




**Set up two-factor authentication for your Apple ID.** To turn on two-factor authentication, go to Apple menu  > System Settings, click your Apple ID in the sidebar, click Password & Security, then select Set Up Two-Factor Authentication. See the Apple Support article [Two-factor authentication for Apple ID](#)

Make sure “Disable automatic login” is also selected. (You won’t see this option if you’re using FileVault, but you can still use the “Auto Unlock” and “Approve with Apple Watch” features. For information about FileVault, see [Encrypt Mac data with FileVault](#) in the macOS User Guide.)

**Set up Auto Unlock.** Sign in on all your devices with the same Apple ID, then open System Settings on your Mac Pro. Click Touch ID & Password in the sidebar, then turn on the unlock settings for Apple Watch.

*Note:* These features work only when your Apple Watch is authenticated with a passcode. You authenticate your Apple Watch each time you put it on, so no extra steps are necessary after you enter your passcode.

**Skip the sign-in.** Walk up to your sleeping Mac Pro wearing your authenticated Apple Watch on your wrist, and press a key to wake your Mac. Apple Watch unlocks your Mac so you can get right to work.

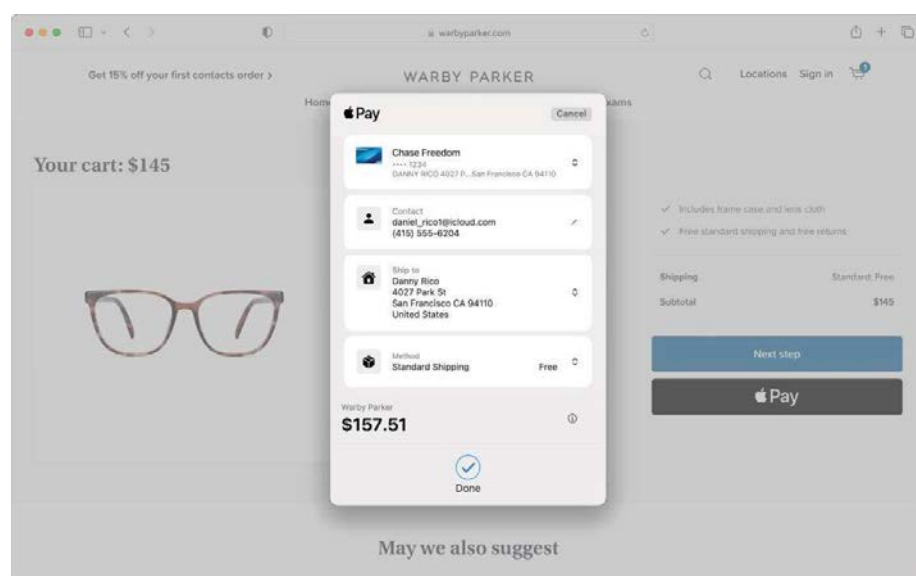
**Approve with Apple Watch.** If you’re prompted for a password, double-click the side button on your Apple Watch to authenticate your password on your Mac. You can view your passwords in Safari, approve app installations, unlock a locked note, and more (requires watchOS 6).

**Learn more.** See [Unlock your Mac and approve requests with Apple Watch](#) in the macOS User Guide.

## Use Apple Pay on your Mac

You can make easy, secure, and private purchases on websites using Apple Pay on your Mac Pro. With Apple Pay, your Apple Card and other credit or debit card information is never stored or shared by Apple with the merchant. When you shop online using Safari, look for an Apple Pay checkout option. Confirm your purchase using your iPhone or Apple Watch.

Note: Apple Pay and Apple Card aren't available in all countries or regions. For information about Apple Pay, go to [Apple Pay](#). For information about current card issuers, see the Apple Support article [Apple Pay participating banks](#). For information about Apple Card, see [Apple Card Support](#).



**Set up Apple Pay.** Apple Pay uses the Apple Card or other credit or debit cards you've already set up on your iPhone or Apple Watch, so no extra setup is required. You must be signed in to an iPhone or Apple Watch that has Apple Pay set up with the same Apple ID you're using on your Mac Pro. The default payment card, shipping, and contact information that's set on your iPhone or Apple Watch is used for purchases on your Mac. If you have no debit or credit cards set up on your iPhone or Apple Watch, you can do it in the Wallet & Apple Pay settings in System Settings.

**Make a purchase with iPhone or Apple Watch.** Click the Apple Pay button on the website, then to confirm the payment, use Face ID, Touch ID, or the passcode on your iPhone, or double-click the side button on your unlocked Apple Watch. You must be signed in to an iPhone or Apple Watch that has Apple Pay set up with the same Apple ID you're using on your Mac Pro.

**Learn more.** See the Apple Support articles [Set up Apple Pay](#), [Make purchases using Apple Pay](#), and [Change or remove the payment cards that you use with Apple Pay](#).

## Use AirPrint on your Mac

If you have an AirPrint-enabled printer, you can print photos and documents from your Mac without having to download and install printer drivers.

You can use AirPrint to print wirelessly to:

- An AirPrint-enabled printer on your Wi-Fi network
- A network printer or printer shared by another Mac on your Wi-Fi network

- A printer connected to the USB port of an AirPort base station

**Print to an AirPrint printer.** When you print from an app, click the Printer pop-up menu in the Print dialog, then choose a printer in the Nearby Printers list.

**Can't find the printer you're looking for?** Make sure it's connected to the same Wi-Fi network as your Mac Pro. If it's connected and you still don't see it, try adding it: open System Settings, click Printers & Scanners in the sidebar, then click Add Printer, Scanner or Fax on the right. (You may have to temporarily connect the printer to your Mac Pro using a USB cable.)

**Learn more.** See [Print wirelessly from your Mac to your printer](#) in the macOS User Guide.





For a list of AirPrint-enabled printers and other supported printers, see the Apple Support article [About AirPrint](#).

# Apps













## Apps on your Mac Pro
















Your Mac Pro comes with a collection of great apps for things you do every day, like browse the web, stay connected with Messages and FaceTime, and manage your calendar. It also comes with apps like Photos, Apple Music, Apple Podcasts, the Apple TV app, Pages, Numbers, and Keynote—so you can be creative and productive right from the start.







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

**Where are my apps?** You can find the apps in the Applications folder in your Finder window. You can open apps from the folder or drag them to your Dock. This folder includes a subfolder, Utilities, where you can locate Disk Utility , Keychain Access , Migration Assistant , VoiceOver Utility , and other useful utilities.


Here are some of the apps that come with your Mac. Click the app name to learn more.

Icon/App name	Icon/App name	Icon/App name
 <a href="#">App Store</a>	 <a href="#">Books</a>	 <a href="#">Calendar</a>
 <a href="#">FaceTime</a>	 <a href="#">Find My</a>	 <a href="#">Freeform</a>
 <a href="#">GarageBand</a>	 <a href="#">Home</a>	 <a href="#">iMovie</a>
 <a href="#">Keynote</a>	 <a href="#">Mail</a>	 <a href="#">Maps</a>

Icon/App name	Icon/App name	Icon/App name
 Messages	 Music	 News
 Notes	 Numbers	 Pages
 Photos	 Podcasts	 Preview
 Reminders	 Safari	 Shortcuts
 Stocks	 TV	 Voice Memos

You can find additional apps that are not listed in the table above—like Calculator , Chess , Clock , Contacts , TextEdit , Weather , and more—in the Applications folder.

**Learn more.** For a list of all the apps and utilities installed on your Mac, see [Apps included on your Mac](#) in the macOS User Guide.

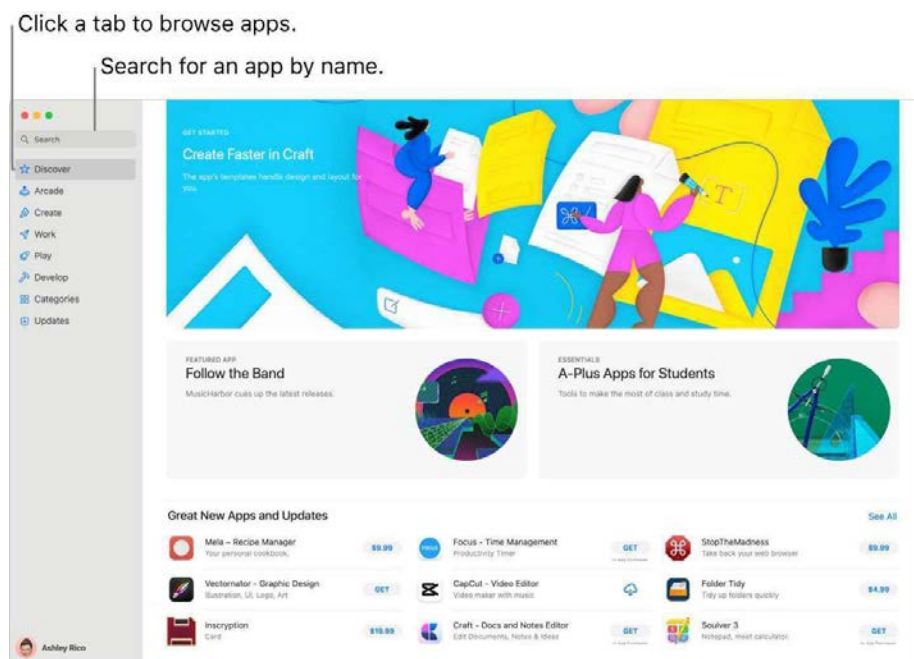
**Find even more apps.** Click the App Store icon  in the Dock to find and download apps for almost everything you want to do. To learn more, see [App Store](#).

**Get help for any app.** Click the Help menu (in the menu bar at the top of the screen) when you're using an app. See [Use the macOS User Guide](#).

## App Store

Search the App Store to find and download apps, and get the latest updates for your apps.

**Find the perfect app.** Know exactly what you're looking for? Type the app name in the search field, then press Return. Apps you download from the App Store appear automatically in Launchpad. Or you can explore new apps by choosing a tab in the sidebar, like Create, Work, or Play, and browsing through the results.



*Note:* Apple Arcade is not available in all countries or regions.

**All you need is an Apple ID.** To download free apps, sign in with your Apple ID—click Sign In at the bottom of the sidebar in App Store. If you don't have an Apple ID yet, click Sign In, then click Create Apple ID. If you have an Apple ID but don't remember your password, click "Forgot Apple ID or password?" to recover it. You must also set up an account with purchasing information to buy fee-based apps.

**Game on.** Click the Arcade tab to learn how to subscribe to Apple Arcade, discover games you can play, find ones that are popular with your Game Center friends, see your achievement progress, and more. Games you download from the App Store appear automatically in the Games folder in Launchpad, so they're always easy to access, even from a game controller. See [Subscribe to Apple Arcade in the App Store on Mac](#) in the App Store User Guide and [Apple Arcade](#).

**Save your game action.** You can save up to a 15-second video clip of gameplay by pressing the share button on supported third-party game controllers, so you can review your game strategy or keep a record of memorable gaming moments.

**Invite your friends to play.** The new multiplayer friend selector makes it easy to invite your recent Messages friends and groups to play Game Center-enabled games. See incoming requests and invitations in the friend request inbox. See [Play games on your Mac](#) in the macOS User Guide.

