

Apple laptop: Set up

Making your computer safe and ready to use.

The setting up process lets you get your computer ready for everyday use. It lets you choose some important options, connect to the internet, and set up an account so you can sign in securely.

What you will need

Before you begin the course, your computer must have the latest edition of the operating software, which is **macOS Catalina**. If your computer is not brand new, however, and is using an older version of the operating software, you will still be able to follow along and will have an opportunity to update to macOS Catalina after completing this course. For more information about macOS Catalina, refer to the *Apple laptop: Security and privacy* guide.

You should check that the mouse and keyboard are connected properly, and you will need to have the name of your home Wi-Fi and the password to hand.

To complete setting up, you'll also need your mobile phone number.

First steps

Usually, an Apple computer starts with the **Sign-in** screen. But after resetting, and when a computer is brand new, there are some questions you need to answer first. This process, known as **macOS Setup**, is what we will guide you through in this course.

If your computer is already showing a Sign-in screen and it's for your account, then your computer is already set up and you can go to the next course in this topic: *Apple laptop: Security and privacy*.

Even if your computer is already set up, it's worth following along with this course to see the process, in case you ever need to reset, or get a new computer.



The setup process gets your computer ready for everyday use, and lets you create an account for signing into your computer securely

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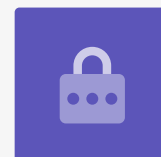
The Welcome screen

If your computer is showing a **Welcome** screen that asks you to confirm your country, you're ready to begin setting up.

Scroll down the list to find **Australia** and click it to highlight it in blue.

Now click the arrow above **Continue**.

It's safe to tell your computer that you live in Australia. This doesn't give out your home address, and it makes sure your computer gets all the right updates and information for Australia.



Choosing the Written and Spoken Languages

The next screen shows options for the written and spoken languages your computer uses.

The recommendations have been set by the computer, based on you selecting **Australia** as your country.

Preferred Languages shows that your computer will use Australian spelling.

Input Sources shows that your computer will use the Australian keyboard layout.

Dictation means that your computer's voice assistant will speak to you in English

You can change any of these by clicking **Customise Settings**. When you are happy with your written and spoken language choices, click on the arrow above **Continue**.



Your computer makes language settings based on your selected country

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Connecting to the internet

Your computer will ask to connect to the internet, so make sure you have your home Wi-Fi name and password nearby. Connecting to the internet now lets you set up your computer securely using an Apple ID.

- 1.** A list of nearby Wi-Fi networks will appear. Your home Wi-Fi is usually at the top, but if it isn't, look through the list to find it.
- 2.** A box titled **Password** will appear to the right of the list, asking for the **password**.
- 3.** Type in your password carefully, making sure you get it exactly right, including capital letters and numbers. You won't be able to see the password as you type it. This is good security, but hard to tell if you've made a mistake!
- 4.** Click on the arrow above **Continue** to connect. This will take a minute, but if it says the connection could not be configured, you may have entered the password incorrectly. Don't worry, you can try again! Click your home Wi-Fi network name again and have another go.
- 5.** Your computer will connect to your home Wi-Fi, and is ready to continue when your computer moves on to the next screen.



Connecting to the internet over Wi-Fi lets you set up securely with an Apple ID

Data & Privacy

The **Data & Privacy** screen tells you that your computer will sometimes ask for personal details.

You can click **Learn More** for more information, or click on the arrow above **Continue** to go on with setting up.



This icon appears when your computer asks to use personal information

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Transfer Data to this Mac

These are options for copying files and other data across from an older Apple or Windows computer you might have. You will also be able to do this after completing the set up.

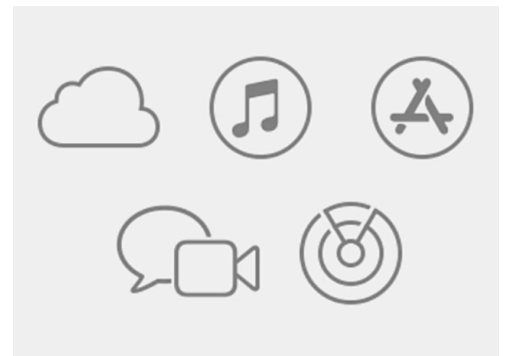
For now, select **Don't transfer my information now**, and then click on the arrow above **Continue**.

Sign into an Apple ID

If you already have an **Apple ID**, you can sign in here using your **Apple ID** and password. Once you've signed in, you can skip ahead in this tip sheet to the **Terms and Conditions** section, on **page 6**.

If you don't already have an **Apple ID**, click **Create new Apple ID** and follow these steps:

1. Using the drop-down menus, enter your **Date of birth** and then click the arrow above **Continue**.
2. Enter your **First Name** and **Last Name**.
3. You will now be asked to add an **email address**. You can use an existing email address, or you can click on the link to create a new **iCloud** email address if you prefer.
4. The email address you enter here will become your **Apple ID**. Enter it now.



