



MacBook Air Essentials

MacBook Air at a glance

Take a tour: MacBook Air with M2 chip

Note: This guide is for the currently shipping MacBook Air models. If you're not sure which model you have or want to find information and documentation for other models, see the Apple Support article [Identify your MacBook Air model](#).

The 13-inch and 15-inch MacBook Air with M2 chip models have the following features:



- *Thunderbolt / USB 4 ports:* Charge your computer, transfer data at Thunderbolt 3 or USB 4 speeds (up to 40 Gbit/s), connect to a display or projector, and more. The ports can also charge devices, such as an iPad or a rechargeable trackpad or keyboard.



- *MagSafe 3 port:* Plug in the included USB-C Power Adapter to recharge the MacBook Air battery. The indicator light glows amber when the battery needs to be charged, and green when it's fully charged. Fast charge your MacBook Air with M2 chip battery—up to 50 percent in around 30 minutes—with the optional 70W USB-C Power Adapter.



- *3.5 mm headphone jack:* Plug in stereo headphones or external speakers to listen to your favorite music or movies. You can even use high-impedance headphones without a digital-to-analog converter or an amplifier.



- *1080p FaceTime HD camera:* Make FaceTime video calls or take pictures and video. The camera system provides high-quality video and great low-light performance. If the green indicator light next to the camera is glowing, the camera is on. See [FaceTime](#) and [Use the built-in camera on Mac](#) in the macOS User Guide.
- *Speakers:* The 15-inch MacBook Air with M2 chip has a six-speaker sound system that consists of two tweeters and two force-canceling woofers. The 13-inch MacBook Air with M2 chip has a four-speaker sound system that consists of two tweeters and two woofers. With both, enjoy an immersive audio experience with Spatial Audio support for movies and music with Dolby Atmos.
- *Touch ID (the power button):* Press to turn on your MacBook Air (or just lift the lid). You can also lock your Mac by pressing the Touch ID button. When you first start up or restart, you need to log in by typing your password. After you set up Touch ID, you can authenticate with a touch instead of typing your password (after your first login), and use Touch ID for Apple Pay purchases. See [Magic Keyboard for MacBook Air](#).
- *Microphones:* Talk with friends or record audio with the built-in three-microphone array.
- *Force Touch trackpad:* Control your MacBook Air with gestures. The entire trackpad surface acts as a button so you can easily click anywhere. For more about using gestures, see [MacBook Air trackpad](#).

Take a tour: MacBook Air with M1 chip

Note: This guide is for the currently shipping MacBook Air models. If you're not sure which model you have or want to find information and documentation for other models, see the Apple Support article [Identify your MacBook Air model](#).

The MacBook Air with M1 chip has the following features:



- *Thunderbolt / USB 4 ports:* Charge your computer, transfer data at Thunderbolt 3 or USB 4 speeds (up to 40 Gbit/s), connect to a display or projector, and more. The ports can also charge devices, such as an iPad or a rechargeable trackpad or keyboard.



- *3.5 mm headphone jack:* Plug in stereo headphones or external speakers to listen to your favorite music or movies.

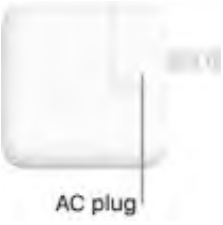


- *FaceTime HD camera:* Make FaceTime video calls or take pictures and video. If the green indicator light next to the camera is glowing, the camera is on. See [FaceTime](#) and [Use the built-in camera on Mac](#) in the macOS User Guide.
- *Touch ID (the power button):* Press to turn on your MacBook Air (or just lift the lid). You can also lock your Mac by pressing the Touch ID button. When you first start up or restart, you need to log in by typing your password. After you set up Touch ID, you can authenticate with a touch instead of typing your password (after your first login), and use Touch ID for Apple Pay purchases. See [Magic Keyboard for MacBook Air](#).
- *Microphones:* Talk with friends or record audio with multiple built-in microphones.

- *Force Touch trackpad:* Control your MacBook Air with gestures. The entire trackpad surface acts as a button so you can easily click anywhere. For more about using gestures, see [MacBook Air trackpad](#).

What's included with your MacBook Air

To use your MacBook Air, you need two accessories included in the box—a cable and one of the power adapters listed below.

Accessory	Description
	USB-C Charge Cable: <i>For MacBook Air with M1 chip.</i> To charge your MacBook Air, connect one end of the USB-C Charge Cable to any Thunderbolt port on your MacBook Air, and the other end to the included power adapter.
	USB-C to MagSafe 3 Cable: <i>For 13-inch and 15-inch MacBook Air with M2 chip.</i> To charge your MacBook Air, connect one end of the USB-C to MagSafe 3 Cable to the MagSafe 3 port on your MacBook Air, and the other end to the included power adapter. When you first connect the cable to MacBook Air, a battery status indicator on the connector starts to glow: green for fully charged or amber for charging.
 AC plug	30W USB-C Power Adapter: <i>For MacBook Air with M1 chip and 13-inch MacBook Air with M2 chip.</i> After the power adapter is connected, fully extend the electrical prongs on the AC plug, and plug the adapter into an AC power outlet.
 AC plug	35W Dual USB-C Port Compact Power Adapter: <i>For 13-inch and 15-inch MacBook Air with M2 chip.</i> After the power adapter is connected, fully extend the electrical prongs on the AC plug, and plug the adapter into an AC power outlet.