**Get the latest app updates.** If you see a badge on the App Store icon in the Dock, there are updates available. Click the icon to open the App Store, then click Updates in the sidebar.

You have available updates.



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

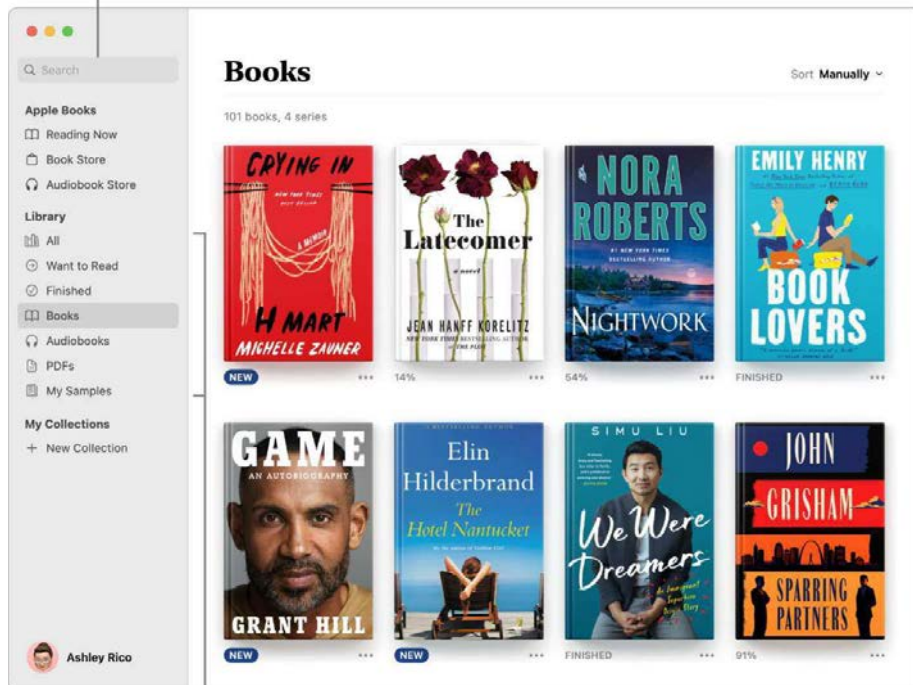
## Books

Use Apple Books to read and organize your library of books and audio books, and to purchase new books on your Mac. Set reading goals and keep track of what you want to read and what you're reading now.


*Note:* Apple Books is not available in all countries or regions.




**A bookshelf on your Mac.** Books you've started reading appear at the top in Reading Now. Browse or search all the items in your library—or click Book Store or Audiobook Store in the sidebar and choose a category to find new books and other publications. To buy an item, just sign in with your Apple ID (choose Account > Sign in). You can also buy books right from the search results.

Type what you're looking for.





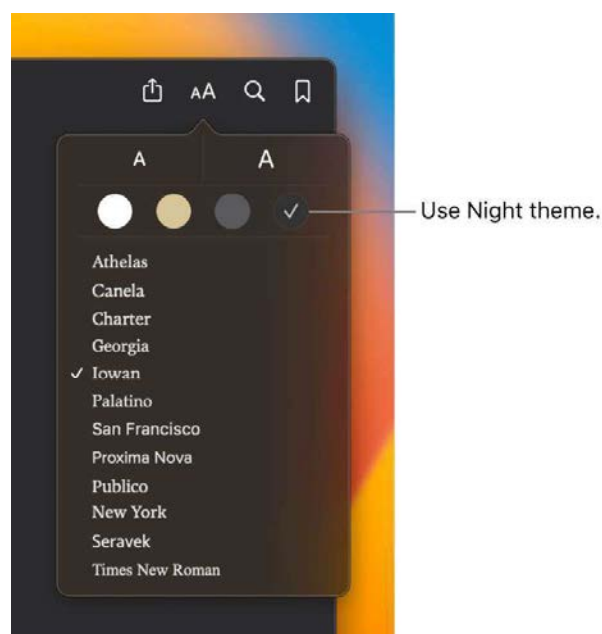
View your books and lists.

**Set reading goals.** Set daily reading goals to motivate yourself to read more. The default is 5 minutes a day, but if you want to aim higher, click  in the Reading Goals section of Reading Now and choose a new goal. You can turn this off and clear reading goal data in Books settings.

**Add bookmarks, notes, and highlights.** Move your pointer to the top of the book you're reading to show the controls, then click  to bookmark a page (click the bookmark again to remove the bookmark). To go to a bookmarked page, show the controls, click , then click the bookmark. To add notes or highlights, select the text, then choose a highlight color or Add Note from the pop-up menu. To read your notes later, show the controls and click .

**Never lose your place or your markups.** Your purchased books, collections, bookmarks, highlights and notes, and the current page you're reading are available automatically on your Mac, iOS devices, and iPadOS devices, as long as you're signed in on them with the same Apple ID.


 **Tip:** Change to Night theme to read more easily in low-light situations. Choose View > Theme, then choose Night, or click the Appearance button , then click the black circle. Not all books support Night theme.



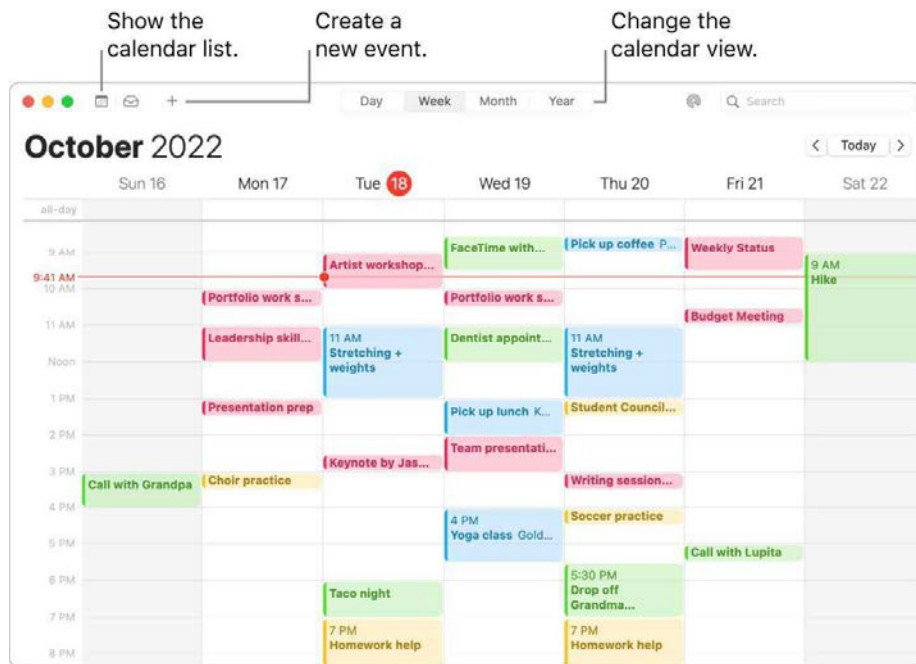
**Learn more.** See the [Apple Books User Guide](#).

## **Calendar**

Never miss an appointment with Calendar. Keep track of your busy schedule by creating multiple calendars, and manage them all in one place.

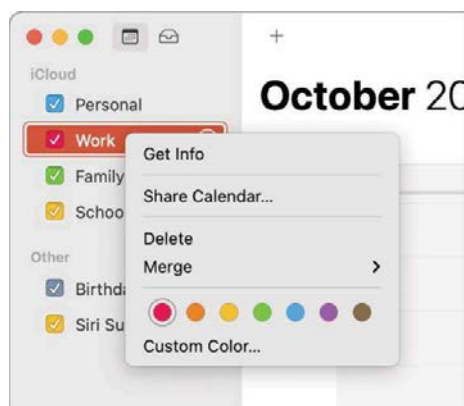
**Create events.** Click  to add a new event, or double-click anywhere in a day. To invite someone, double-click the event, click the Add Invitees section, then type an email address. Calendar lets you know when your invitees reply.





**Tip:** If you add a location to an event, Calendar shows you a map, estimated travel time and time to leave, and even the weather forecast.

**A calendar for every part of your life.** Create separate calendars—for example, for home, work, and school—each with its own color. Choose File > New Calendar to create a calendar, then Control-click each calendar to choose a new color.



**Add holiday calendars.** View holiday calendars from different regions around the world. Choose File > New Holiday Calendar, then choose a holiday calendar you want to add.

**See all your calendars—or just a few.** Click the Calendars button to see a list of all your calendars; click the ones you want to see in the window.

**Filter your calendars with Focus.** Choose which calendars to show during a particular Focus. For example, have a calendar with assignment due dates that turns on only while studying. Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus on the right, click **),** and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see [Set up a Focus on Mac](#).

**Share across your devices and with others.** When you're signed in to iCloud, your calendars are kept up to date on all your Macintosh computers, iOS devices, iPadOS devices, and Apple Watch that are signed in with the same Apple ID. You can also share calendars with other iCloud users.


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

## FaceTime

Use FaceTime to make video and audio calls from your Mac to a friend or a group of friends. You can also use your iPhone or iPad with your Mac in new ways with FaceTime, by handing off calls between devices or using your iPhone camera as a webcam.

FaceTime requires an external camera and microphone. Accessories are sold separately at [apple.com](https://apple.com), your local Apple Store, or other resellers.



**Make a FaceTime call.** Connect a camera and microphone to your Mac Pro 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 FaceTime. If it's not convenient to make a video call, click the pop-up menu and select FaceTime Audio to make an audio-only call. When you receive a FaceTime invitation, you can choose to join with video or just audio.

 **Tip:** While a video call is in progress, you can drag the small picture-in-picture window to any corner of the FaceTime window.






List of recent calls

**Hand off a FaceTime call.** Start a FaceTime call on your iPhone when you're out of the house, then hand off that call to your Mac when you're back at your desk. Or take a FaceTime call from your Mac, and switch to another device when you need to. If you have Bluetooth headphones connected, they make the switch too.

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




**Use your iPhone as a webcam.** Harness the power of your iPhone camera for FaceTime calls on your Mac. Keep your iPhone stable and in landscape orientation—for example, place it in a stand—with the screen off and the back cameras facing you. On your Mac, go to FaceTime > Video, then select your iPhone from the list. On iPhone 11 or newer, the Ultra Wide camera allows you to use Center Stage, which means the call stays centered on you as you move. You can choose other video effects by clicking  in the menu bar, clicking Video Effects, then choosing from the options, like Portrait mode. See [Use video effects on your Mac](#) to learn more.

**Show what's in front of you.** With Desk View, when you use your iPhone as a webcam for your Mac Pro, you can not only show your face, but can share what's in front of you. To share with Desk View in a FaceTime call, set up your iPhone as a webcam, then click Desk View in the upper right of the FaceTime window on your Mac. Or click  in the menu bar, click Video Effects, then choose Desk View. Use the controls to align your desk to the window, then click Share Desk View. To stop sharing Desk View, click  on the Desk View window. Desk View is available on iPhone 11 or newer.


*Note:* To hand off a FaceTime call or use your iPhone as a webcam for your Mac, you must have Continuity Camera turned on in AirPlay & Handoff settings on your iPad or iPhone, and you must be signed into your iPhone, iPad, and your Mac Pro with the same Apple ID. Your iPhone, iPad, and Mac need Bluetooth, WiFi, and Handoff turned on. For additional requirements and to learn more, see [Use your iPhone as a webcam on your Mac](#).