An Apple ID gives you access to Apple services and helps keep your information secure

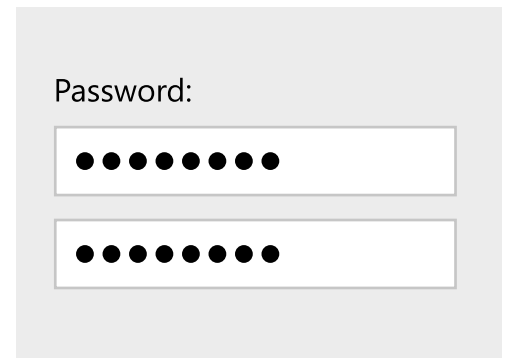
A strong password should have at least eight characters, including letters, numbers and capitals. Don't use the same password as any other email or account. You should also keep a secure record of your Apple ID email address and password in a safe place.



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5. Now create a strong password for your Apple ID, by entering a new password in the box next to **Password**.
6. Type your new password a second time in the box below, to confirm it.
7. If you do not wish to receive **Apple News and Announcements**, click the little box with the white tick to turn this option off.

You've now created your **Apple ID** email address and password, so click the arrow above **Continue** to confirm.



You need to type your Apple ID password twice to confirm it

Setting up Two Factor Authentication

You can now set up a second way to protect your Apple ID account using something known as **Two Factor Authentication**.

Two Factor Authentication works by sending a unique security code to your phone each time you log into your Apple ID account. You simply enter the code you've been sent to complete the log in successfully.



To set up:

1. In the box that says **phone number**, type in your mobile phone number.
2. If you don't have a mobile phone, click the **Phone call** option, rather than **Text message**. Apple will send an automated phone call to your landline, so you can receive messages and security codes.
3. Now click the arrow above **Continue**.
4. Your computer will now send a six-digit code to your phone. Once you receive it, type the numbers into the box, and click the arrow above **Continue**.

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Terms and Conditions

Next, you'll see Apple's **Terms and Conditions**. Once you've read them and are ready, click on the arrow above **Agree**.

Your computer wants to be sure, so click **Agree** in the pop-up message to confirm.

If you just created a new Apple ID, your computer will now take a few moments to set it up.



If you don't agree to Apple's terms and conditions, you won't be able to move onto the next step

Creating a Computer Account

Next, you'll create a secure account on this computer. A computer account is different to the Apple ID account. It is the username and password that you use to unlock your computer when you want to use it. It also prevents others from using your computer without your permission.

If you set up or logged in with an Apple ID in a previous step, your details will already have been added to this screen.

If they do not appear:

1. Type your first and last name in the box next to **Full name**.
2. Click in the box next to **Account Name** and your computer will suggest an account name for you, but you can change it if you want.
3. Click on the box next to **Password** to create a password. This is the password you'll use to unlock your computer.
4. Once you've entered your password, click the box and type it again to verify it.
5. Next, add a **hint** to help you remember your password. Be sure it isn't obvious for someone to guess.
6. **Allow my Apple ID to reset this password** is a handy feature that can help you if you've forgotten your password, so leave this box ticked.
7. Your computer has selected an **image** for your account. This will appear each time you log in to your computer.
8. If you want to change it and your computer has a webcam, click on the selected image, then select **Camera** in the box that appears to take a photo of yourself.
9. Alternatively, you can click on **Defaults** to find an image. When you find one you like, click on it and then click **Save** to set it.

When you're happy with these settings, click the arrow above **Continue**.

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Apple iCloud set up

Now your computer will set up Apple's iCloud. This is a service provided by Apple that lets you store files online, which is handy for accessing them on other devices.

You don't have to do anything here – just wait for it to finish.

Express Set-Up

An Apple computer is a very sophisticated machine, and these next few screens deal with advanced and paid features that you can set up later. So, for now:

1. On the **Express Set-Up** screen, click the arrow above **Continue**.
2. On the **Analytics** screen, leave the box unticked, and click the arrow above **Continue**.
3. On the **Screen Time** screen, click the arrow above **Continue** once more.
4. We will cover **iCloud** and storage on the **iCloud Drive** features in another course, so untick both boxes, then click the arrow above **Continue**.
5. On the **Choose Your Look** screen, you can decide between a **Light**, **Dark**, or **Auto** mode for your computer. We recommend **Light** mode, as it's easier to read.



Set up is completed when the desktop screen appears

Final steps

The last screen you'll see is the **Setting Up Your Mac message**, with a spinning wheel at the bottom.

When the desktop screen appears, set up is complete and your computer is ready to use. Well done!