Accessory	Description
 AC plug	70W USB-C Power Adapter or 67W USB-C Power Adapter: <i>Optional for 13-inch and 15-inch MacBook Air with M2 chip.</i> After the power adapter is connected, fully extend the electrical prongs on the AC plug, and plug the adapter into an AC power outlet. With the 70W USB-C Power Adapter, you can fast charge the MacBook Air with M2 chip up to 50 percent in around 30 minutes.

Other adapters and accessories are sold separately. Visit apple.com, your local Apple Store, or other resellers for more information and availability. Review the documentation or check with the manufacturer to make sure you choose the right product.

Magic Keyboard for MacBook Air

The Magic Keyboard with Touch ID has built-in features that make it easy to enter emoji, switch keyboard languages, lock your MacBook Air, and perform many system functions with the touch of a key. When you set up Touch ID, you can use your fingerprint to unlock MacBook Air; quickly lock your screen; or make purchases from the App Store, Apple TV app, and Apple Books, and on websites using Apple Pay.



Set up Touch ID. You can set up Touch ID during setup, or at a later time in Touch ID & Password in System Settings. For more information about Touch ID, see [Set up your MacBook Air](#).

Turn on your MacBook Air. Lift the lid, press Touch ID (the power button), or press any other key.

Use Touch ID. After you set up Touch ID, when you start up or restart the computer, you need to log in by typing your password. After initial login, whenever you're asked for your password in the same session, you can just place your finger lightly on the Touch ID sensor to authenticate. You can also use Touch ID to make online purchases securely with Apple Pay. For more information about Apple Pay, see [Use Apple Pay on your Mac](#).

Lock your MacBook Air. Press Touch ID to quickly lock your screen.

Turn off your MacBook Air. To turn off your MacBook Air, choose Apple menu  > Shut Down. To put your MacBook Air to sleep, choose Apple menu  > Sleep.

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

- *Brightness (F1, F2):* Press  or  to decrease or increase the brightness of the screen.
- *Mission Control (F3):* Press  to view what's running on your MacBook Air, including all your spaces and open windows.
- *Spotlight Search (F4):* Press  to open Spotlight and search for something on your MacBook Air.
- *Dictation/Siri (F5):* Press  to activate dictation—you can dictate text wherever you can type (for example, in Messages, Mail, Pages, and other apps). To activate Siri, press and hold , then immediately speak your request.
- *Do Not Disturb (F6):* Press  to turn Do Not Disturb on or off. When Do Not Disturb is on, you won't see or hear notifications on MacBook Air, but you can view them later in Notification Center.
- *Media (F7, F8, F9):* Press  to rewind,  to play or pause, or  to fast-forward a song, movie, or slideshow.
- *Mute (F10):* Press  to mute the sound from the built-in speakers or 3.5 mm headphone jack.
- *Volume (F11, F12):* Press  or  to decrease or increase the volume of sound from the built-in speakers, 3.5 mm headphone jack, or Bluetooth audio device.

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

Use emoji or switch keyboard languages. Press the Function (Fn)/Globe key  to switch to a different keyboard. Press  repeatedly to cycle through emoji options or other languages you specify in Keyboard settings, or press  twice quickly to start dictation (if you turned on Dictation in Keyboard settings).

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

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

MacBook Air trackpad

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

Here are some common gestures:

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

 **Tip:** If you find you’re force clicking when you don’t intend to, try adjusting the click pressure to a firmer setting in Trackpad Settings. Or change the “Look up & data detectors” option from the “Force Click with one finger” default setting to “Tap with three fingers.”

Customize your gestures. In System Settings, click Trackpad in the sidebar. You can do the following:

- Learn more about each gesture

- Set the click pressure you prefer to use
- Decide whether to use pressure-sensing features
- Control the tracking speed
- Customize other trackpad features

Note: If you would like to use a Bluetooth® mouse or trackpad in addition to the trackpad on your MacBook Air, learn how to set it up at [Use Bluetooth accessories with your MacBook Air](#).

Charge the MacBook Air battery

The battery in your MacBook Air recharges whenever the MacBook Air is connected to power.



Charge the battery. Connect your MacBook Air to a power outlet using the included cable and power adapter. To learn more about the adapter and cable that came with your MacBook Air, see [What's included with your MacBook Air](#).

Show battery status in menu bar. Add an icon to your menu bar so you can quickly see information about your battery and open Battery settings. In System Settings, click Control Center, then go to Battery on the right and click Show in Menu Bar. You can also choose to show battery percentage in the menu bar.

Customize battery settings. You can set different options for your battery in System Settings.

- *Optimized Battery Charging:* This feature helps to reduce the wear on your battery and improve its lifespan by learning your daily charging routine. It delays charging the battery past 80% when it predicts that you'll be plugged in for an extended period of time, and aims to charge the battery before you unplug. In System Settings, click Battery in the sidebar, click  by Battery Health, then turn on Optimized Battery Charging.