**Use FaceTime with a group.** You can connect with up to 32 people in a group call. Make a unique link to share with a group. Click Create Link. Copy the link to your Clipboard or share directly with friends in Messages or Mail. You can now use a link to join FaceTime calls on non-Apple devices.



 **Tip:** Add a FaceTime link to a Calendar event to schedule a call for later.

**Sign language recognition and Live Captions.** FaceTime detects when a participant is using sign language and makes the person prominent in a Group FaceTime call. FaceTime Live Captions detect what's said and present real-time captions for the active speaker.

**Watch and listen together.** Use SharePlay to watch and listen together on Mac. You can also share your screen during a FaceTime call. Click the SharePlay icon  to start. See [Share experiences with SharePlay](#).

*Note:* Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

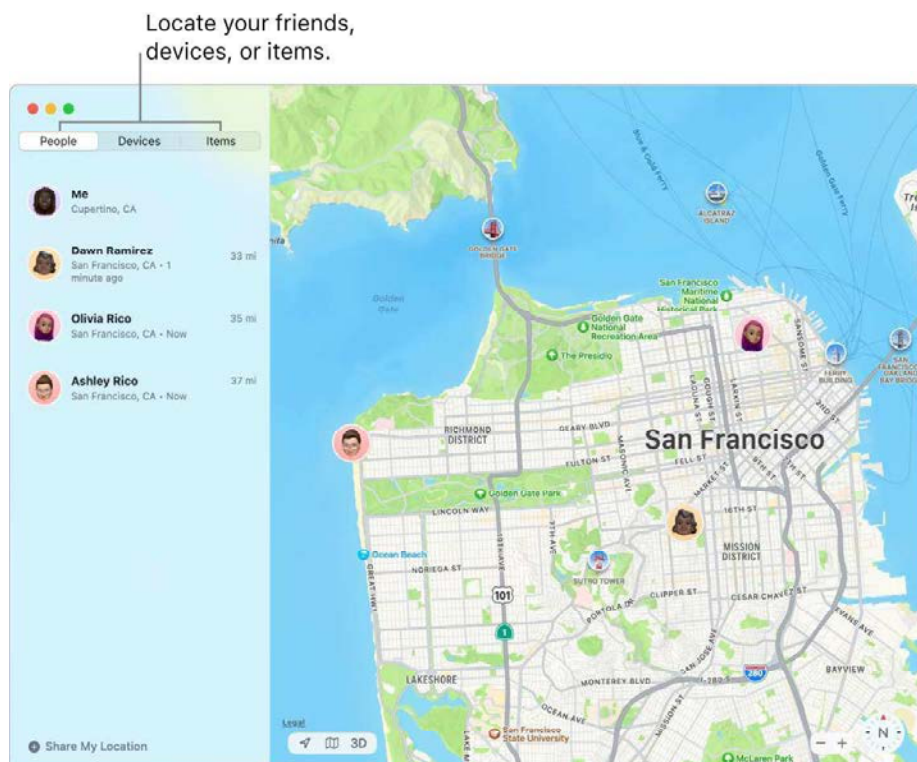
**Make a phone call.** If you have an iPhone with iOS 8 or later, make phone calls from your Mac using FaceTime. Just make sure that your Mac and iPhone are signed in with the same Apple ID account, and that both have the feature turned on. (On your Mac, open FaceTime, choose FaceTime > Settings, then select "Calls from iPhone.")

*Note:* Your Mac Pro and iPhone must be connected to the internet and the same Wi-Fi network in order to make or receive calls on your Mac. An external microphone is also required to make or receive calls on your Mac Pro.

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

## Find My

Use Find My to locate your friends, family, and Apple devices—all in the same app.



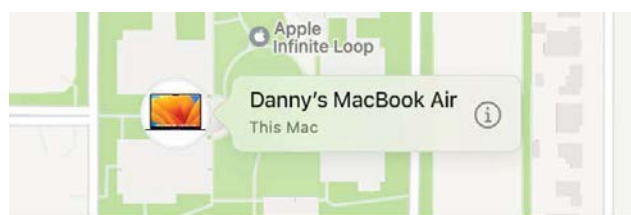
*Note:* Find My features are not available in all regions or languages.

**Share locations with friends.** In the People list, click Share My Location to tell friends and family where you are. You can share your live location for an hour, a day, or indefinitely, and stop sharing whenever you like. You can also ask to follow a friend so you can see where they are on a map and get step-by-step directions to their location.

**Set location alerts.** Automatically send notifications to friends when you arrive at or leave a specific location. Set notifications when your friends leave and arrive, too. If your friends create notifications about your location, you can view them all in one place—click Me in the People list, then scroll to Notifications About You.

**Get notified when you leave something behind.** Set up separation alerts on your iPhone, iPad, or iPod touch to notify you when you leave a Mac with Apple silicon or another device behind. To set up separation alerts for a device, click ⓘ for the device, then choose Notify When Left Behind and follow the onscreen instructions.

**Secure a lost device.** Use Find My to locate and protect missing devices, like your Mac, iPhone, or AirPods. Click a device in the Devices list to locate it on the map. Click ⓘ to see options like play a sound on the device to help you find it, mark the device as lost so others can't access your personal information, and even erase the device remotely.



**Locate devices, even if they're offline.** Find My uses Bluetooth signals from other nearby Apple devices to locate your device when it's not connected to a Wi-Fi or cellular network. These signals are anonymous and encrypted, and help locate your missing device without compromising privacy. You can even find a device that's been erased (for Macintosh computers with macOS 12 or later, iPhones and iPod touch devices with iOS 15 or later, and iPads with iPadOS 15 or later).

**Find a family member's device.** You can use Find My to help locate a family member's device, if you're in a Family Sharing group and your family member is sharing their location with you.

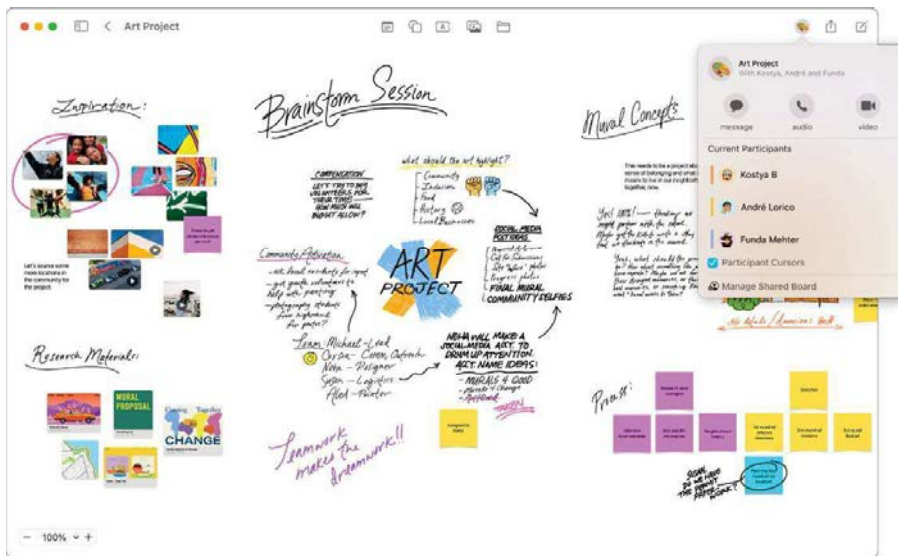
**Find everyday items.** Attach an AirTag to an item like your keychain to quickly locate it when you can't find it. Use your iOS or iPadOS device to register an AirTag and compatible third-party items to your Apple ID. To locate items using your Mac, click the Items tab in Find My, then click an item in the list to view its location on the map. If the item can't be located, you can view its last location and receive a notification when the item is found. You can even turn on Lost Mode for an item that includes a message and phone number. See [Locate an item in Find My](#) in the Find My User Guide.

**Learn more.** See the [Find My User Guide](#).

# Freeform

Use Freeform to organize ideas and collaborate with others. Create a board, then add text, media, files, and more. Collaborate and see changes in real time.

**Note:** Freeform is available on macOS Ventura 13.1 or later.




**Create a board.** Click the New Board button in the toolbar to create a new board. Boards are saved automatically. To name a board, click Untitled in the top left of the title bar and enter a name.

**Tip:** Your boards sync across your devices. If your boards are not syncing, turn on Freeform in iCloud Settings. Freeform is available on iOS 16.2 and iPadOS 16.2 or later.

**Add text, media files, and more.** Use the toolbar to insert text, sticky notes, photos, links, and files to your board. You can also drag items to your board from other apps.

**Organize your board.** You can move, resize, group and align items on your board. You can also view your board with a grid or use alignment guides to help you position items.


**Collaborate in Freeform.** You can send an invitation to collaborate on a board 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.

**Export as a PDF file.** You can export a Freeform board as a PDF file. Choose File > Export PDF.


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



# GarageBand

GarageBand is an app for creating, recording, and sharing your music. It has everything you need to learn to play an instrument, write music, or record a song—your own home recording studio.

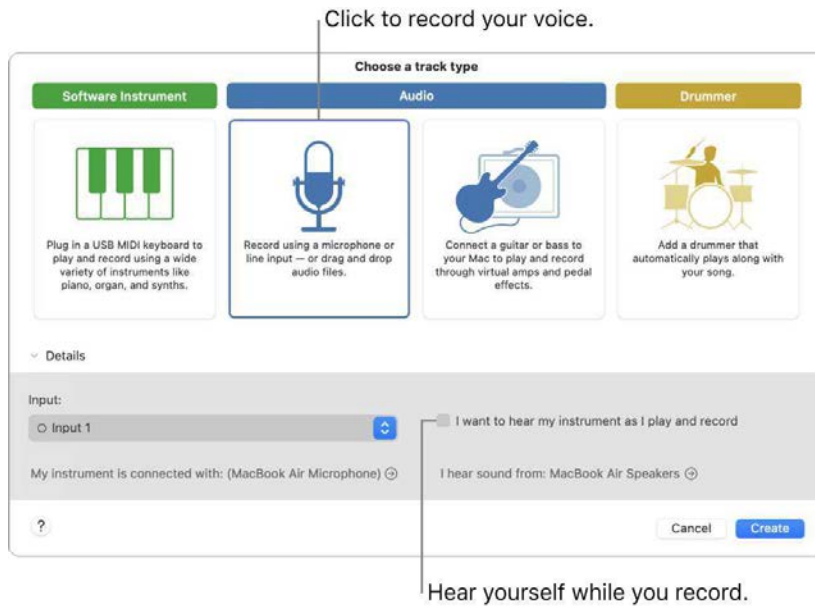
**Create a new project.** You can start with a song template, select a tempo, key, and other options, then click Record and start playing. Build your song—for example, with different tracks and loops. Click Quick Help  and hold the pointer over items to learn what they are and how they work.



**Bring in the beat.** You can quickly add drums and other instruments to your project using Loops. Click the Loop Browser , find a loop by Instrument, Genre, or Descriptor, and then drag it into an empty part of the Tracks area. You can customize Loops to fit your song, using a simple set of controls.

