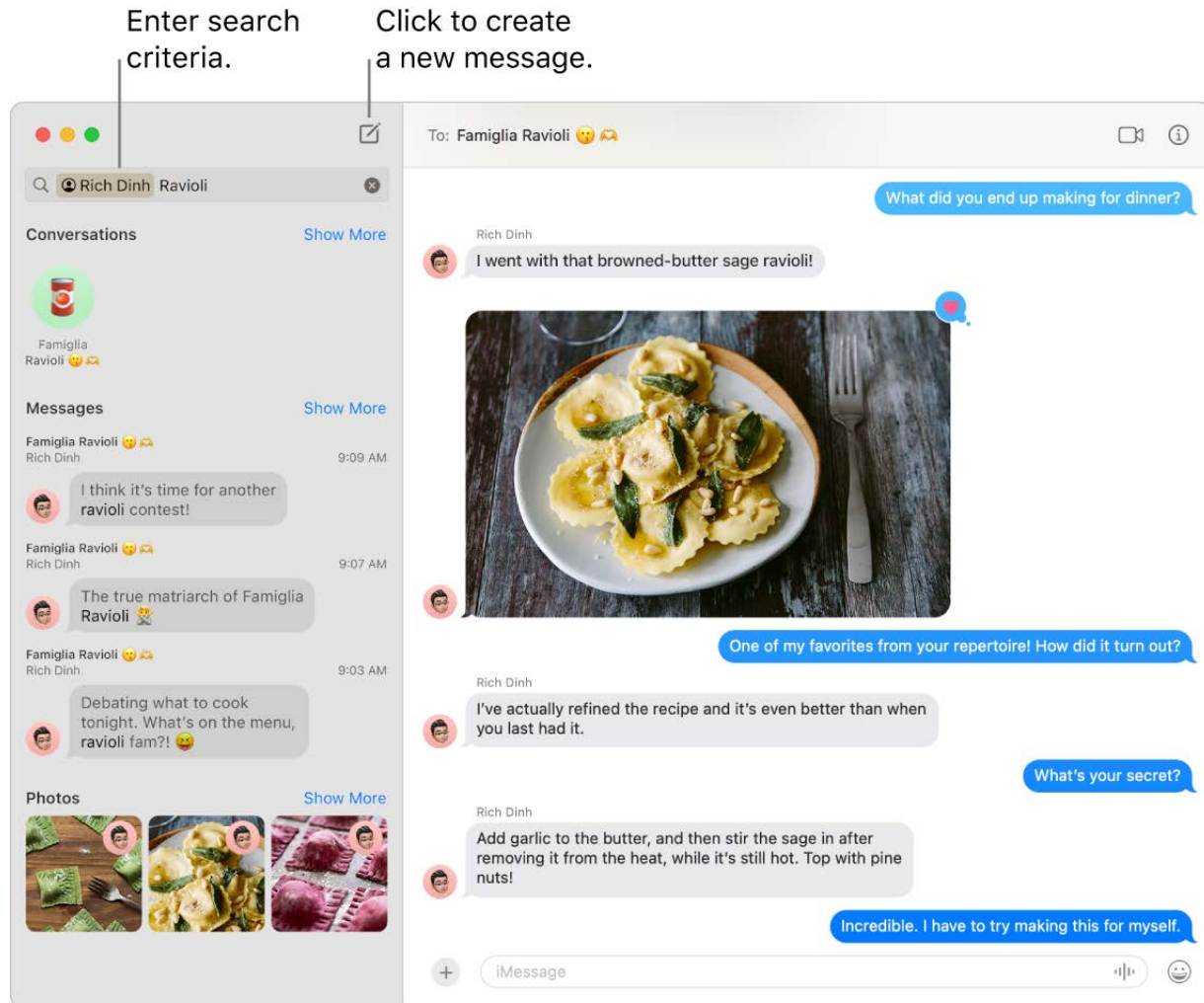
Find emails fast. You can quickly find emails by searching using your own words. In Mail, click  in the top-right corner and type a word like "photo." Mail shows emails where the word appears, and a menu allows you to refine your search by categories like sender or subject.

 **Tip:** Stay organized by setting up custom rules to filter emails—for example, you can block email from a specific sender by moving their emails directly to the Trash. To add a rule, click Mail > Settings > Rules, then click Add Rule.

Learn more. See the [Mail User Guide](#).

Messages

Stay connected by sending and receiving messages and media right from your Mac. Search makes it easy to find messages in a snap, and you can pin your favorite conversations to the top so it's quick to get in touch with the people you chat with the most.



Message anyone, on any device. When you sign in to your Apple Account, you can use iMessage to exchange unlimited messages with anyone with an Apple device. If you have an iPhone, you can also relay SMS/MMS messages from your iPhone to your Mac. Click  to start a conversation.

See the Apple Support article [What is the difference between iMessage and SMS/MMS?](#) for more information about different types of messages.

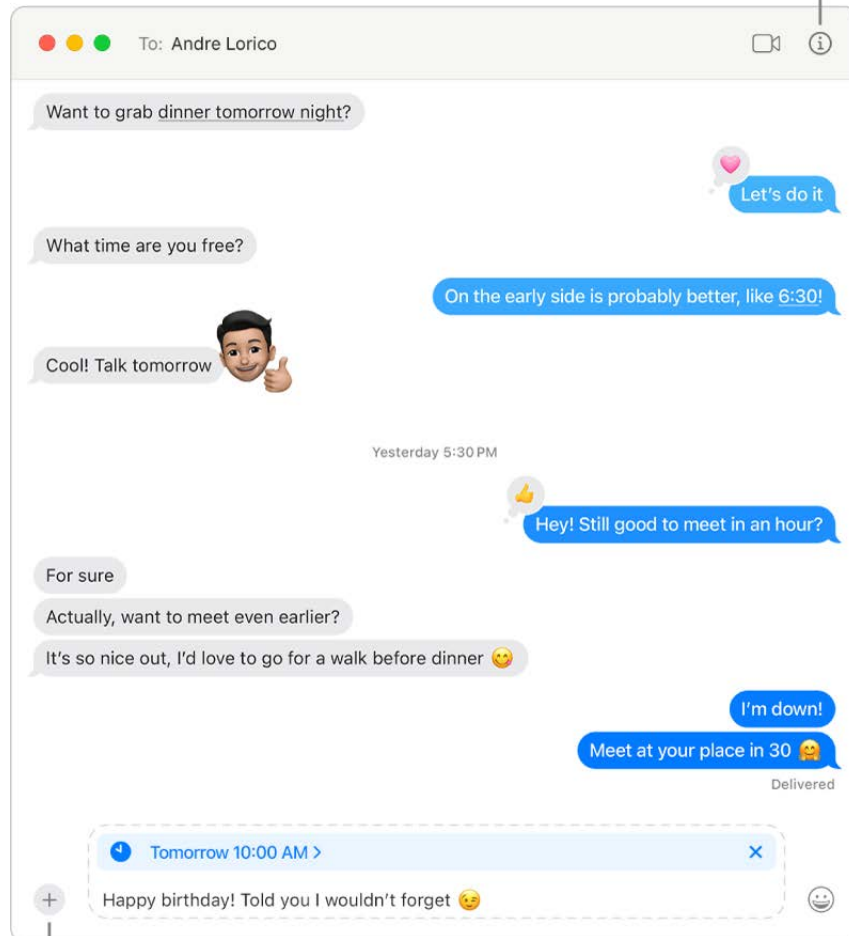
 **Siri:** Say something like: "Message Mom that I'll be late."

