

# macOS Setup Tips & Resources

Information Technology Services

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## First-Time Login – Be On-Campus using an Ethernet Cable Connection

1. Be sure to login to your new (or re-imaged) Mac computer for the first time while you are on campus! Although login using the MiddleburyCollege wireless network may work, use of an Ethernet cable will provide the most consistent results and is the recommended method.
2. Start the computer, enter your Middlebury College username and password when prompted, then press the RETURN key to complete the login process.
3. From the *Data and Privacy* screen, click **Continue**.
4. Sign in with your **Apple ID** when prompted.
  - Note: We recommend use of an Apple ID linked with an Apple email account instead of your @middlebury.edu address for ease of account portability. (If you have used your Middlebury address, there is a way to convert it.)
5. **IMPORTANT!!!** Review iCloud backup options carefully when presented and adjust as needed. 5G is provided free.
  - If you use iTunes and/or Photos apps, iCloud storage allows easiest multi-device access.
  - For other work-related storage, use Google Drive File Stream or Microsoft OneDrive.
6. Enable Siri if desired, then click **Continue** to complete the initial setup.

## OneDrive Setup

Microsoft's OneDrive app is already installed and available for use on your Apple computer if you wish to use it to synchronize files between your computer and the cloud. By default, all your OneDrive folders in the cloud will sync to your computer. You can easily adjust this during setup.

Here's how to set up OneDrive for use, if desired:

1. At the *Set Up OneDrive* screen, provide your email address when prompted, then click **Sign in**.
2. Provide your Middlebury email address and password if prompted, then click **Next**.
3. In the *Sync Files From Your OneDrive* window, adjust your sync settings as desired, then click **Next**.
  - Important: To avoid filling your hard drive, opt to sync only folders you actively use.
4. The local **OneDrive – Middlebury College** folder is created on your computer, and the files and folders you specified to sync will begin to appear as they are copied down from the cloud.
5. If you do not see green check marks in the Finder window to indicate successful synchronization of files, check your **Extensions** settings (Apple menu > System Preferences > Extensions) as only one extension is supported at a time.

You can adjust syncing and app settings at any time using the grey cloud icon  in the menu bar. For more information about OneDrive use, visit <http://go/onedrivehelp/>.

## Set up your Exchange Email Account in Outlook

1. Open the **Applications** folder, then launch **Microsoft Outlook**. If this is the first time you have opened Outlook then the *Welcome to Outlook* window will open. Click **Get Started**.
2. Choose your desired Office theme, then click **Continue**.
3. Click **Start Using Outlook**.
4. In the *Set Up Your Email* window, type your email address, then click **Continue**.
  - Sign in with your organizational account if prompted.
5. Click **Done** to complete your account setup.

## Common Outlook Setting Adjustments

Many people wish to adjust Outlook's default settings. Here are a few of the most commonly asked:

- Want to shut off or relocate the reading pane? Click the **Organize** tab, then click the **Reading Pane** button. Select **Off** or **Bottom** from the drop-down list, as desired.
- Are your messages grouped differently? Click the **Organize** tab, then click the **Conversations** button to turn off this view. (Click it again to toggle it back on.) The **Arrange By** button can also be used to change how messages appear in a list.
- Missing your Bcc field? Start a new message then click the **Options** tab. Simply click the **Bcc** button and this field will now appear when creating future messages.

## Add Another Middlebury Mailbox to your Outlook View [only if needed]

If you are a delegate for other Middlebury mailboxes (such as FAX mailboxes), you may add them to your Outlook folder view as follows:

1. Click on **Tools > Accounts**, then select your Exchange account at left.
2. Click the **Advanced...** button in the lower right.
3. Click the **Delegates** tab.
4. Click the plus ("+") sign below the lower *Open these additional mailboxes* pane, then enter the name of the mailbox to which you have access. Click to select the mailbox then click **Add**.
5. Click **OK**, then close the *Accounts* window.
6. The mail folders, calendar, contacts, etc. for that mailbox should now be visible in the navigation pane at left, assuming the owner has granted you delegate permissions.
  - Note: If you receive a pop-up window saying, "*Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account...*" check the box beside **Always use my response for this server**, then click **Allow**.

## Restore Signatures

If you only use a few signatures, you can easily recreate them. Here's how:

1. Open an old message from your **Sent** folder, then copy your signature text.
2. Choose **Outlook > Preferences** from the menu bar, then click **Signatures**.
3. Click **+** to add a signature, paste in your text, then close the window. Rename it, if desired.
4. In the *Choose default signature:* section, specify your choices then close the dialogue box.

## Add Programs to the Dock

1. All programs installed on your Mac are located in the Applications folder. Click **Go** on the Finder menu bar (at the top of your screen) then click **Applications**.
2. Drag frequently used applications to your Dock. This will add them for ease of future access.
  - Apps may also be added when in use. Right-click the icon in your Dock, then choose **Options > Keep on Dock**.
3. Repeat step 2 as needed for other desired programs. Docked items appear each time you start your computer.