**Record your voice.** Connect a microphone, choose Track > New Track, then select the microphone under Audio. Set options for input, output, and monitoring, then click Create. Click the Record button  to start recording, or click the Play button  to stop recording. (Accessories are sold separately at [apple.com](https://apple.com), your local Apple Store, or other resellers.)





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

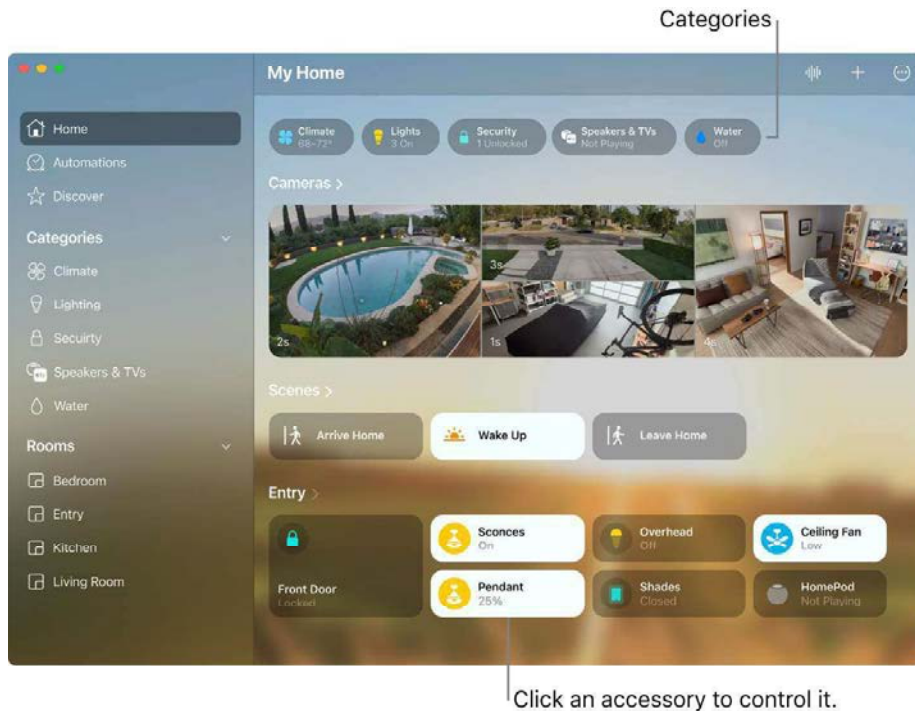
## Home

With the Home app, you can easily and securely control all of your HomeKit accessories from your Mac.

**Whole-house view.** See your entire home at a glance in the redesigned Home tab, including cameras, scenes, and accessories grouped by room. An updated sidebar layout also includes categories and rooms so you can get to them quickly.

**Accessory control.** Accessories appear in the Home app as tiles with icons. Accessory categories are visually recognizable by color and you can choose which tiles to enlarge so they are more prominent in the Home tab. Click an accessory tile to control it—turn lights on or off, lock or unlock the door, open or close the blinds, and more. You can also adjust the brightness of a light, or the target temperature of a thermostat.

**Categories.** Categories for Lights, Climate, Security, Speakers and TVs, and Water let you quickly access all the relevant accessories organized by room, along with more detailed status information.



**Shared Access.** You can share your home with family members, so they can control accessories using the Home app on their own Apple devices.

**Create a scene.** Create a scene that lets your accessories work together with a single command. For example, make a Good Night scene that turns off all the lights, closes the shades, and locks the door when you turn in for the night. To create a scene, click **+**, then click Add Scene.

**View your cameras.** Connect your home security cameras in the Home app to record your footage and view it from anywhere. Up to nine camera views are displayed front and center in the Home tab and it's end-to-end encrypted.

**HomeKit Secure Video.** Store video from home security cameras in iCloud, and none of the video counts against your iCloud storage. Define activity zones within a camera's view to capture video or receive notifications only when motion is detected in those areas. In addition to person, animal, package delivery, and vehicle detection, Face Recognition lets security cameras and doorbells identify people you've tagged in the Photos app or in the Home app as recent visitors. HomeKit Secure Video requires a supported iCloud plan, compatible HomeKit-enabled security camera, and HomePod, Apple TV, or iPad running as a home hub. See the [iCloud User Guide](#).

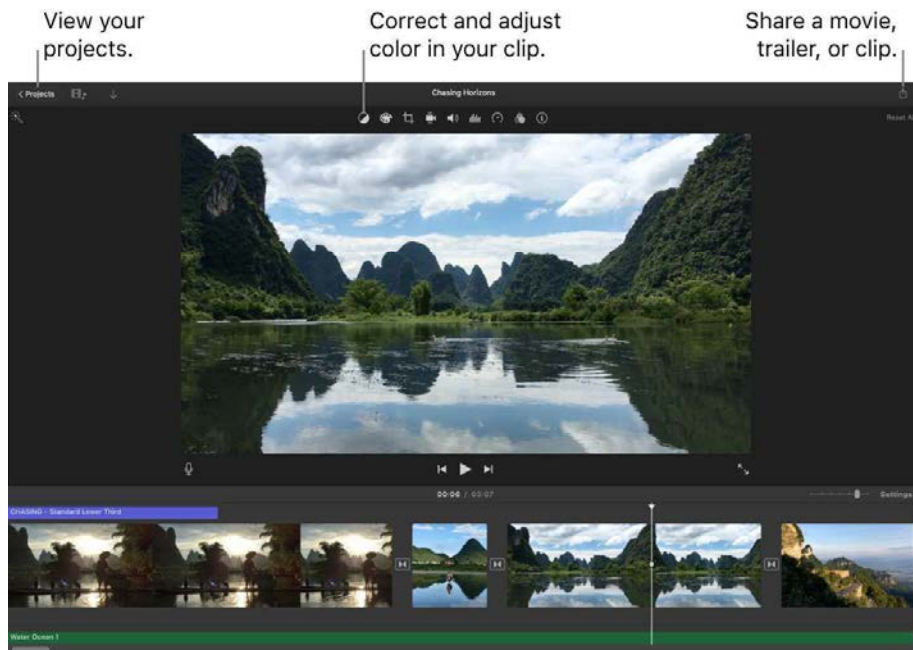
**Adaptive lighting.** Set your smart light bulbs to automatically adjust the color temperature throughout the day to maximize comfort and productivity. Wake up to warm colors, stay focused and alert midday with cooler ones, and wind down at night by removing blue light. (Adaptive lighting requires a home hub. For more information, see [Configure a router to use with Home on Mac](#) in the Home User Guide.)

**Learn more.** See the [Home 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.

**Import a video.** Import video from your iPhone, iPad, or iPod touch, from a camera, or from media files already on your Mac. iMovie creates a new library and event for you.



**Create Hollywood-style trailers.** Make clever trailers, complete with animated graphics and soaring soundtracks. Just add photos and video clips and customize the credits. To get started, click the New button **+**, click Trailer, choose a template from the Trailer window, then click Create. Add the cast and credits in the Outline tab, and add your own photos and videos in the Storyboard tab.



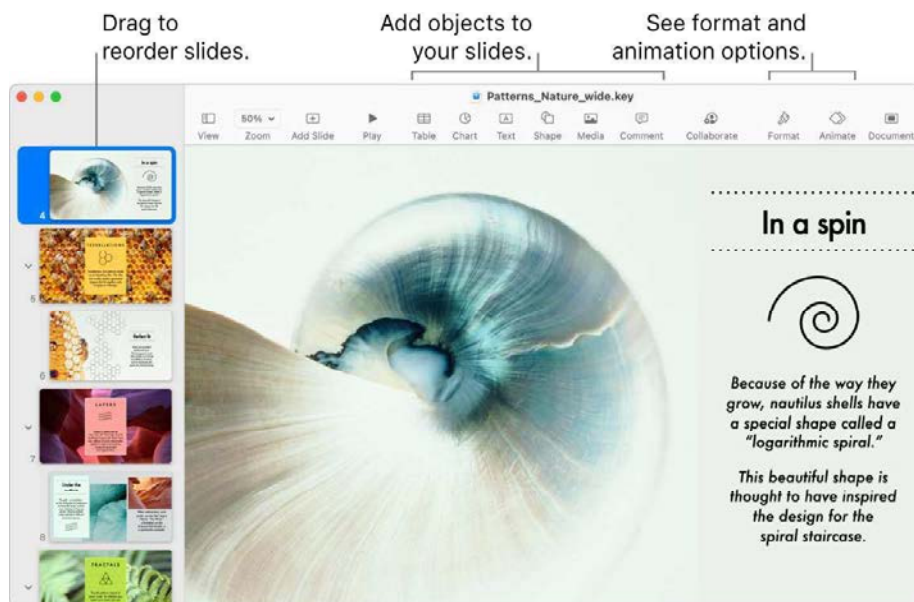
**Tip:** Shooting video with a handheld device can produce shaky results, but you can stabilize the video so the playback is smoother. Select the clip in the timeline, click the Stabilization button , then click Stabilize Shaky Video.

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

## Keynote

Create professional, cutting-edge presentations with Keynote. Start with one of the more than 30 predesigned themes and make it your own by adding text, new objects, and changing the color scheme. With Activity Stream, it's easier than ever to collaborate on a Keynote presentation and keep track of every change along the way.

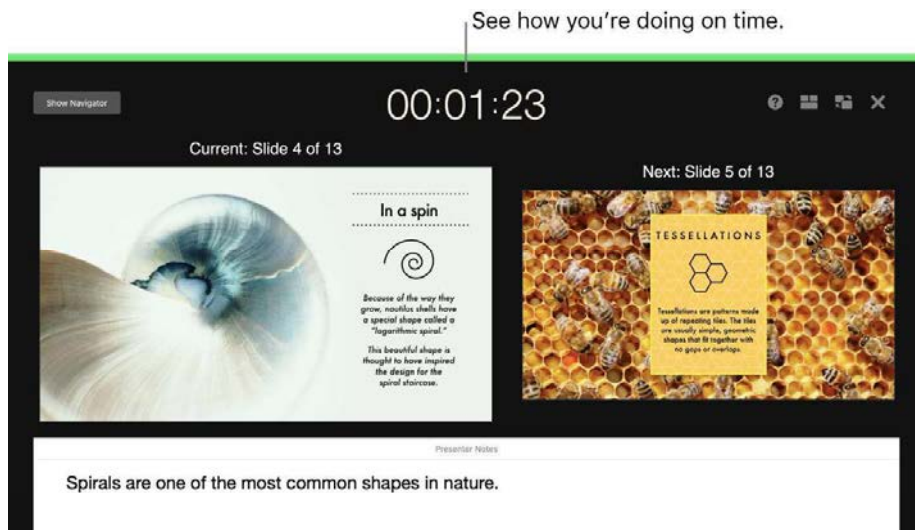
**Organize visually.** Use the slide navigator on the left to quickly add, rearrange, or delete slides. Click a slide to see it in the main window, drag a slide to change its order, or select a slide and press Delete to remove it.



**Collaborate in Messages.** You can send an invitation to collaborate in Messages, and everyone on the thread is automatically added to the Keynote presentation. Click the Share button in the menu bar, make sure Collaborate is selected, then click Messages. Choose the name of the group you want to add as participants.

**Work together in real time.** With Activity Stream, a detailed list in the sidebar allows you to see edits and comments made by collaborators on a Keynote presentation. It's easy to follow each change, as well as who has been added to the Keynote presentation or any other file management changes.