Add photos, stickers, and more. In a conversation, click , then choose Photos, Stickers, #images, or Message Effects to add fun media and effects to add to your message. Or easily share files, photos, and videos by dragging them into Messages.

 **Tip:** With macOS Sequoia, you can now schedule a message to send at a specified time. Click , choose Send Later, then choose a date and time to send your message.

Find the right message. Find the message you're looking for quickly by typing a person's name or keywords into the search field. Combine search filters to further narrow your search. Your results are organized by category, such as conversations, messages, and photos.

Manage a conversation, share your location, and more.



Click to add photos, schedule a message, and more.

Keep favorite conversations at the top. Pin your favorite conversations to the top of the messages list by dragging them to the top. New messages, Tapbacks, and typing indicators appear above a pinned conversation. When there are unread messages in a group conversation, the most recent participants appear around the pinned conversation.

Learn more. See the [Messages User Guide](#).

Be productive with Calendar, Notes, Reminders, and Shortcuts

Your Mac mini offers built-in apps that empower you to work more efficiently, get organized, and manage your day with ease. Click the link in the table to learn how to harness the productivity power of Calendar, Notes, Reminders, and Shortcuts.



Calendar

Keep track of your schedule by adding multiple calendars and managing them all in one place.

[Get started with Calendar](#)



Notes

Notes is your go-to place for notes of all kinds anytime, anywhere. Include checklists, audio recordings, images, and more.

[Get started with Notes](#)



Reminders

Create, share, and organize your to-do lists with the Reminders app on your Mac.

[Get started with Reminders](#)



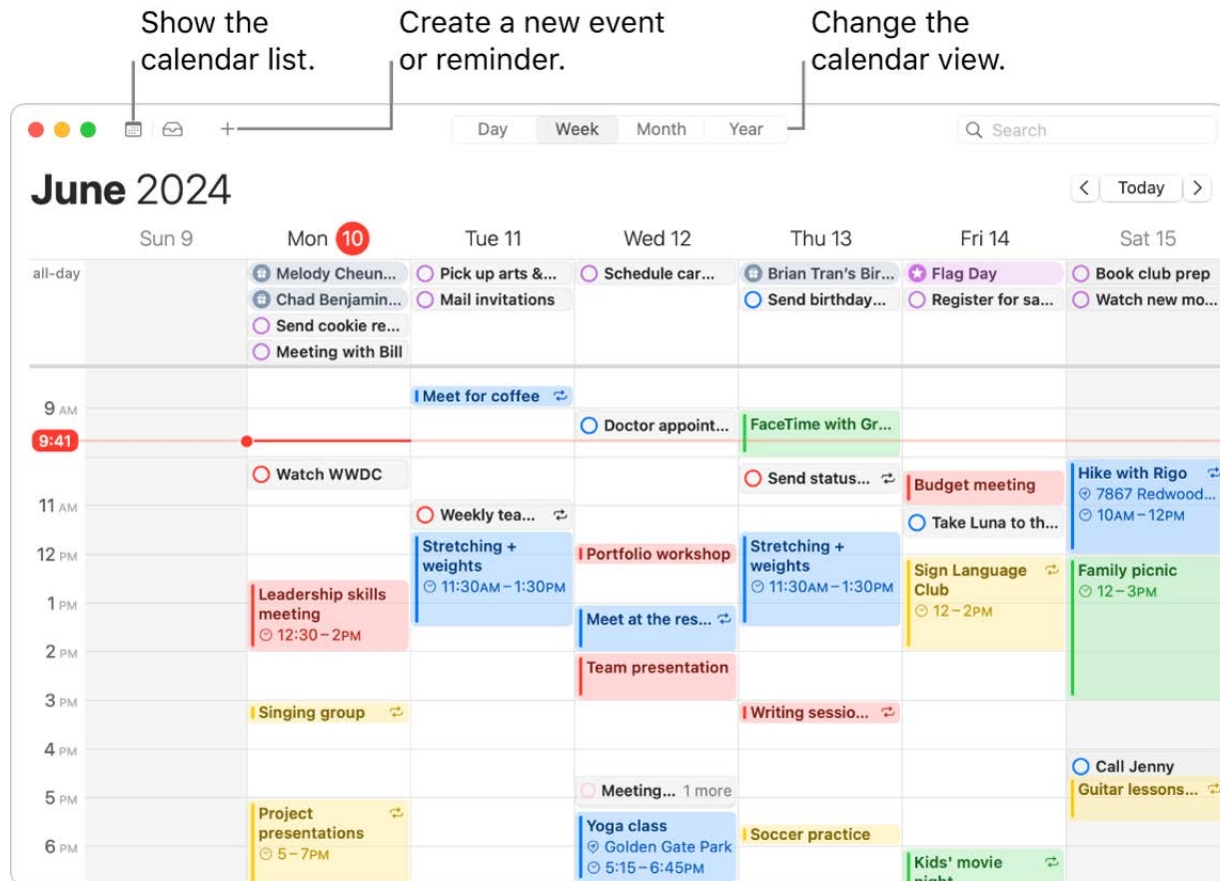
Shortcuts

Create custom automations in your favorite apps to help you accomplish everyday tasks using Siri or with a click.

[Get started with Shortcuts](#)

Calendar

Add calendars, create events and new reminders, complete your to-dos, and share your calendar to keep others informed in the Calendar app on Mac.