- **Low Power Mode:** This option reduces energy usage and increases battery life. This is a good option for travel or when you're away from a power source for an extended period of time. In System Settings, click Battery in the sidebar, then choose from the options in the Low Power Mode dropdown.

Note: To customize other advanced settings, like enabling power nap, automatic graphics switching, and when to wake for network access, click Options in Battery Settings.

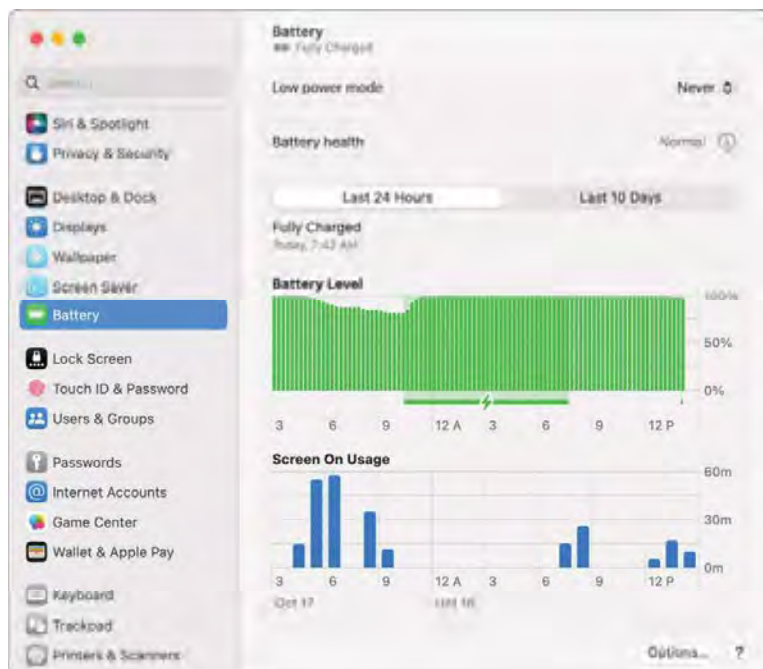
To charge the battery on MacBook Air with M2 chip, use the MagSafe 3 port with the USB-C to MagSafe 3 Cable connected to the power adapter, or one of the Thunderbolt ports with a USB-C Charge Cable connected to the power adapter. To charge the battery on MacBook Air with M1 chip, use either of the Thunderbolt ports and the USB-C Charge Cable connected to the power adapter.

Note: With the USB-C to MagSafe 3 Cable and the optional 70W USB-C Power Adapter, you can fast charge the MacBook Air with M2 chip up to 50 percent in around 30 minutes.

Check the battery's charge. Look at the battery status icon at the right of the menu bar to see the battery level or charging status. Or go to System Settings and click Battery in the sidebar.



Battery usage history. Go to System Settings and click Battery to see your battery's usage over the past 24 hours or the last 10 days.



Conserve battery power. To extend battery life on a given charge, you can reduce the display brightness, close apps, and disconnect peripheral devices you're not using. In System Settings, click Battery in the sidebar to change your power settings. If your MacBook Air is in sleep when a device is connected to it, the device's battery may drain.

Learn more. For more information about:

- The battery in your Mac, including troubleshooting information, see the Apple Support article [Get help with your Mac laptop battery](#).
- How to monitor the battery in your Mac or check its condition, see [Monitor your Mac laptop's battery](#) and [Check the condition of your Mac laptop's battery](#) in the macOS User Guide.
- Charging issues with your power adapter, see the Apple Support articles [If your USB-C power adapter isn't charging your Mac laptop](#) and [If your Mac battery status is "Not Charging"](#).
- The internal, rechargeable battery in your MacBook Air, and for conservation and performance tips, see [Apple Lithium-ion Batteries](#).

Adapters for your MacBook Air

The following Apple adapters are available to connect your MacBook Air to power, external devices and displays, and more.

To see where your ports are located on your MacBook Air, see [Take a tour: MacBook Air with M2 chip](#) or [Take a tour: MacBook Air with M1 chip](#). You can learn about each port, and what it looks like, with the Apple Support Article [Identify the ports on your Mac](#).

Cable or Adapter	Description
	USB-C to USB Adapter: Connect your MacBook Air to standard USB accessories.
	USB-C to Lightning Cable: Connect your iPhone or other iOS or iPadOS device to your MacBook Air for syncing and charging.
	USB-C Digital AV Multiport Adapter: Connect your MacBook Air to an HDMI display, while also connecting a standard USB device and a USB-C charge cable to charge your MacBook Air.

Cable or Adapter	Description
	USB-C VGA Multiport Adapter: Connect your MacBook Air to a VGA projector or display, while also connecting a standard USB device and a USB-C charge cable to charge your MacBook Air.
	Thunderbolt 3 (USB-C) to Thunderbolt 2 Adapter: Connect your MacBook Air to Thunderbolt 2 devices.

Learn more. See the Apple Support article [Adapters for the Thunderbolt 4, Thunderbolt 3, or USB-C port on your Mac](#).

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

Use Bluetooth accessories with your MacBook Air

Using Bluetooth technology, your MacBook Air can wirelessly connect with devices such as a Bluetooth keyboard, mouse, trackpad, headset, peripheral devices, wearable sport accessories, AirPods, and more.