**Practice makes perfect.** To rehearse your presentation, choose Play > Rehearse Slideshow. You see each slide along with your notes—and a clock to keep you on track.




See how you're doing on time.

Remind yourself of key points to make.

**Present in any situation.** Present in person using an external display and use your Mac to view upcoming slides, presenter notes, a clock, and a timer. During a video conference, host a slideshow with other presenters, and control it as you would when presenting alone. Create an interactive presentation that the viewer controls; control your presentation remotely using your iPhone, iPad, or even your Apple Watch, and more.

**Share your presentation.** If your manager wants to review your presentation or you want to share it with others on a conference call, choose Share > Send a Copy to send a copy by Mail, Messages, AirDrop, or even social media.

**Draw them in.** Get their attention by animating an object on a slide. Select the object, click Animate in the toolbar, click Action in the sidebar, then click Add an Effect.

**Tip:** You can include a video in your presentation. Click where you want it to be, then click the Media button  in the toolbar. Click Movies, then find the movie you want and drag it to your slide.

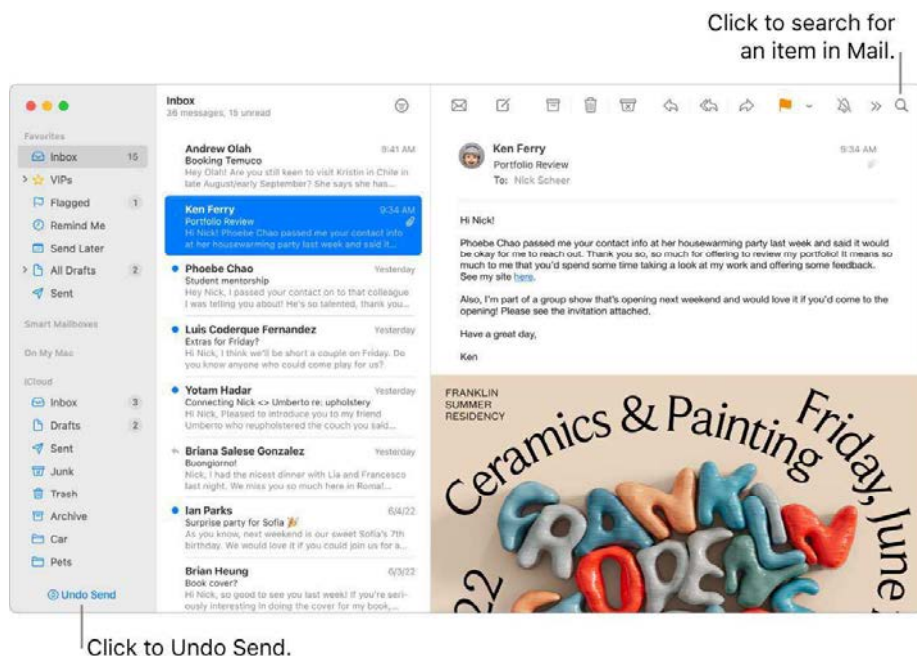
Learn more. See the [Keynote User Guide](#).

## Mail

Mail lets you manage all your email accounts from a single app. It works with most popular email services, such as iCloud, Gmail, Yahoo Mail, and AOL Mail.

**One-stop email.** 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 messages in one place. Choose Mail > Add Account.

**Find the right message.** Type in the search field to see suggestions for messages that best match your query. macOS Ventura includes a new smart search that provides more accurate results, is aware when you make typos, and searches for synonyms for your search terms. Smart search also allows you to see a richer view of shared content and more as you search for email messages.



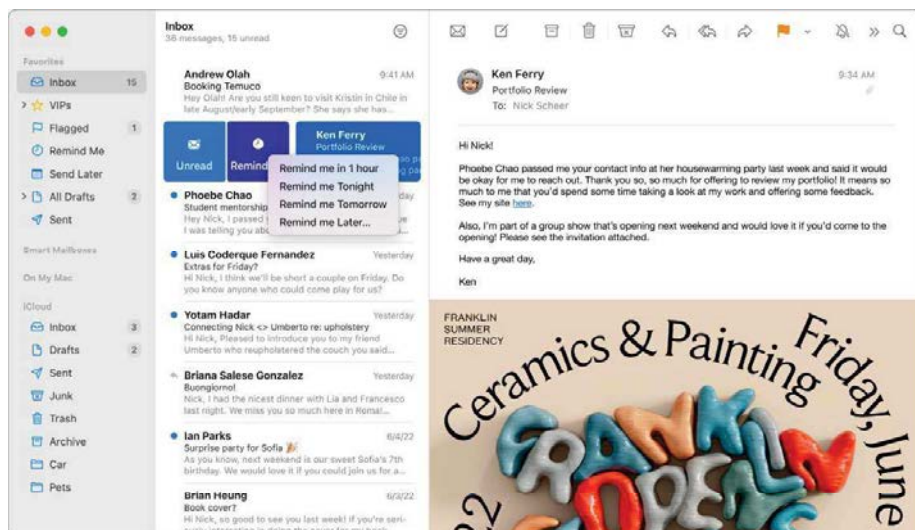
**Manage your messages.** See only the messages you want to see in your inbox. You can block messages from specific senders by moving their messages directly to the Trash, mute overly active email threads, and unsubscribe from mailing lists directly in Mail.

**Scheduled send.** With macOS Ventura, you can schedule an email to be sent at the perfect moment. When composing a message, click the drop down menu next to the Send button. Select one of the suggested times in the list or Send Later to customize a date and time.

**Undo send.** Easily unsend an email message that you just sent before it reaches the recipient's inbox. Click Undo Send at the bottom of the sidebar in Mail within 10 seconds after sending. You can also customize how long you have to unsend an email. Go to Mail Settings > Composing, then choose an option in the pop-up menu next to Undo Send Delay.

**Stay efficient and organized.** Mail notifies you if you forget to include an important part of your message, like a recipient. Mail can intelligently move sent email messages that did not receive a response to the top of your inbox. Then you can quickly send a follow-up.

**Get reminded.** Select a date and time to be reminded about an email that you opened and didn't get back to. Control-click any email in your inbox, then click Remind Me. Choose when you would like to be reminded and the message will resurface at the top of your inbox.




**Add events and contacts right from Mail.** When you receive a message that includes a new email address or event, just click Add in the message to add it to Contacts or Calendar.

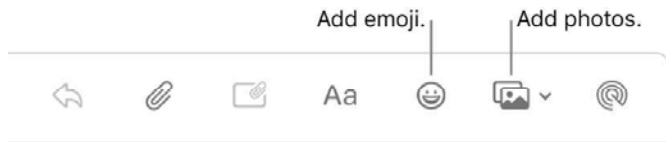
**Protect your privacy.** Privacy Protection prevents email senders from learning information about your Mail activity. If you turn it on, it hides your IP address so senders can't link it to your other online activity or determine your location. It also prevents senders from seeing if you've opened their email. Turn it on in Mail Settings > Privacy, then check Protect Mail Activity.

**Hide your email address.** With an iCloud+ subscription, you can create a unique, random email address any time you need one (for example, when completing a form on a website), with no limit to the number of addresses you can use. When you create a Hide My Email address for a site, you can send and receive messages without having to share your real email address and have that correspondence forwarded to the email address associated with your Apple ID. You can create, manage, or disable a Hide My Email address at any time in iCloud settings on your Mac or in Account Settings on [iCloud.com](https://www.icloud.com). See [Create unique, random email addresses with Hide My Email and iCloud+](#) in the iCloud User Guide.

**Translate in a snap.** Select the text you want to translate, Control-click the selected text, choose Translate, then choose a language. To translate text you've typed, click "Replace with Translation."

You can also download languages so you can work offline—on your Mac, choose Apple Menu  > System Settings, then click General in the sidebar. Go to Language & Region on the right, click the Translation Languages button at the bottom. Not all languages are available. See [Translate on Mac](#) in the macOS User Guide.

**Personalize any message.** Add emoji or photos with just a click. Add rich links that give your email messages more context and details at a glance. Select photos from your photo library or take them on iPhone or iPad. You can also add a sketch you've drawn on your iPhone or iPad. To learn more about inserting photos and sketches from other devices, see [Continuity Camera on your Mac](#) and [Continuity Sketch and Continuity Markup on your Mac](#).



**View in full screen.** When you're using Mail in full screen, windows for new messages automatically open in Split View on the right, so it's easy to reference another message in your inbox as you write. See the Apple Support article [Use two Mac apps side by side in Split View](#).

**Filter your inbox with Focus.** Filter your inbox by accounts to get the messages that matter during a particular Focus. For example, silence work emails when you're offline. Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus on the right, click **),** and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see [Set up a Focus on Mac](#).

**Never miss an email.** Check the Mail icon in the Dock to see the number of unread messages. When you get a new email, a notification also appears at the top-right of the screen so you can quickly preview incoming messages. (Don't want notifications? To turn them off, open System Settings, then click Notifications in the sidebar. Go to Application Notifications on the right, then click Mail to configure your notification settings.)



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

## Maps

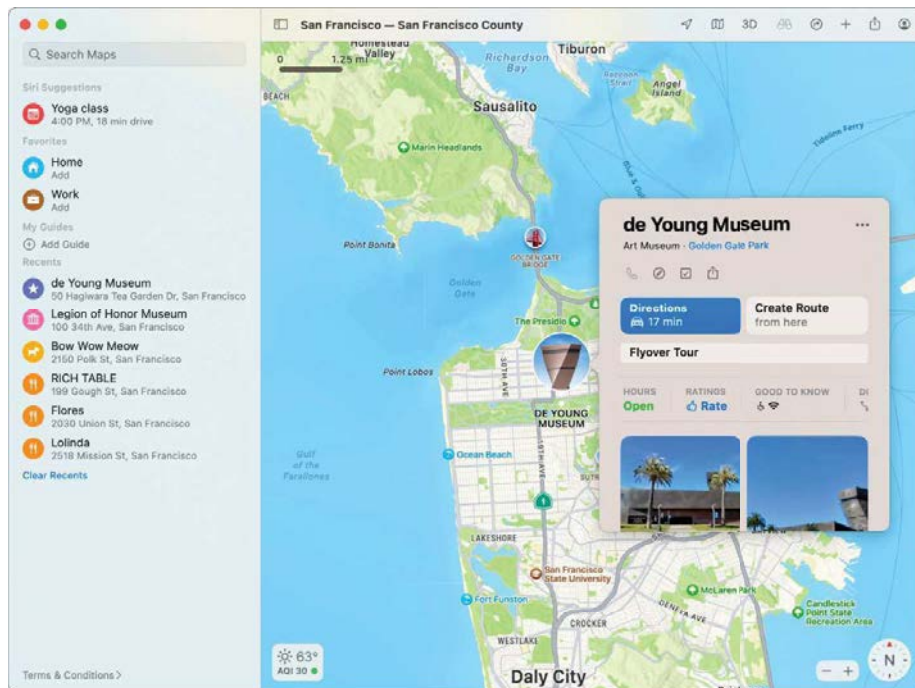
Get directions and view locations using a map or a satellite image. Get recommendations for the best places to visit in a city, with guides curated by Apple.