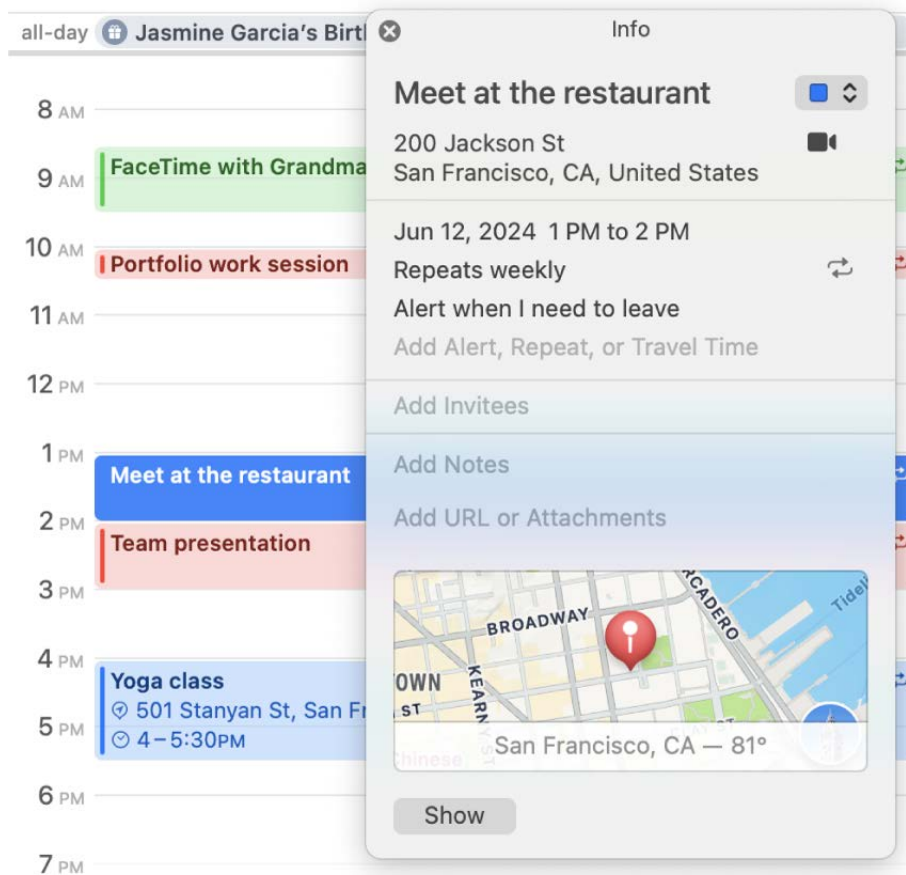
Add multiple accounts. With Calendar, you can add multiple accounts—iCloud, Google, Microsoft Exchange, and more—and manage all your events from one place. Open the Calendar app, choose Calendar > Add Account, then follow the onscreen instructions.

Add calendars. You can create separate calendars to keep track of different schedules. For example, keep all of your work meetings in one calendar and your children's school events in another. Choose File > New Calendar. If you have multiple accounts, choose the account for the new calendar. The new calendar appears in the sidebar. To change the name or color of the calendar, Control-click it, then choose Get Info.

Tip: You can choose to show all your calendars—or just a few. Click  to see a list of all your calendars and scheduled reminders, then select or deselect a calendar's checkbox to show or hide it.

Create events and reminders. To create a new event or reminder, click **+** or double-click a day and time in the calendar window, then choose Event or Reminder. You can also include additional information, like location, a URL, or notes. After creating an event or reminder, you can edit it by double-clicking it. Reminders created in Calendar also sync back to the Reminders app.

Siri: Say something like: "Set up a meeting with Mark at nine in the morning."



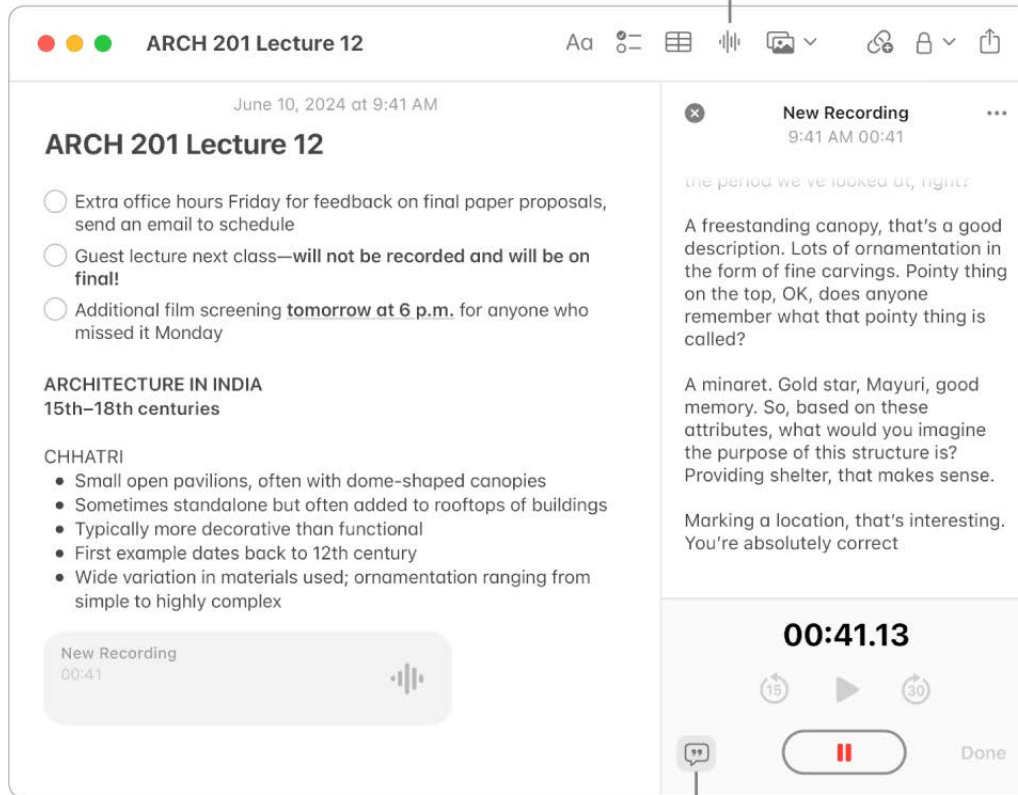
Share a calendar with others. iCloud makes it easy to share calendars. Control-click a calendar under your iCloud account in the sidebar, then choose Share Calendar. Enter the email of the person you want to share with.

Learn more. See the [Calendar User Guide](#).

Notes

With many formatting options to help you stay organized, plus powerful search tools, and collaboration features, the Notes app is your go-to place to jot down notes of all kinds. You can add checklists, images, audio recordings, and more; collaborate on notes with others; and even solve expressions by typing an equals sign.

Click to record audio.