Pair a Bluetooth device. Before you connect a Bluetooth device with your Mac for the first time, you need to pair them. In order to pair your Mac with a Bluetooth device, make sure they are both turned on and near each other. Be sure to review your Bluetooth device's documentation to make sure you've set up the device to pair.

Turn Bluetooth on or off. Click the Control Center icon  in the menu bar, click the Bluetooth icon , then click the control to turn Bluetooth on or off. If you have the Bluetooth  icon in your menu bar, you can click the icon and then turn the control on or off. Your MacBook Air comes with Bluetooth turned on.

 **Tip:** If you don't see the Bluetooth icon  in the menu bar, you can add it. In System Settings, click Control Center in the sidebar, then choose Show in Menu Bar for Bluetooth.

Connect a Bluetooth device. Turn on the device so that it's discoverable, then open System Settings and click Bluetooth. Select the device in the list, then click Connect. The device remains connected until you remove it. Control-click a device name to remove it.

When a Bluetooth device is paired with your Mac, you can connect or disconnect it using the Bluetooth  icon in the menu bar.

Learn more. See [Use Bluetooth devices with Mac](#) in the macOS User Guide.

Use an external display with your MacBook Air

You can use an external display, such as the Apple Studio Display, a projector, or an HDTV with your MacBook Air. The USB-C ports on your MacBook Air support video output.

Before you begin

Check the documentation that came with your display and make sure you have the correct cable to connect your display.

When you connect a display, you can select a resolution and refresh rate (Hz) for that display. If you increase the refresh rate for your display, you should select a lower resolution for best performance. Use Displays settings in System Settings to adjust the refresh rate and resolution of your display.

To learn more about what type of display your MacBook Air can support, you can check your Technical Specifications. Open System Settings, choose Help > MacBook Air Specifications, then locate Display Support (you may need to scroll).

Connect a display to MacBook Air

Use a USB-C port to connect one external display with up to 6K resolution at 60 Hz.

Make sure your display is connected to power, then connect your devices using the correct cable and ports. See the Apple Support article [If your external display is dark or low resolution](#).



What cable do I need?

To see where your ports are located on your MacBook Air, see [Take a tour: MacBook Air with M2 chip](#) or [Take a tour: MacBook Air with M1 chip](#). You can learn about each port and what it looks like with the Apple Support Article [Identify the ports on your Mac](#), and make sure you have the right adapters with [Adapters for your MacBook Air](#).

- *Connect a VGA display or projector:* Use a USB-C VGA Multiport Adapter to connect the display or projector to a Thunderbolt / USB 4 port on your MacBook Air.
- *Connect an HDMI display or HDTV:* Use a USB-C Digital AV Multiport Adapter to connect the HDMI display or HDTV to a Thunderbolt / USB 4 port on your MacBook Air.
- *Connect a USB-C display:* Connect the display to a Thunderbolt / USB 4 port on your MacBook Air.

Use an adapter to connect a display. If your display has a connector that doesn't match the port you want to use, you may be able to use it with an adapter (sold separately). Visit apple.com, your local Apple Store, or other resellers for more information and availability. Review the display's documentation or check with the display's manufacturer to make sure you choose the right product. See [Adapters for the Thunderbolt 4, Thunderbolt 3, or USB-C port on your Mac](#).

Use an Apple TV with AirPlay. If you have an HDTV connected to an Apple TV, you can use AirPlay to mirror your MacBook Air screen on your TV screen. See [Use AirPlay on your Mac](#) for details.

Adjust and arrange displays. After you connect an external display or projector, go to System Settings and click Displays in the sidebar to set how the displays are arranged, choose which to use as your main display, and adjust resolution. If you want to mirror your screen, click the display that you want to act as a mirror, then choose the mirror option from the "Use as" dropdown.

Set up your Mac

Set up your MacBook Air

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



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

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

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

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

Set up your MacBook Air for new Mac users

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

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

Before you begin

- If you have an iPhone or iPad, keep these close at hand during setup, since some steps may require verification on another device.
- You have the opportunity to transfer data from another computer, like a Windows PC, during setup. If you want to do this, make sure that you have the computer that you want to transfer data from, and that it is updated to the latest available software version.
- Setup Assistant makes setting up your MacBook Air easy and shouldn't take too long to complete. If you choose to transfer data, however, set aside additional time.

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

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

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



Turn on Accessibility features. View accessibility options for Vision, Motor, Hearing, and Cognitive abilities, or click Not Now. If you want to set up your Mac with VoiceOver, press the Escape button on your keyboard. You can also triple-click Touch ID, the top right button on your keyboard, to view additional accessibility options. To learn more, see [Accessibility on your Mac](#).

Connect to a Wi-Fi network. Choose your Wi-Fi network and enter the password, if necessary. If you're using Ethernet, you can also click Other Network Options and follow the onscreen instructions. You need an additional Ethernet adapter to connect the Ethernet cable to the USB-C port on your MacBook Air, such as the [Belkin USB-C to Gigabit Ethernet Adapter](#).