**Explore in detail.** Maps shows more details to help you discover what's out there, including landmarks, elevation, natural features, and more. New city experiences offer details like landmarks, buildings, and even trees.

**Plan your route.** Use the driving map to plan your route, check for traffic, and see road details, like turn and bus lanes. Plan routes with multiple stops and automatically view them on your iPhone or quickly share directions with a friend via Messages.

**Find and save your favorites.** Find what you're looking for and filter the results. Click on a place to learn important information, like opening hours for a business or whether a restaurant offers takeout. You can save the places you go most often to your favorites.



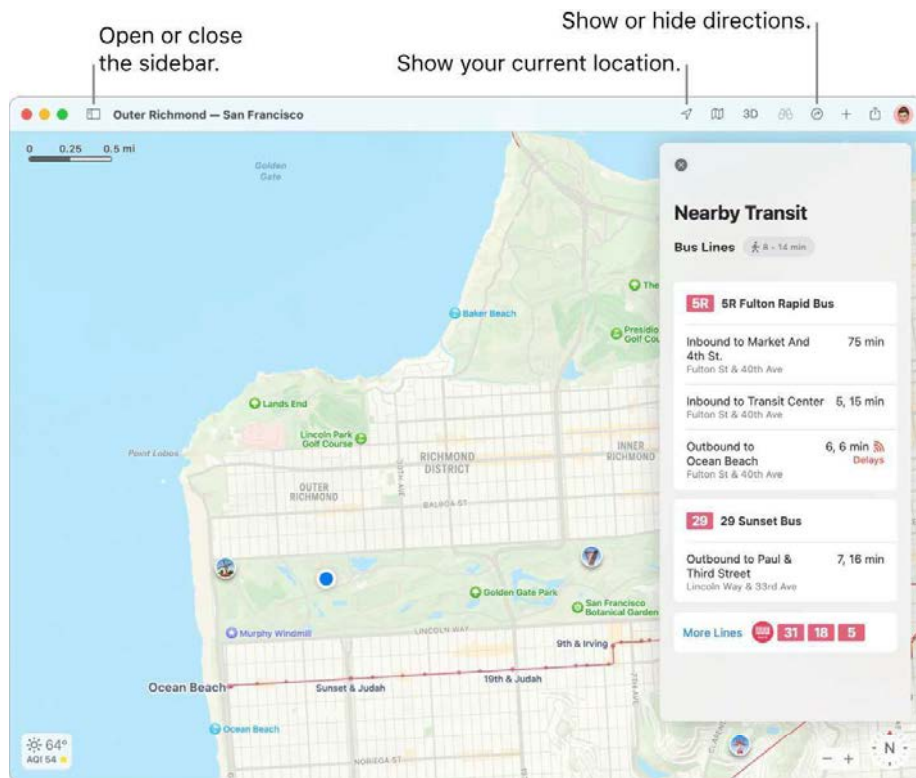



**Discover new places with guides.** To help you discover great places around the world to eat, shop, and explore, Maps offers curated guides from trusted brands and partners. You can save these guides and get updates whenever new places are added.

**Create your own guides.** You can create your own guides for your favorite places and share them with friends and family. To create a guide, move the pointer over My Guides in the sidebar, click **+** on the right, then Control-click the new guide to see a menu of options.

**Explore in 3D.** Click Look Around **AR** to explore select cities in 3D as you move smoothly through the streets in an interactive experience. You can use the interactive 3D Globe to experience the Earth's natural beauty.

**See indoor maps for major destinations.** Find your way around select airports and shopping malls. Just zoom in to see what restaurants are near your gate, find a restroom, plan a spot to meet up with friends at the mall, and more.



**Get there on public transit.** Maps provides Nearby Transit information for select cities, including upcoming departures near you. Click a destination in the sidebar, then click  to get suggested travel routes, transit fares, and estimated travel time. Pin your favorite transit lines so they always show up at the top if they're nearby.


**EV trip planning made easy.** Add your electric vehicle to your iPhone, and Maps shows you where the charging stations are along your route, and accounts for charging times when calculating your ETA.

**Plan your cycling route.** Maps gives you the info you need to plan your cycling trip, such as elevation, traffic conditions, and whether there are steep inclines. After you plan your trip, you can send it to your iPhone.

**Get live ETA updates.** When friends and family share their ETA with you, Maps can show you where they are along their route.

*Note:* Some Maps features are not available in all countries or regions.

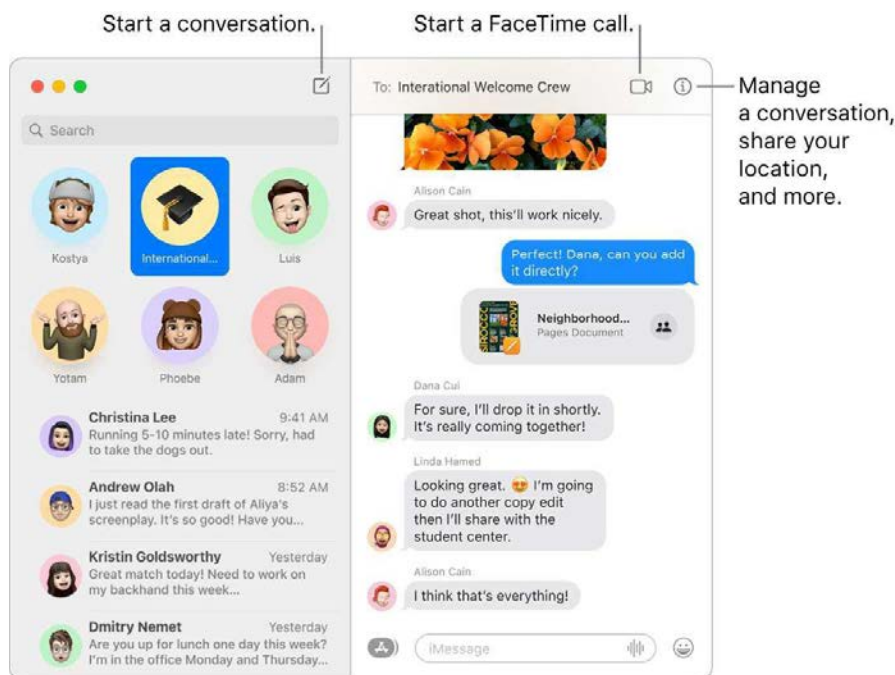
**WARNING:** For important information about navigation and avoiding distractions that could lead to dangerous situations, see [Important safety information for your Mac](#).

 **Tip:** To see what traffic is like, click the View menu in the menu bar, then choose Show Traffic.

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

# Messages

With Messages, it's easy to stay in touch, no matter what device you're using. Manage group texts, pin favorites to the top, easily view content shared with you by others, and much more. You can send text messages to anyone with a Mac, iPhone, iPad, iPod touch, or Apple Watch using iMessage, and send texts to others using SMS/MMS. See the Apple Support article [What is the difference between iMessage and SMS/MMS?](#)



**Unlimited messages with iMessage.** When you sign in with your Apple ID you can exchange unlimited messages—including text, photos, Live Photos, video, and more—with anyone with a Mac, iPhone, iPad, iPod touch, or Apple Watch. The Messages app uses iMessage to send encrypted messages to these devices that appear in blue bubbles in your conversations. For setup information, see the Apple Support article [Use Messages on your Mac](#).

**Send SMS/MMS.** If you're not using iMessage, you can send and receive SMS and MMS messages on your Mac if your iPhone (with iOS 8.1 or later) is signed in to Messages with the same Apple ID as your Mac. On your iPhone, go to Settings > Messages, tap Text Message Forwarding, then tap the name of your Mac to turn on Text Message Forwarding. On your Mac, you'll see an activation code if you're not using two-factor authentication for your Apple ID. Enter the code on your iPhone, then tap Allow. SMS and MMS messages aren't encrypted and appear in green bubbles in your conversations.

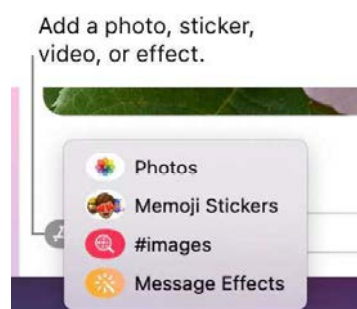
**Unsend and edit messages.** When communicating in Messages, you can unsend a recently sent message for up to 2 minutes after sending it or edit a recently sent message up to five times within 15 minutes after sending it. Control-click any sent message and click either Undo Send or Edit.

**Mark a conversation as unread.** You can mark a message as unread so you can return to it later when you have time to respond. Control-click the read message in the messages list, then click Mark as Unread.

**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.

**Manage group conversations.** Make it easier to identify a group by setting a photo, Memoji, or emoji as the group image. In a group conversation, you can direct a message to an individual by typing the person's name or using the @ sign, and you can respond to a question or statement earlier in the conversation by adding your comment as an inline reply. When a conversation becomes too active, you can hide alerts for the conversation. To set a group image and see options for managing a conversation, select the conversation in the list, then click the Details button ⓘ in the top-right corner of the Messages window. To receive a notification when you're mentioned, open Settings, click General, then select the "Notify me when my name is mentioned" checkbox.

**Make messages fun.** Liven up discussions by responding to messages with Memoji stickers, Tapbacks, trending GIFs, or special effects like fluttering confetti, balloons, and more. Messages automatically generates sticker packs based on your Memoji characters. To add a Memoji sticker to a conversation, click the Apps button Ⓐ, click Memoji Stickers, then click the one that best expresses your mood. To add a Tapback, click and hold a message, then choose a Tapback. To add a GIF or special effect, click the Apps button Ⓐ, choose #images or Message Effects, then click the one you want to use. And look out for Digital Touch, invisible ink, and handwritten messages that your friends send you from their iPhone, iPad, or Apple Watch.



**Create your own Memoji.** Design your own personalized Memoji—choose skin color and freckles, hairstyle and color, facial features, and more. To use a personalized Memoji as your Messages photo, go to Messages > Settings. Click "Set up Name and Photo Sharing," click Continue, then click Customize. Click the New Memoji button +, then click each feature to design your look. When you finish, click Done to add the Memoji to your sticker collection. To add more Memoji to your collection, open a conversation, click the Apps button Ⓐ, click Memoji Stickers, click the New Memoji button +, then have fun designing.

**Send a file, photo, or video.** Easily share files by dragging them to Messages. Or quickly find and send photos and videos from your Photos library. In a conversation, click the Apps button (Ⓐ), click Photos, then click a photo to add it. Type a keyword—for example, a person’s name, date, or location—in the search field to help you find a specific photo.

**Easy photo management.** When someone sends you multiple photos, two or three photos appear as a collage you can view at a glance, and four or more photos are gathered in a stack. If you have a trackpad or Magic Mouse, swipe left or right on the stack with two fingers to see each photo without opening it. Control-click a photo to open it, reply to it, or add a Tapback. To quickly save a photo to Photos, click the Save Photo button (📌) next to it. To open all the photos in the stack, double-click the stack.

**Shared with You.** Content sent to you over Messages by people in your Contacts automatically appears in a new Shared with You section in the corresponding app, so you can enjoy it when it’s convenient for you. Shared with You content appears in Photos, Safari, Apple News, Apple Podcasts, and the Apple TV app. Alongside shared content in the corresponding apps, you can see who sent it, and with a click, open the associated conversation in Messages so you can continue the conversation while you’re enjoying what was shared with you.