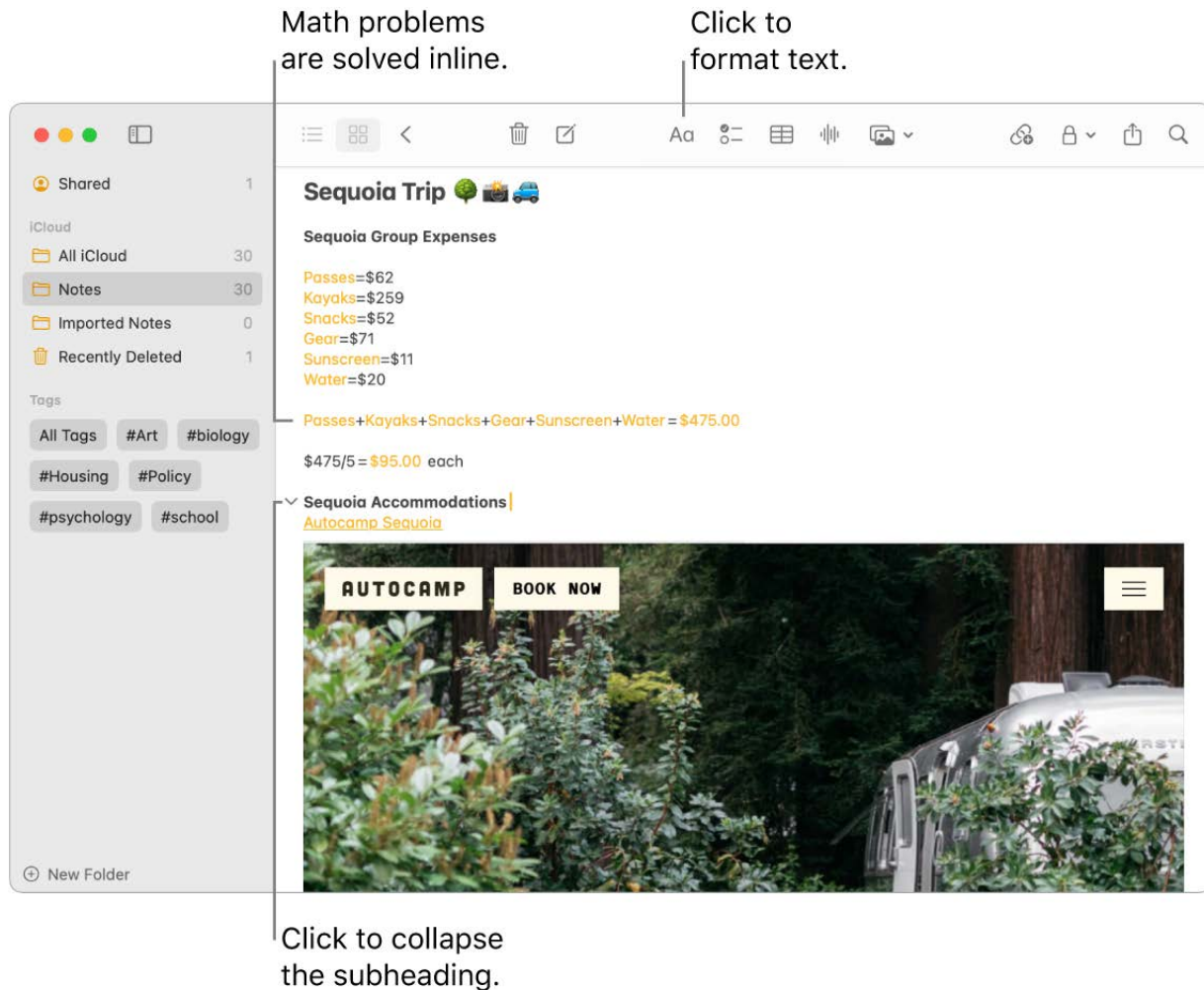


Click to generate live audio transcripts.

Create or edit a note. Click  in the Notes toolbar to create a new note. To change an existing note, click anywhere in the note and begin making changes.

Format and add content to notes. You can add checklists, tables, images, links, audio recordings, and more to your notes. Click **Aa** to format text—for example, add a list, make a collapsible subheading or heading, or highlight text. Click  to record audio,  to add a photo, or  to add a link to another app.

Collaborate on a note. You can send an invitation to collaborate on a list in Messages or Mail, or share the link. Click  in the toolbar, choose Collaborate or Send Copy from the pop-up menu, then select Messages, Mail, or Copy Link. After you've invited others to join, you can track activity and manage collaboration by clicking .



Solve math problems. Crunch numbers, evaluate expressions, and assign variables—right from Notes. To define a variable, type a word or a letter, followed by the equal sign and the variable's value. To use a variable, the variable has to precede any expression it's used in. To solve an expression, enter the expression followed by the equal sign.

Tip: Find the note you want when you need it. Click  in the toolbar to show the search field, type what you're looking for, then press Return. You can also search a single note by pressing Command-F, then typing a word or a phrase. Any matches appear highlighted in your note.

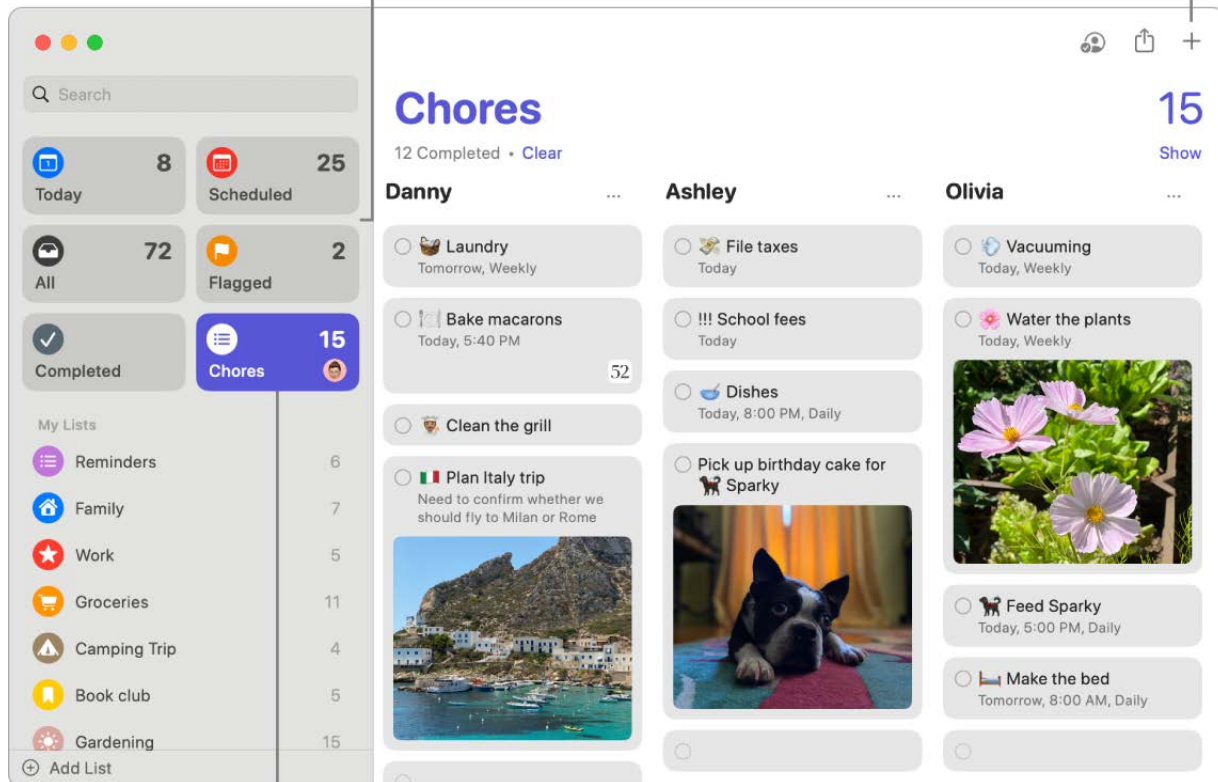
Learn more. See the [Notes User Guide](#).

Reminders

Consolidate your to-do lists in one place in the Reminders app. Add new tasks, track your progress, and share the load with others. Keep track of your reminders on other Apple devices when you use iCloud.

Smart Lists keep reminders organized.

Add a new reminder to a list.



Pin the lists you use the most.