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

Transfer information from another computer

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



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

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

Transfer data using an Ethernet cable. Directly connect your Windows PC to your Mac by using an Ethernet cable. You need an Ethernet adapter to connect the cable to the USB-C port on your MacBook Air, such as the [Belkin USB-C to Gigabit Ethernet Adapter](#). You may need an adapter to connect the Ethernet cable to your Windows PC, depending on its ports. After you connect them, click your Windows PC on the setup screen and follow the instructions.

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

Sign in with Apple ID and set up your computer account

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

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

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

On this screen, do any of the following:

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

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

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



Note: Your computer account is not the same as your Apple ID, though if you ever forget the password to unlock your Mac, you can use your Apple ID to reset the password if you check this option during setup.

Make this your new Mac

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

When you use Make This Your New Mac, you skip several of the setup steps by using the settings stored in your iCloud account. To use your current settings, click Continue. The setup process jumps to [Set up Touch ID and Apple Pay.](#)

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

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

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

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

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

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

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

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

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

Set up Touch ID and Apple Pay

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

To learn more, see [Use Touch ID on Mac](#) in the macOS User Guide.

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

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

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

Set desktop appearance

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

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

Setup is complete

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

Set up your MacBook Air for current Mac users

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

Before you begin

- Keep your other Mac, or your iPhone or iPad, close at hand during setup, since some steps may require verification on another device.
- You have the opportunity to transfer data from another Mac during setup. If you want to do this, make sure that you have the computer that you want to transfer data from, and that it is updated to the latest available software version.
- Setup Assistant makes setting up your MacBook Air easy and shouldn't take too long to complete. If you choose to transfer data, however, set aside additional time.

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

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

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



Turn on Accessibility features. View accessibility options for Vision, Motor, Hearing, and Cognitive abilities, or click Not Now. If you want to set up your Mac with VoiceOver, press Esc on your keyboard. You can also triple-click Touch ID to view additional accessibility options. To learn more, see [Accessibility on your Mac](#).

Connect to a Wi-Fi network. Choose your Wi-Fi network and enter the password, if necessary. If you're using Ethernet, you can also click Other Network Options and follow the onscreen instructions. You need an additional Ethernet adapter to connect the Ethernet cable to the USB-C port on your MacBook Air, such as the [Belkin USB-C to Gigabit Ethernet Adapter](#).

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

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

Transfer information from another Mac

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

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



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

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

Transfer data using an Ethernet cable. Directly connect your Mac to the other Mac by using an Ethernet cable. You need an Ethernet adapter to connect the Ethernet cable to the USB-C port on your MacBook Air, such as the [Belkin USB-C to Gigabit Ethernet Adapter](#). You may need an adapter to connect the Ethernet cable to your other Mac, depending on its ports. After you connect them, click your other Mac on the setup screen and follow the instructions.

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

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

Sign in with Apple ID and set up your computer account

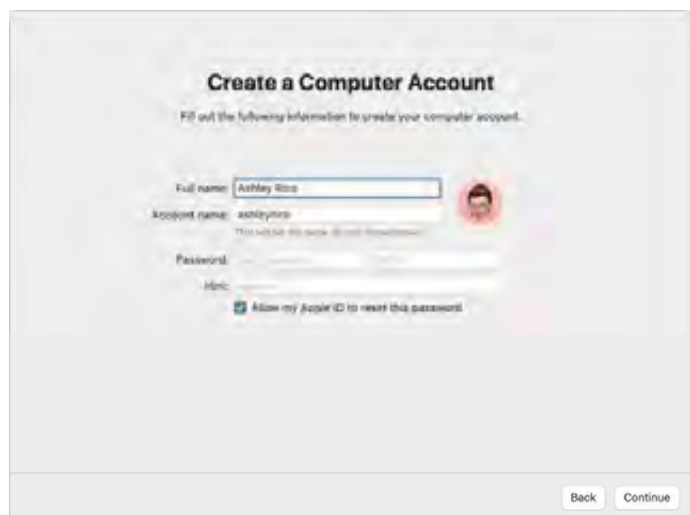
Sign in with your Apple ID. When you sign in with your Apple ID during setup, you receive a verification code on your other Apple devices. To proceed, enter the verification code on your new MacBook Air. If you don't receive the code, or don't have the device, you may choose to have the verification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

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

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

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

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

A screenshot of the 'Create a Computer Account' window. The title is 'Create a Computer Account' in bold. Below it, a subtitle says 'Fill out the following information to create your computer account.' There are four input fields: 'Full name' with the text 'Ashley Rose', 'Account name' with the text 'ashleyrose', 'Password', and 'Hint'. To the right of the 'Full name' field is a circular profile picture placeholder. Below the 'Password' field is a checkbox labeled 'Allow my Apple ID to reset this password'. At the bottom right are 'Back' and 'Continue' buttons.

Note: Your computer account is not the same as your Apple ID, though if you ever forget the password to unlock your Mac, you can use your Apple ID to reset the password if you check this option during setup.

Make this your new Mac

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

When you use Make This Your New Mac, you skip several of the setup steps by using the settings stored in your iCloud account. To use your current settings, click Continue. The setup process jumps to [Set up Touch ID and Apple Pay](#).

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

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

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

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

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

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

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

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

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

Set up Touch ID and Apple Pay

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

To learn more, see [Use Touch ID on Mac](#) in the macOS User Guide.