**Tip:** To see all the photos in a conversation, click the Details button (ℹ️).


**Collaborate on projects.** You can send an invitation to collaborate on files, Keynote presentations, Numbers spreadsheets, Pages documents, Notes, and more. In the app you would like to use to collaborate, click the Share button, make sure that Collaborate is selected, then click Messages. Choose the name of the group you want to add as participants, and everyone on the thread is automatically added to the document, spreadsheet, or other shared file. When someone makes an edit, you see activity updates at the top of the Messages thread.



**Share your screen.** You and a friend can share screens and even open folders, create documents, and copy files by dragging them to the desktop on the shared screen. Click the Details button (ℹ️), then click the Screen Share button (🖥️).

**Watch and listen together.** Join a SharePlay session via Messages to watch and listen together on Mac. You can also share your screen during a FaceTime call. See [Share experiences with SharePlay](#).

*Note:* Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

**Filter your messages with Focus.** See only the messages you want to during a particular Focus. For example, for a Gaming Focus, just see conversations with friends you usually play with in multiplayer games. Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus on the right, click , and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see [Set up a Focus on Mac](#).

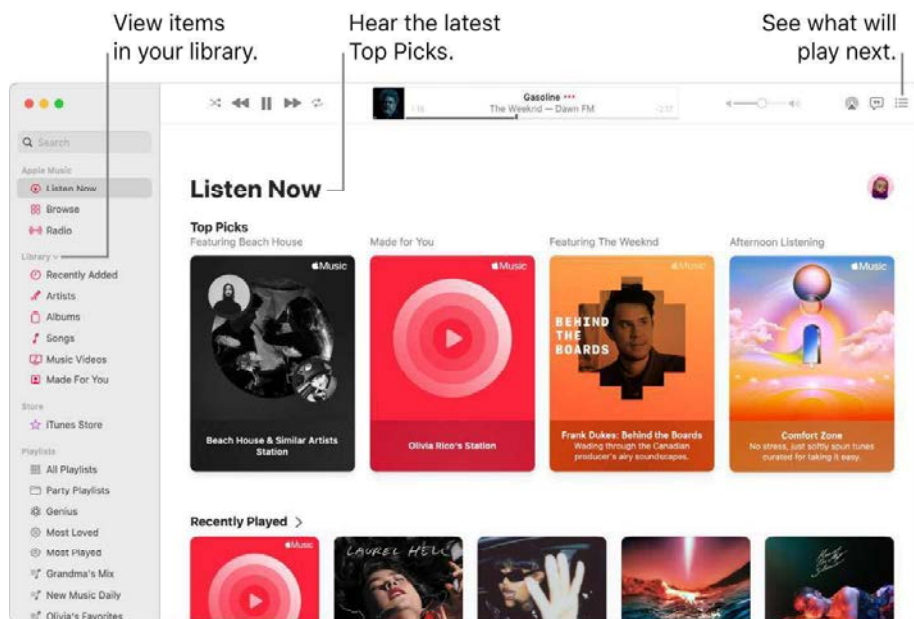
**Learn more.** See the [Messages User Guide](#).

## Music

The Apple Music app makes it easy to organize and enjoy your iTunes Store purchases, songs, and albums in your personal library, and in the Apple Music catalog (which lets you listen to millions of songs on demand). Click to view what's next, previously played tracks, and lyrics for what's playing. Shop for the music you want in the iTunes Store.

**It's in your library.** You can easily view and play your iTunes Store purchases, items you added from the Apple Music catalog, and music in your personal library. Filter your content by Recently Added, Artists, Albums, or Songs.


**Browse the best of Apple Music.** Click Browse in the sidebar to see new music and exclusive releases from Apple Music, a music streaming service available for a monthly fee. Stream and download more than 50 million songs ad-free, and choose from a large selection of playlists to find the perfect mix for any moment. You can now follow your favorite artists to receive new music notifications and recommendations of other artists you might enjoy.



**Sing along.** Click  in the toolbar to display a panel with lyrics for the current song (if available).


**Tune in.** Click Radio in the sidebar to tune in to Apple Music 1 live or listen to any episode from the Apple Music family of shows. Explore the variety of stations created for almost every genre of music.

**Sync with ease.** Sync your music content directly in the Apple Music app. When you connect a device, you see it in the sidebar of the Finder. Just drag the content you want onto your device. You can also back up and restore your device in the Finder.

**Listen together.** Use SharePlay to listen to music in real time with up to 32 friends. Start by bringing the group together in a FaceTime call, then click . To start listening, move the pointer over any song or album in the Music app, then click the Play button. Everyone hears the same music at the same time, has access to shared playback controls, and can add or rearrange songs in the shared music queue. And with smart volume, audio is adjusted automatically so you can hear each other even during a loud passage. See [FaceTime](#) and [Share experiences with SharePlay](#).

*Note:* To use SharePlay, you must have macOS version 12.3 or later on your Mac and iPadOS 15.4 or later on your iPad. Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

**Buy it on the iTunes Store.** If you want to own your music, click iTunes Store in the sidebar. (If you don't see the store in the sidebar, choose Music > Settings, click General, then click Show iTunes Store.)

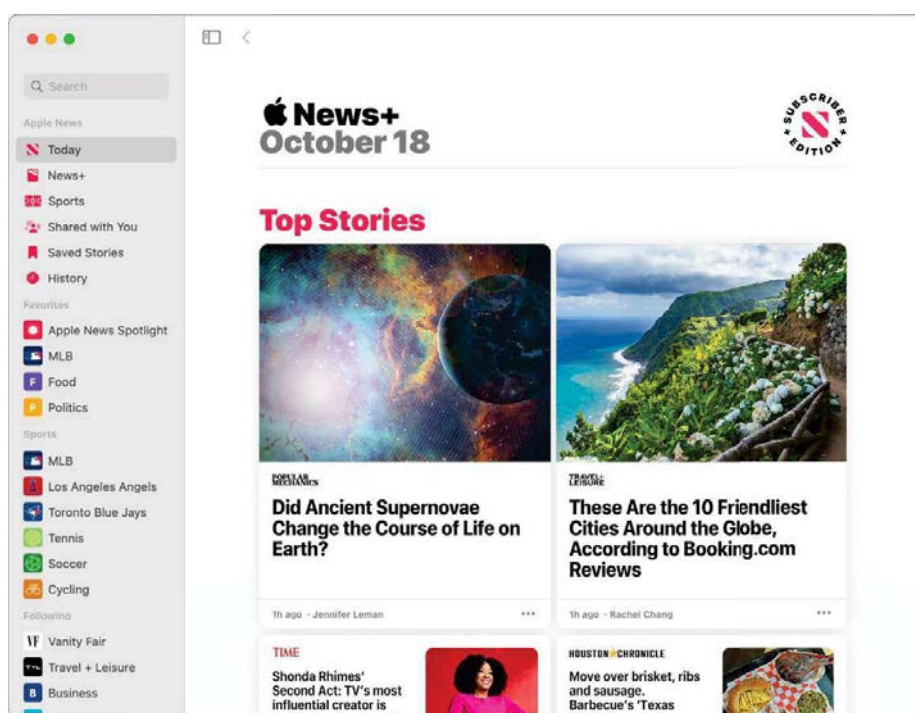
 **Tip:** When screen real estate is at a premium, switch to MiniPlayer to open a small floating window that you can drag where you want, so you can listen and control your music while doing other things on your Mac. To open MiniPlayer, choose Window > MiniPlayer.

**Learn more.** See the [Apple Music User Guide](#).



Apple News is your one-stop destination for trusted news and information, curated by editors and personalized for you. You can save articles for future reading—even offline or on other devices. Apple News+ lets you read hundreds of magazines, popular newspapers, and premium digital publishers for a single monthly price.

The news feed features prominent bylines and publication dates, making it easy to browse and verify stories. Save stories right from the news feed to read later or share. News+ subscribers get a more robust search feature and the News+ Library, which organizes your content by magazines, downloaded, newspapers, and catalog—so it's easier to get to your favorites.

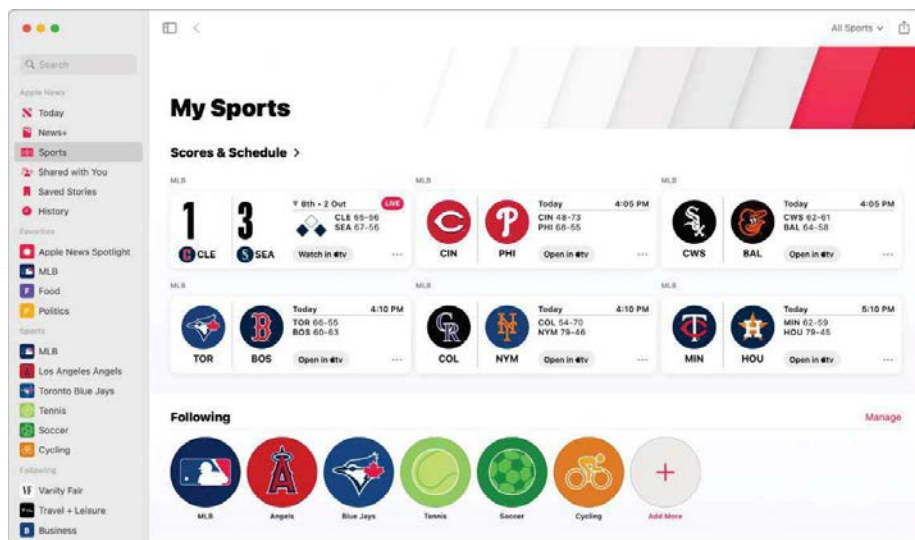



*Note:* Apple News and Apple News+ are not available in all countries or regions.

**Customize your feed.** Follow your favorite channels and topics to see them in the Today feed and sidebar. Enter a news outlet or topic in the search field, then click + to follow it. To make it more prominent in the sidebar, Control-click the channel and click Add to Favorites.

**Follow your favorite teams with My Sports.** My Sports lets you follow your favorite teams and leagues; receive stories from sports publications, local newspapers and more; access scores, schedules, and standings for the top professional and college leagues; and watch highlights. Open the Today feed, scroll down to My Sports, and click Get Started to start following your favorite sports.





 **Tip:** If you're reading an article and want to save it for later, choose **File > Save Story**. To view the article later, click **Saved Stories** near the top of the sidebar. You can access articles from any of your devices when you sign in with the same Apple ID.


**Shared with You.** When friends in your contacts share stories with you in Messages, they automatically appear in the new **Shared with You** section in the Today feed and in the sidebar of Apple News. Stories found in News and Safari appear in **Shared with You** in both apps—so you can enjoy them in either place.