Create a reminder list. You can create a list for each of your projects to help keep your to-dos organized. With iCloud reminders, you can also create automatically categorized Grocery Lists or custom Smart Lists based on rules and filters you identify. To create a list, choose File > New List, then choose from Standard, Groceries, or Smart List.

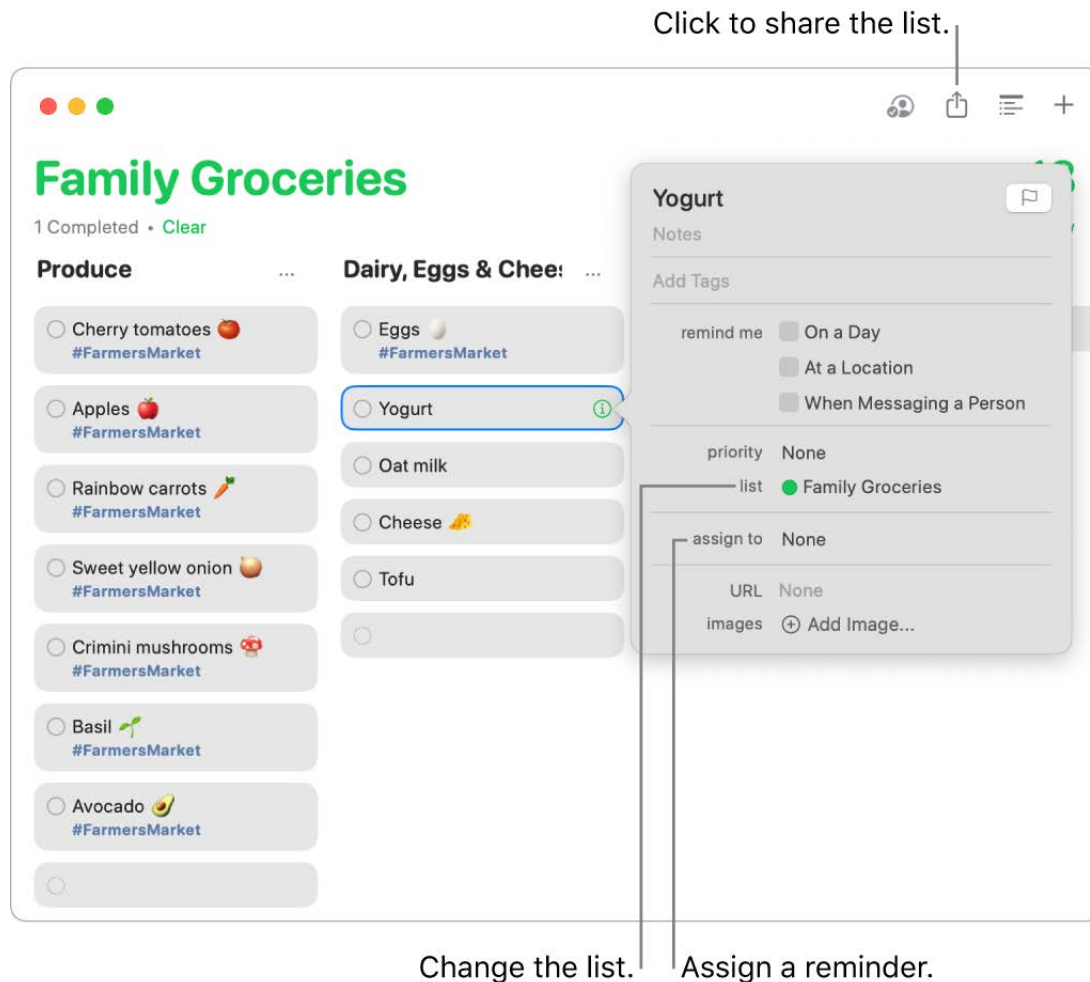
Note: Grocery lists are not available in all languages.

Add or edit a reminder. Click the space below the last item on a list or click **+** in the top right to add a new reminder. You can add notes, tags, a date, or a location to your reminder by clicking **i**.

Siri: Say something like: "Remind me to stop at the grocery store when I leave here."

Collaborate on a list. Share the load by sending an invitation to collaborate on a list. Click **+**, then choose Messages, Mail, or Invite with Link. If you share in Messages, everyone on the thread is automatically added to the list. After you've invited others to join, you can track activity, manage collaboration, and even assign reminders.

 **Tip:** If you're the organizer of a Family Sharing group, you can create a Family Grocery List that is automatically shared with members in your Family Sharing group. See [Create a Family Grocery List](#).