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

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

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

Set desktop appearance

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

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

Setup is complete

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

When you're done setting up your MacBook Air

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

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

 **Tip:** Check out Tips for your Mac. Open Finder, click Help in the Menu bar, then choose "Tips for your Mac."

Finally, get to know your new MacBook Air. Learn more about the ports, built-in camera, and other features of the hardware with [Take a tour: MacBook Air with M2 chip](#) or [Take a tour: MacBook Air with M1 chip](#). Discover the capabilities your [Magic Keyboard](#) and learn about and adjust gestures with [Trackpad](#). You can also connect another display with [Use an external display](#) or connect wireless accessories, like another keyboard or a mouse, with [Use Bluetooth accessories](#).

Get started

Apple ID on Mac

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

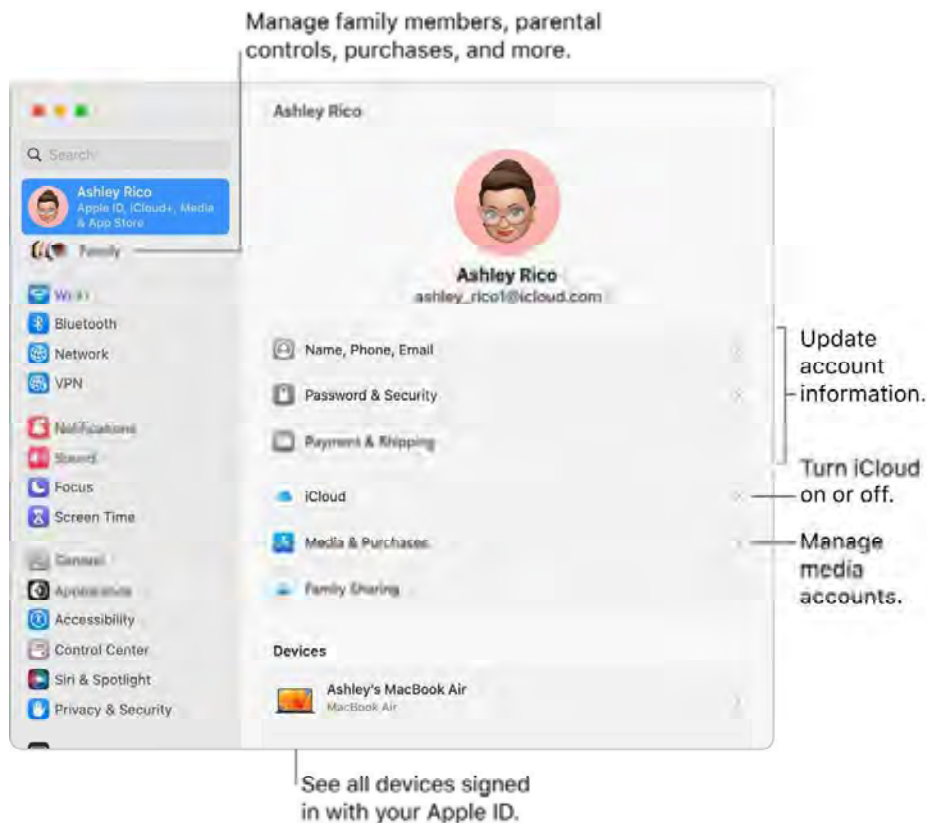
You can also use your Apple ID to access other apps and websites (see [Use Sign in with Apple on Mac](#) in the macOS User Guide).

Important: If you forget your Apple ID password, you don't need to create a new Apple ID. Just click the "Forgot Apple ID or password?" link in the sign-in window to retrieve your password.

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

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

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



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

- **Overview:** Lets you know if your account is set up and working properly—if not, you see tips and notifications here.
- **Name, Phone, Email:** Update the name and contact information associated with your Apple ID. You can also manage Apple email newsletter subscriptions.
- **Password & Security:** Change your Apple ID password, turn on two-factor authentication, add or remove trusted phone numbers, and generate verification codes to sign in to another device or [iCloud.com](https://www.icloud.com). You can also manage which apps and websites use Sign in with Apple. See [Use Sign in with Apple](#) in the macOS User Guide.
- **Payment & Shipping:** Manage the payment methods affiliated with your Apple ID, and your shipping address for purchases from the Apple Store.
- **iCloud:** Click iCloud, then choose which iCloud features you want to turn on or off. When you turn on an iCloud feature, your content is stored in iCloud and not locally on your Mac, so you can access any content on any device with iCloud turned on and signed in with the same Apple ID.
- **Media & Purchases:** Manage the accounts linked to Apple Music, Apple Podcasts, Apple TV, and Apple Books; select purchasing settings; and manage your subscriptions.