### TIPS:

- You may reposition icons on the Dock by dragging them to reflect the order you prefer. To remove an unwanted item from your Dock, simply drag the icon off the Dock then release the mouse button.
- To specify Dock effects (such as icon size, magnification, and position), choose **System Preferences** from the Apple menu at top left, then click **Dock**.

## Google's Drive File Stream Setup

If you wish to use **Google's Drive File Stream** to synchronize files between your computer and the cloud, you will need to download and install the application. If you only work with Google files via a web browser then you need not install this software.

By default, Drive Stream Files are stored only in the cloud and do not take up your hard drive space. These files are available for use only when you are connected to the internet. You can easily mark files to be available for use when you are offline.

Here's how to obtain and set up **Google's Drive File Stream** for use, if desired:

1. Visit <http://go/getgdfs/>, click the blue **Sign In** button, then sign in with your Middlebury email address and password.
2. Click the **Download for Mac** button, then save and run the installer.  
(If you don't see the download button then you need to login to Google at top right.)
3. Drive Stream Files are stored only in the cloud unless you specify otherwise. You can mark items as "Available offline" if you need to be able to edit them without a network connection or if they are too large for use otherwise.
  - Right-click the file or folder, then choose **Drive File Stream > Available offline**. Your changes will sync to the cloud automatically when you are online once more.

You can control the app settings at any time by clicking the menu bar icon . For more information about Google apps, visit <http://go/gdrivehelp/>.

## VPN Setup using Pulse Secure



Pulse Secure software used for VPN is already installed on your new computer; you just need to specify the server (<https://vpn.middlebury.edu>) and save your connection details with a name for future use. Need more details? Visit <http://go/vpn/> and start with step 4 of the *Mac* section.

## Restore your Mozilla Firefox Bookmarks

### If you set up a Sync account on your old computer...

1. Click the menu button , and then click **Sign in to Sync**.
2. Click the **Sign In** button.
3. Provide the sync email address and password you created earlier on.

### If you saved your bookmarks as an HTML file...

1. Launch Firefox, then choose **Bookmarks > Show All Bookmarks** from the menu bar.
2. From the *Library* dialog box, click the  icon, then click **Import Bookmarks from HTML....** The Import Bookmarks File dialog box should appear.
3. Navigate to your storage location (such as a USB stick or the cloud) using the left-hand pane, select the bookmark file you saved previously, then click **Open**. The bookmarks will be imported.
4. Close the *Library* window.
5. Click  at the far right ("Show your bookmarks"); your favorites/bookmarks should now be available for use.

## Restore your Safari Bookmarks

If you are using iCloud and synchronize your bookmarks with that method, you can simply log in to access them from your computer, otherwise you can import them as outlined below:

1. Launch Safari, then choose **File > Import From > Bookmarks HTML File...** from the menu bar.
2. Navigate to your storage location (such as a USB stick or the cloud) using the left-hand pane, select the bookmark file you saved previously, then click **Import**. The bookmarks will be imported.

## Install Printers using Self Service

To use a networked departmental printer you need to obtain its exact network print queue name. Look for a sticker on the printer showing this information. Once you have obtained the printer queue name(s), simply follow the steps below **on your College-owned computer** to connect to desired printers, then set a default printer that you use most often.

1. Navigate to the **Utilities** folder on the Mac using the Finder menu (**Go > Utilities**).
2. Double-click **Self Service** to launch this program.

Note: Do not use the Log In button on this site as an error message will result.

3. Click **Printers** in left-hand pane.
4. Scroll or use the search field (see top left corner near “stop light” controls) to locate a desired printer, then click its "**Install**" button.
  - o If you cannot find the printer you want in Self Service, you will need to follow the instructions “*Connect to Network Printers Manually on a Mac*” at <http://go/print?mac/>.

For detailed information about how to set up double-sided printing on a Mac, visit <http://go/print?mac/>.

### **Set Your Default Printer**

If you will use multiple printers, you should specify the one you will use most frequently as your default printer.

1. Click the **System Preferences** icon on your Dock, then open **Printers & Scanners**.
2. Use the **Default Printer** drop-down list in the *Printers & Scanners* dialog box to specify your desired default printer.
3. Close the *Printers & Scanners* dialog box.

## **Show Icons for Hard Drive, External Disks, CDs & Servers on Your Desktop**

1. Exit or minimize any open windows, then click on your desktop.
2. Click **Finder** at top left beside the apple icon, then click **Preferences**.
3. Click the **General** button, then check/uncheck boxes as desired to control which elements you want to display on your desktop.
4. While you’re here, you may also want to click the **Sidebar** button to adjust which items are displayed on the left side of your Finder window.
5. Exit the dialog box by clicking on the red dot at top left corner.

## **Adjust System Preferences to Ease Navigation**

There are a number of system preferences you can fine-tune to suit your navigation style. Our favorites are included here. To get started, click the **System Preferences** icon on your **Dock**.