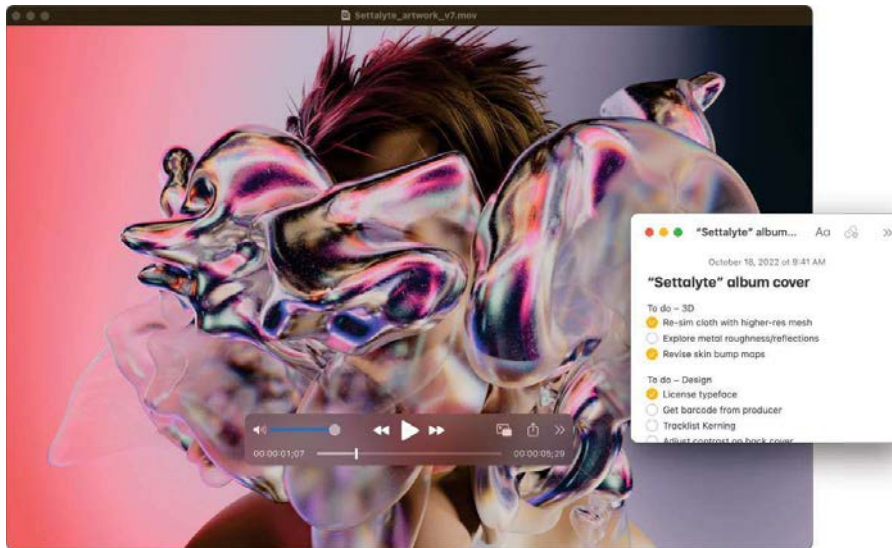
**Use Quick Note to save and organize articles.** If you're doing research for a project or upcoming vacation, you can add a Quick Note to a news story and tag it to save it for later. In News, press **Fn-Q** or use a specified Hot Corner to open Quick Note and save the article link. You can find the Quick Note later in the sidebar of the [Notes](#) app.



**Learn more.** See the [Apple News User Guide](#).

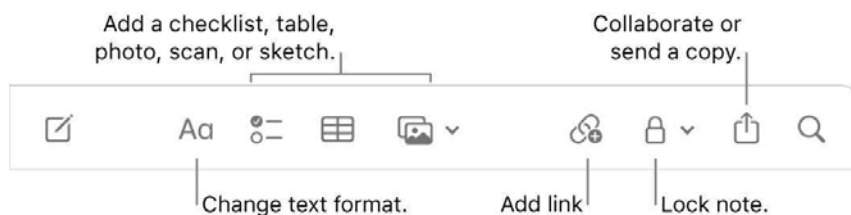
## Notes

Notes is the best place to capture quick thoughts or save longer notes with checklists, images, web links, and more. Collaboration features—like shared notes and folders, mentions, and activity view—make it easy to work with others and stay updated about what's happening in your note. You can also keep organized with Tags, or use Smart Folders to automatically arrange your notes based on criteria like whether your note has checklists or attachments, when the note was created or edited, and more. And with iCloud, it's easy to keep all your devices in sync, so you always have your notes with you on any device where you're signed in with your Apple ID.



**Note:** To create Quick Notes using a different Hot Corner, go to **System Settings**  > **Desktop & Dock**, then click **Hot Corners** and choose a corner to assign to Quick Note.



**Add content, lock notes, and share them.** Use the Notes toolbar to quickly add checklists, photos, videos, sketches, tables, links, and more to your note. Click  to lock your note with your Mac Pro login password or create a separate password. Share a note with Mail, Messages, Reminders, or AirDrop by clicking , choose Send Copy, then choose how you want to share.

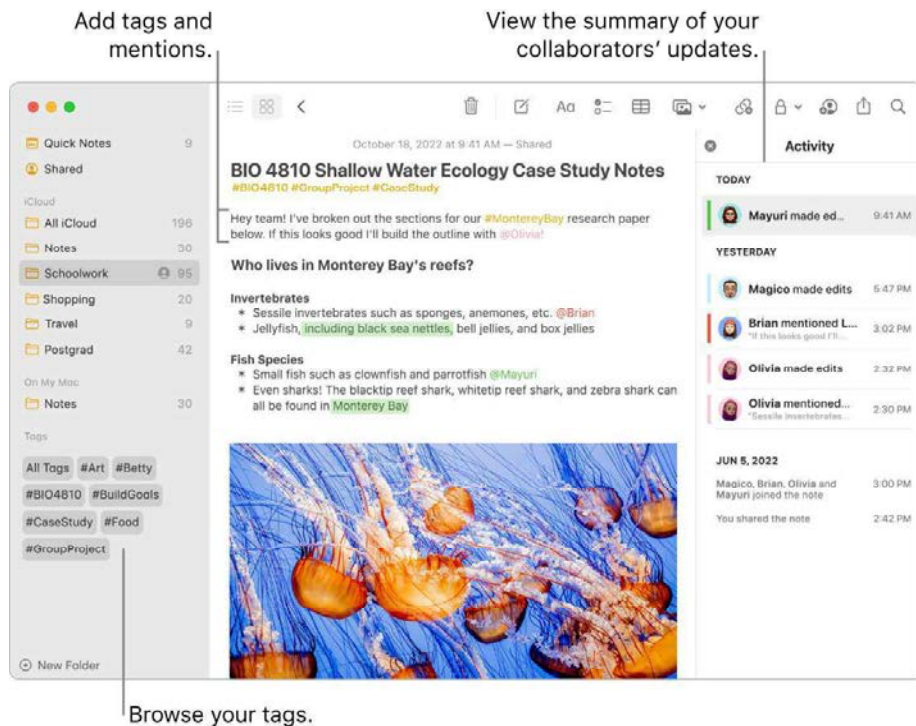


**Tip:** When you're signed in with your Apple ID and iCloud is turned on for Notes, your notes are kept up to date on all your devices—so you can create a to-do list on your Mac, then check off items on your iPhone while you're on the go.

**Collaborate on a note.** You can send an invitation to collaborate on a Note in Messages or Mail, or copy and share the link. Click  in the tool bar, choose Collaborate in the menu, then select Messages, Mail, or Copy Link. If you share the link in Messages, everyone on the thread is automatically added to the list. After you've invited others to join, you can track activity and manage collaboration by clicking .

**Add tags.** Use tags anywhere in the body of your note to categorize and organize them. Type the # symbol followed by your tag text. You can view your tags in the sidebar to quickly jump to notes with a specific tag or tags (for example, #vacation or #cooking). Custom Smart Folders automatically collect notes in one place based on the same tags.

**Use mentions.** Add mentions (type @ followed by a name, for example, @Leslie) to connect directly with your collaborators on a project or in a social setting. They'll get an alert that they've been mentioned in a note, and they can jump right in and participate.



**View a note's activity summary.** See the latest updates about who's been working on a shared note in the Activity view on the right side of the Notes window. Swipe right on note text to view editor callouts showing highlighted changes and the date and time the note was edited.

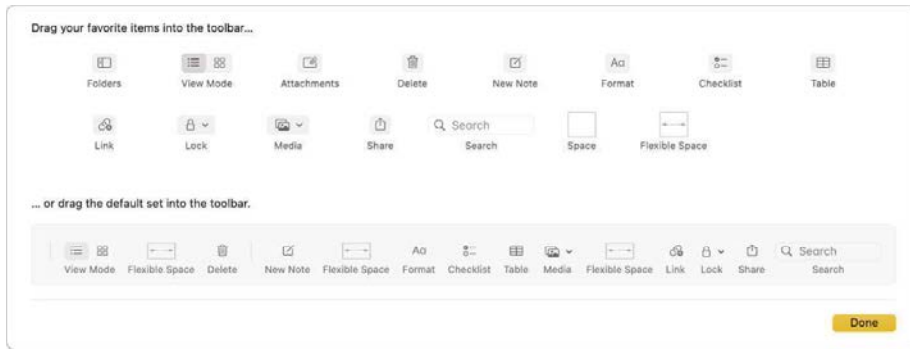
**Organize with Smart Folders.** Smart Folders make it easy to quickly arrange your notes by the filters that you set up. You can filter by tags, mentions, the date a note was created or edited, if the note is locked or pinned, Quick Notes, and more. You can add multiple filters to a Smart Folder and choose whether all or any are applicable. To get started, click New Folder in the lower-left corner, name your folder, then select "Make into Smart Folder," then add the criteria you want.

**Add a Quick Note from anywhere.** With Quick Note, you can create a note from any app or website on your Mac and view it in the Quick Notes category in the Notes sidebar.

To create a Quick Note, use the keyboard shortcut  $\text{⌘-Q}$  or move your pointer to the lower-right corner of the screen, where Quick Note is accessible by default as a Hot Corner. In Safari, you can create a Quick Note by highlighting text on a webpage, then click Share  $\text{⏏}$  > Add Quick Note to add the highlighted text to your note.

Adjust the size or position of your Quick Note (drag a corner to resize the Quick Note or drag the title bar to reposition it), so it doesn't block what you're viewing.

**Customize your toolbar.** Control-click anywhere in the tool bar to open the Customize Toolbar window. Drag your favorite items into the toolbar to make it work for you.



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

## Numbers

Use Numbers to create attractive and powerful spreadsheets on your Mac. More than 30 Apple-designed templates give you a head start when you create budgets, invoices, team rosters, and more. Numbers can also open and export Microsoft Excel spreadsheets. With Activity Stream, it's easier than ever to collaborate on a Numbers spreadsheet and keep track of every change along the way.

**Start with a template—then add what you want.** Select the sample text in the template, then type new text. To add images, drag a graphic file from your Mac to the placeholder image.

Add objects like shapes and charts. View formatting options for the selected object.

**PET HOTEL & DAY CARE**  
Renovation Project – November 2020

**Renovation budget allocation**

Item	Cost
Design consultation fees	\$1,500
Flooring	\$2,650
Plumbing and electrical	\$800
Cabinetry	\$5,500
Fixtures and fittings	\$2,800
Labor	\$4,000
<b>Total</b>	<b>\$17,250</b>

*Let's try to bring this down* (23%)


**Collaborate with Messages.** You can send an invitation to collaborate in Messages, and everyone on the thread is automatically added to the Numbers spreadsheet. Click the Share button in the menu bar, make sure Collaborate is selected, and then click Messages. Choose the name of the group you want to add as participants.

**Work together in real time.** With Activity Stream, a detailed list in the sidebar allows you to see edits and comments made by collaborators on a Numbers spreadsheet. It's easy to follow each change, as well as who has been added to the spreadsheet or what file management updates have occurred.

**Get organized with sheets.** Use multiple sheets or tabs to show different views of your information. For example, use one sheet for your budget, another for a table, and a third for notes. Click **+** to add a new sheet. Drag a tab left or right to reorder sheets.



**Formulas are a snap.** Get built-in help for more than 250 powerful functions—just type the equal sign (=) in a cell, and you see a list of all the functions and their descriptions in the sidebar. Start typing a formula to get instant suggestions.

**Tip:** To get instant calculations for a series of values, select the range of cells containing the values. At the bottom of the window you'll see the sum, average, minimum, maximum, and count of the selected values. Click the Menu button  at the bottom right to see even more options.

**Create pivot tables.** Create a pivot table using a table or range of cells in a spreadsheet as your source data, then use it to analyze any set of data, quickly group and summarize values, and identify interesting patterns and trends. You can edit the cell range of your source data, add and arrange pivot table data, create a snapshot of a pivot table that you can copy to other apps, and more.

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

## Pages

Use the Pages app to create stunning, media-rich documents and books on your Mac. Open and edit Microsoft Word files, and track changes made by yourself and others. With Activity Stream, it's easier than ever to collaborate on a Pages document and keep track of every change along the way.

**Look good!** Pages includes professional, ready-to-use templates for books, newsletters, reports, résumés, and more, making it easy to start your project.