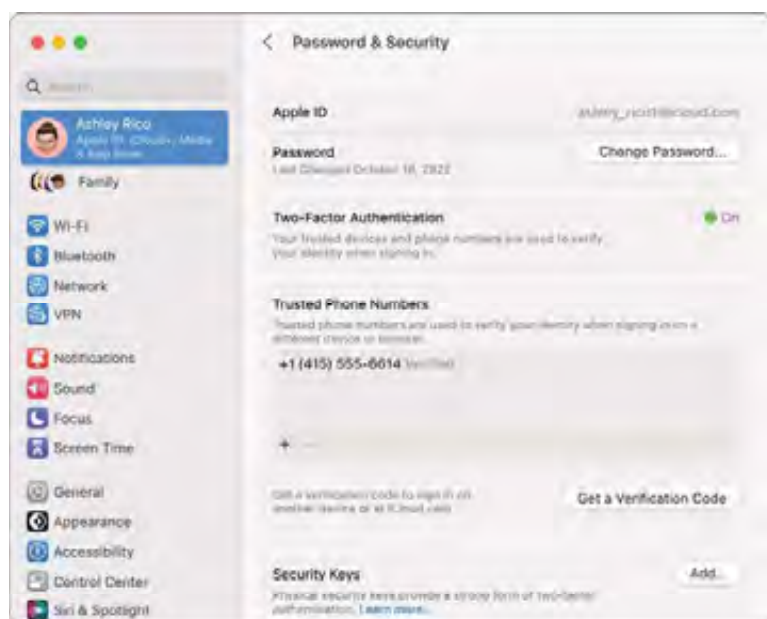
See all your devices. See all the devices linked to your Apple ID. You can verify that Find My [device] is turned on for each one (see [Find My](#)), see the status of iCloud Backup for an iOS or iPadOS device, or remove a device from your account if you no longer own it.

Family Sharing. With Family Sharing, you can set up a family group for up to six members. Then you can share and manage purchases, and share device locations or mark devices as lost in Find My. You can also manage how your children use their devices by creating Apple ID accounts for your kids and set Screen Time limits (see [Screen Time on Mac](#)). To manage your family sharing settings, click Family in System Settings. To learn more, see the Apple Support article [Set up Family Sharing](#).

Share purchases and storage with Family Sharing. Up to six members of your family can share their purchases from the App Store, Apple TV app, Apple Books, and iTunes Store, and share the same storage plan—even if they each use their own iCloud account. You can pay for family purchases with one credit card, while approving your kids' spending right from your MacBook Air.

Account Recovery. Add one or more people you trust as a recovery contact or set up a recovery key to help you reset your password and regain access to your account. Click Password & Security, then click Manage for Account Recovery.

Legacy Contact. Designate one or more persons as Legacy Contacts so they can access your account and personal information after your death. Click Password & Security, then click Manage for Legacy Contact.



Learn more. To learn more about iCloud and Family Sharing, see [Access your iCloud content on your Mac](#) and [Manage a Family Sharing group on Mac](#) in the macOS User Guide.

Find your way around

Desktop and menu bar on your Mac

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



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

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

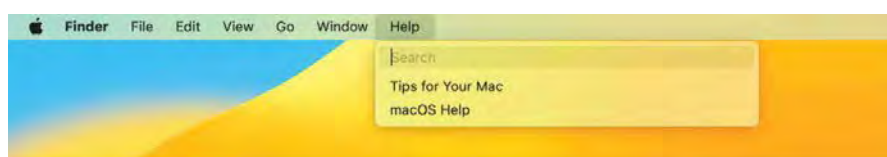
Menu bar. The menu bar runs along the top of the screen. Use the menus on the left side to choose commands and perform tasks in apps. The menu items change, depending on which app you're using. Use the icons on the right side to connect to a Wi-Fi network, check your Wi-Fi status , open Control Center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

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

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

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

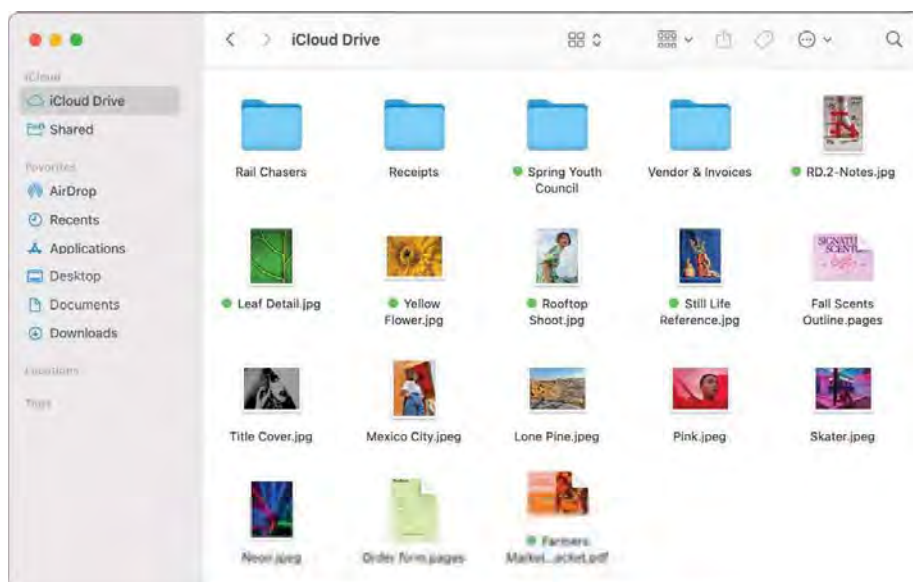
Help menu. Help for your MacBook Air is always available in the menu bar. To get help, open the Finder in the Dock, click the Help menu, and choose macOS Help to open the macOS User Guide. Or type in the search field and choose a suggestion. To get help for a specific app, open the app and click Help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