### **Set Up Right-Click for your Mouse**

Your mouse is not initially set up to provide context-sensitive menus with a right click. To enable this feature:

1. From **System Preferences**, click on **Mouse**.
2. Select **Secondary Button** from the drop-down menu on the right side of the mouse.

## Adjust Trackpad Settings

1. From **System Preferences**, click on **Trackpad**.
2. Click **More Gestures**.
3. Click to select **Show Desktop** if it is not already checked. This setting allows you to access your desktop using a spreading gesture on your trackpad with your thumb and three- fingers.
4. Review the **Point & Click**, **Scroll & Zoom**, and **More Gestures** options to discover settings for navigation “gestures” that may be of interest.

## Show Scroll Bars

Scroll bars are not always displayed; they come and go as needed. You can, if desired, set up “persistent” scroll bars that are always present. To do so:

1. From **System Preferences**, click on **General**.
2. For the *Show scroll bars* setting, click the radio button beside **Always**.

## Set Up Mission Control & Hot Corners

The *Mission Control* feature provides a unified overview of all your open windows, thumbnails of your full-screen applications, and access to the Dashboard. You can specify keyboard and mouse shortcut keys, adjust settings and set up *Hot Corners* to choose what should happen when the cursor is moved to a specific corner of the display. To do so:

1. From **System Preferences**, click on **Mission Control**.
2. Adjust entries in the *Keyboard and Mouse Shortcuts* section if desired.
3. Click the **Hot Corners...** button, then use the drop-down menus to select what you want to happen when you put your cursor in that corner.
4. Click **OK** to apply your changes, then close the *Mission Control* window by clicking the red button.

## Adjust Energy Saver & Power Options

You may feel that your computer goes to sleep and/or your display shuts down too frequently. These instructions explain how to find these settings so you can adjust them to suit your needs.

1. Click **System Preferences** on your Dock.
2. Click **Energy Saver**.
3. Click **Battery** to change settings that take effect when you are using battery power or click **Power Adapter** to adjust how things work when you are plugged in using the power supply.
4. Adjust settings as desired to change the amount of time before your computer and/or display enters Sleep mode.

**Important:** You should shut down your computer fully when it will not be in use for long periods of time, otherwise it will overheat! Use of the *Sleep* feature is intended for short durations only, such as going from your office to a nearby classroom.

## Set Up Dual Monitors

If you use two monitors you may want to adjust settings to achieve desired functionality. Click **System Preferences** on your Dock, then click **Displays**.

## Create Aliases for Quick Access to Folders & Files

You can speed up the process of working with files and folders by making *aliases* that save navigation steps. **To create an *alias***, use any of the following methods:

- Drag a folder or file icon to the **Favorites** section of the Sidebar to provide easy open/save-as access from your applications. (The Sidebar is the left-hand navigation pane normally visible when you open a New Finder Window from the File menu.)
- Drag the folder, file or server icon to your Dock, next to the Trash icon.
- Hold down **Command + Option**, then drag your folder or file icon to the Desktop. This creates an alias instead of copying the item.

**Using an *alias*** is simple, just click the icon on your Sidebar, Dock, or Desktop and you'll be asked to log in (if needed), then the folder or file will be opened.

Note: Aliases made to Middfiles folders (such as class folders) will only work when you are connected to the College network.

## Set Up Find My Mac

The "Find My Mac" feature can help you locate and protect your computer if it is lost or stolen. We highly recommend that you take a few minutes set up this feature using Apple's instructions at: <http://go/findmymac/>. For usage information should misfortune strike, visit <http://go/lostmac/>.

**Be sure to check out the helpful resources on the back page!**

## HELPFUL RESOURCES

### Middlebury College Software Management & Self Service

We use JAMF Pro's Self Service program to make software available to you more quickly and easily. Located in Applications > Utilities, the **Self Service** utility offers a growing number of common software titles – as well as printer installers, operating system updates, and more – that can all be installed at your convenience.

For more information, visit <http://go/selfservice/>.

### Connect to a Projector

Connect your laptop in a Smart Classroom following instructions available at <http://go/smartguides/>. To adjust how your laptop's display is projected, press **Command + F1** to mirror or extend your desktop.

### Accessing Cloud Storage via a Web Browser

You can access cloud documents stored with OneDrive, Google, and iCloud using your preferred web browser:

- OneDrive: <http://go/onedrive/>
- Google Drive: <http://go/gdrive/>
- iCloud: <http://www.icloud.com> or <http://go/icloud/>

### Spotlight Shortcut

Would you like to perform a search but you are not in the Finder? Press **Command + spacebar** and the Spotlight Search box appears.

### Learn About Exciting New Features on macOS & Office

We've done the work for you and gathered some great ways to learn about macOS and Office.

- <http://go/mojave/> – You'll find general information here about any known OS issues and resolutions, as well as links to learning resources to help you get up to speed on what's new.
- <http://go/office365/> – You'll find training resources and quick start guides to help you learn about the suite of Office products.