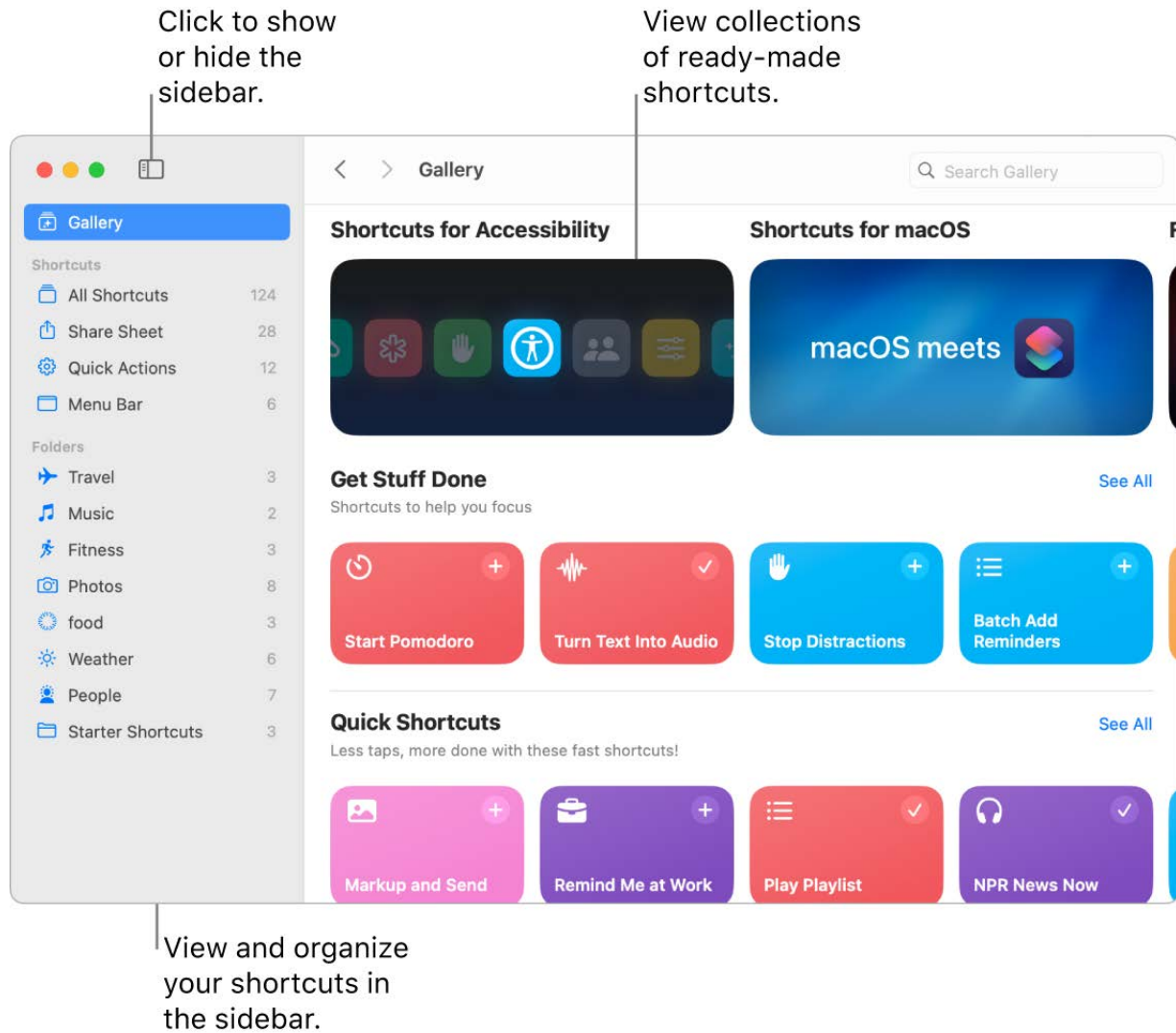


See what's coming up. Keep on top of upcoming reminders and make sure you never miss a beat. Scheduled reminders show up in the Calendar app, and in the Today and Scheduled Smart Lists in Reminders. To add a date to a reminder, hold the pointer over the reminder, click , choose On a Day, then select the date you want to be reminded.

Learn more. See the [Reminders User Guide](#).

Shortcuts

Use Shortcuts to do everyday tasks using Siri or with a simple click. You can create custom shortcuts, or choose from hundreds of built-in actions—for example, get directions to the next event in your calendar, send an ETA, or play a favorite playlist.



Browse the Gallery to find shortcuts. Starter shortcuts for a range of common tasks are grouped in collections. The shortcuts you create, and ready-made shortcuts you choose or edit, are shown in All Shortcuts in the sidebar.

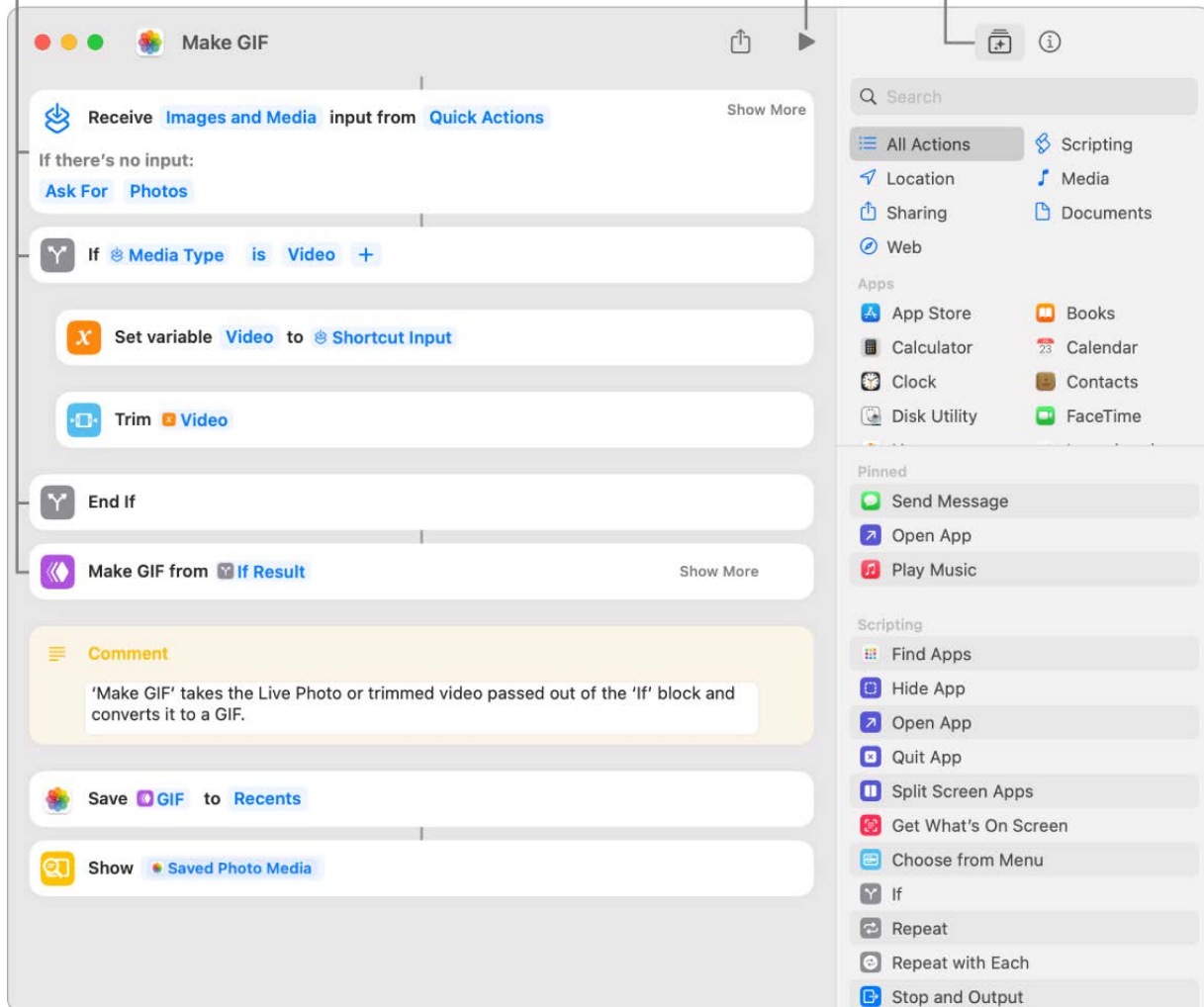
Create a shortcut from the gallery. Choose a shortcut from the Gallery to add it to your shortcuts. For example, in the Quick Shortcuts collection, click Play Playlist, then click $+$. Choose the playlist you want that shortcut to play, then click Add Shortcut.

Create a custom shortcut. You can also create your own shortcuts. While viewing All Shortcuts, click $+$ in the toolbar, then drag actions from the list on the right to the shortcut editor on the left to produce the results you want. Actions are building blocks of a shortcut, like steps in a task. Shortcuts also provides “next action” suggestions to help you complete your shortcut. For ideas, see [Ideas for custom shortcuts](#).

Shortcuts are built with a series of actions.

Click to run the shortcut.

Choose actions in the Action Library.



Shortcuts to your shortcuts. Using Siri or a widget to run a shortcut is the quickest way to get something done. You can also add shortcuts to the Finder and the Services Menu, or pin them in the Shortcuts Menu Bar. Double-click a shortcut, click ⓘ, then choose options under Use a Quick Action.

 **Siri:** Say something like: "Text last image."

Learn more. See the [Shortcuts User Guide](#).

Get creative with Photos, Freeform, and iMovie on Mac

Your Mac mini offers built-in apps that empower you to create. Click the link in the table to learn more about getting started with Freeform, Photos, and iMovie.



Photos

Browse, edit, and share your photos and videos from all of your devices with Photos.

[Get started with Photos](#)



Freeform

Freeform provides a flexible canvas for you to pull all the pieces together—solo or with others.

[Get started with Freeform](#)



iMovie

Create stunning home-videos and trailers with easy-to-use tools in iMovie.

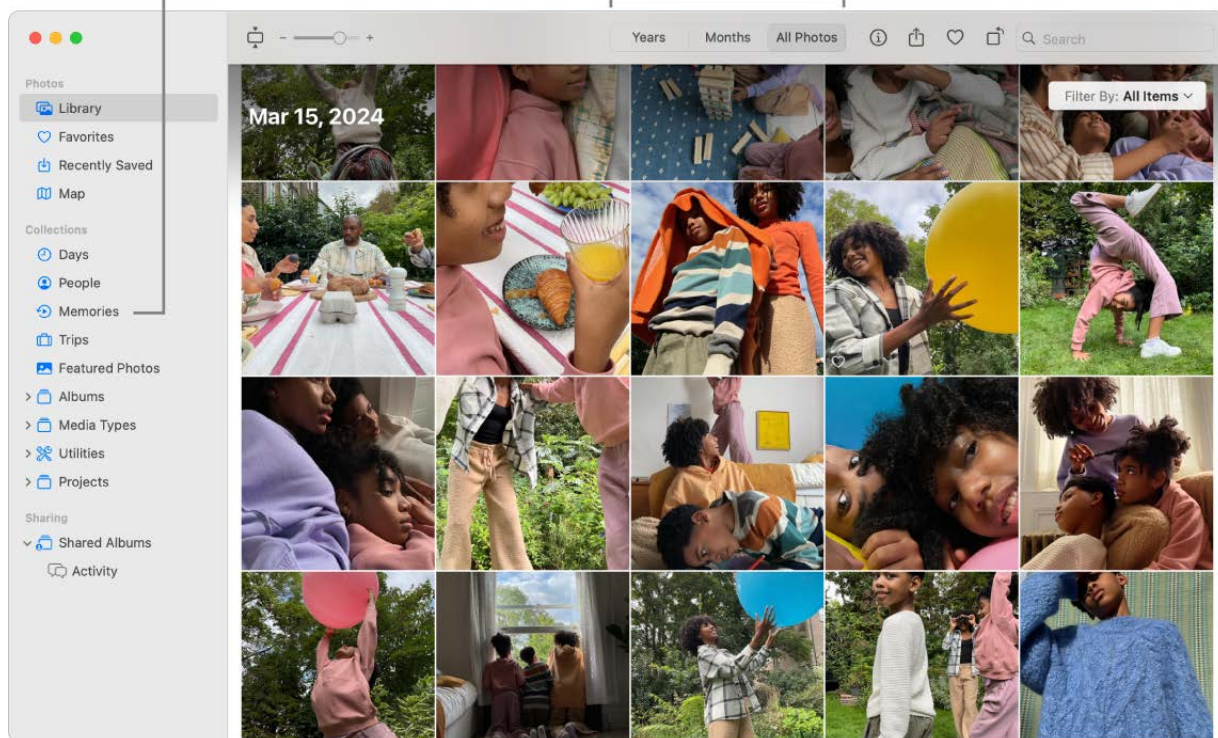
[Get started with iMovie](#)

Photos

In the Photos app, you can view, edit, and share your photos and videos from all your devices. Use intelligent, personalized features that help you find, enjoy, and share your best shots and memories.

View a personalized video of special moments featuring a person, place, or event.

View your photos by Years, Months, or All Photos.



All your photos on all your devices. With iCloud Photos, you can browse, search, and share all the photos and videos from all your devices that are signed in to the same Apple Account. When you use your iPhone to take a photo, it automatically appears on all of your devices. And if you edit photos, those edits appear on all of your devices, too.

To get started, see [Use iCloud Photos](#).

Import photos. You can import photos from an iPhone, iPad, camera, or files. With Photos open on your Mac, connect your device or camera and turn it on. If you're importing from a camera, set it to download photos. Choose File > Import, select the device in the sidebar, click the photos you want to import, then click Import [X] Selected.

Tip: To select multiple photos, Command-click to select some photos in a list or Shift-click to select a range of photos in a list.

Click to make adjustments,
apply filters, or crop and
straighten photos.



Adjustment tools

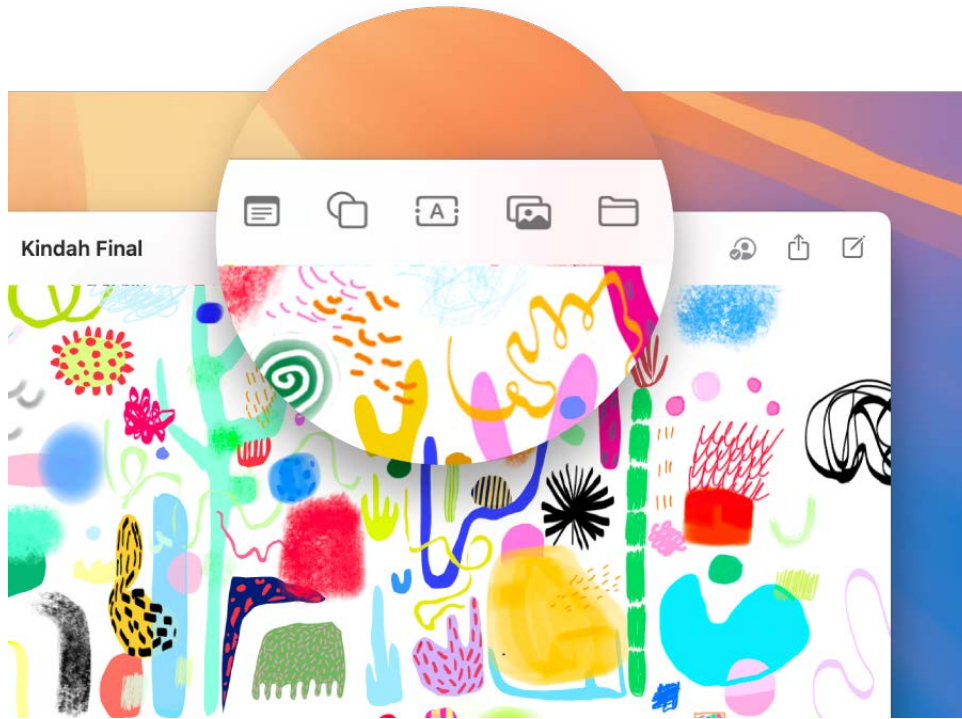
Edit photos like a pro. Create standout photos with powerful but easy-to-use editing tools. Double-click a photo, then use the buttons in the toolbar to make quick improvements, like rotating or automatically adjusting the color and contrast. For more powerful editing tools, click Edit in the toolbar, then use Smart Sliders to get professional results.

Browse collections and enjoy your memories. Collections automatically organize your library by topics like Days, Trips, People, and Memories. To see a personalized collection of photos and videos featuring a significant person, place, or event from your Photos library, click Memories in the Photos sidebar. The collection of photos and videos have been set to music, so you can watch them like a movie. To share with friends and family, double-click the memory, click , then choose how you want to share.

Learn more. See the [Photos User Guide](#).

Freeform

Use the Freeform app to sketch out a project, create a trip itinerary, build a storyboard, design a mood board, and more. Whether you're working solo or collaborating on a shared vision, Freeform provides a flexible canvas for brainstorming.



Create a board. Click  in the toolbar to create a new board, then start adding content. You can add almost anything to a board—for example, click  to add a sticky note,  to add text, or  to add a photo or link. Keep clicking and adding to build your board. Format and move items around until your board matches your ideas—the bigger, the better.

Collaborate in Freeform. You can send an invitation to collaborate in Messages or Mail, or copy and share the link. Click  in the toolbar, choose Collaborate, then select Messages, Mail, or Copy Link. If you share in Messages, everyone on the thread is invited to the board.

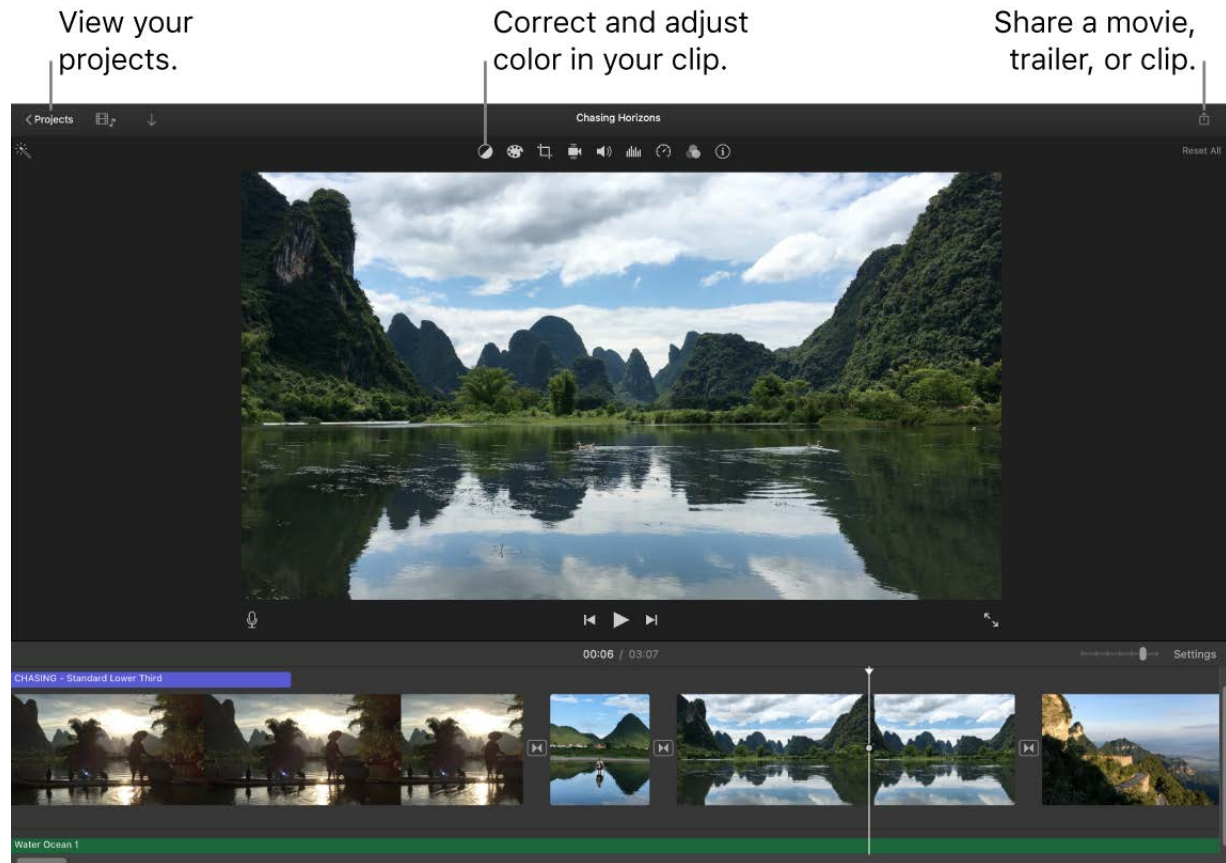
Tell a story with your board. Scenes let you organize and present your board section by section in the order you choose. Click , click , then click Add Scene.

Start on your Mac, finish on your iPad. Sign in to the same Apple Account on all your Apple devices so you can access your boards, anywhere, anytime. To use iCloud with Freeform, choose  Apple menu > System Settings, click *[your name]* in the sidebar, click iCloud, click Show All, then turn on Freeform.

Learn more. See the [Freeform User Guide](#).

iMovie

iMovie lets you turn your home videos into beautiful movies and Hollywood-style trailers that you can share with a few quick clicks.



Create a movie or Hollywood-style trailer. To get started with a project, click **+** in the Projects pane, then choose Movie or Trailer. When you choose Trailer, select a template, then click Create.

Add media from your photo library. Photos and video clips in your Photos library are automatically available for use in iMovie. In a project, select your photo library in the iMovie sidebar, choose the photo or clip you want to use to see a preview in the viewer, then drag it to the timeline to add it to your project. iMovie creates a new library and event for you.

You can also import video from your iPhone or iPad, from a camera, or from media files already on your Mac.

Record video in iMovie. Connect a camera and microphone to your Mac to record video in iMovie. Select an event in the sidebar, click Import in the toolbar, select the camera, then click the Record button to start and stop recording.

 **Tip:** Shooting video with a handheld device can produce shaky results, but you can stabilize the video so the playback is smoother. Select the clip in the timeline, click , then click Stabilize Shaky Video.

Learn more. See [iMovie User Guide](#) and [iMovie Support](#).

Watch and listen with Music, Podcasts, and TV

Your Mac mini offers built-in apps that provide hours of entertainment and sync with your other Apple devices when you're signed in to the same Apple Account.



Music

Listen to your favorite tunes from your personal library or subscribe to Apple Music to listen ad-free to over 100 million songs and 30,000 playlists.

[Get started with Music](#)



TV

Watch all your movies and TV shows in the Apple TV app. Buy or rent movies and TV shows or subscribe to additional channels or services.

[Get started with TV](#)



Podcasts

Listen to your favorite shows—from big names to independent publishers, discover your next favorite, or subscribe with Podcasts.

[Get started with Podcasts](#)

Music

The Apple Music app makes it easy to organize and enjoy your iTunes Store purchases, songs, and albums. In addition to your personal library, you can also subscribe to access the Apple Music catalog, which lets you listen to millions of songs on demand and immerse yourself in lossless and Spatial Audio.

If you haven't already, sign in to your Apple Account to get started.