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

Finder on your Mac

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



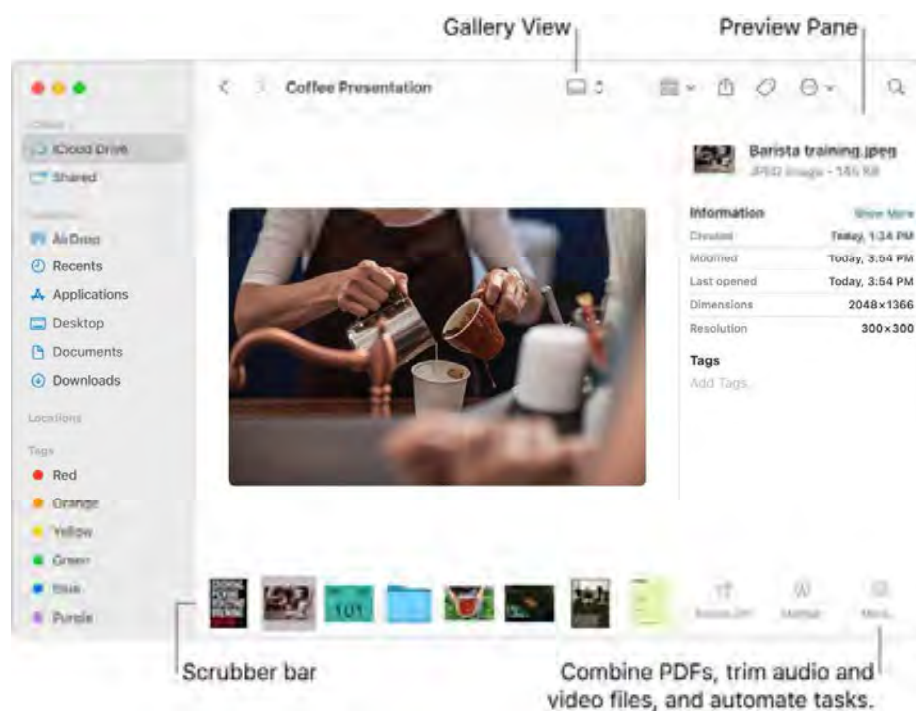
The Finder window. Click the pop-up menu button at the top of the Finder window to change how you view documents and folders. View them as icons, in a list, in hierarchical columns, or in a gallery. The sidebar on the left shows the items you use often or want to open quickly. To see all your documents stored on iCloud Drive, click the iCloud Drive folder in the sidebar. To see only the documents that you're sharing and that are shared with you, click the Shared folder. To change what's shown in the sidebar, choose Finder > Settings.

Get organized. Your Mac has folders already created for common types of content—Documents, Pictures, Applications, Music, and more. As you create documents, install apps, and do other work, you can create new folders to stay organized. To create a new folder, choose File > New Folder. See [Organize files in folders on Mac](#) in the macOS User Guide.

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

Gallery View. With Gallery View, you can see a large preview of your selected file, so you can visually identify your images, video clips, and other documents. The Preview pane on the right shows information to help you identify the file you want. Use the scrubber bar at the bottom to quickly locate what you're looking for. To close or open the Preview pane, press Shift-Command-P. To show the Preview pane options in the Finder, choose View > Show Preview. To customize what's shown, choose View > Show Preview Options, then select the options for your file type.

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



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

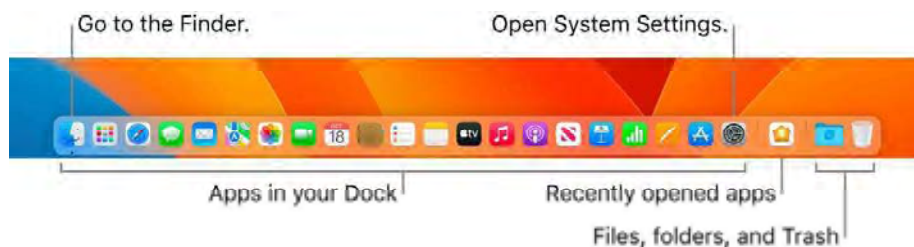
Quick Look. Select a file and press the Space bar to open Quick Look. Use the buttons at the top of the Quick Look window to sign PDFs; trim audio and video files; and mark up, rotate, and crop images without opening a separate app. To learn more about Quick Look and markup features, see [View and edit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

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

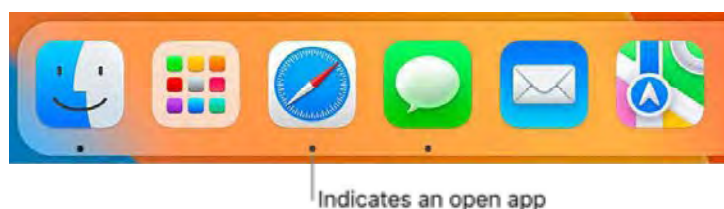
Get there faster. The Go menu in the menu bar is a quick way to get to folders and locations. Instead of using several clicks to navigate to the Utilities folder, choose Go > Utilities. You can also choose Go > Enclosing Folder to return to the top level of nested folders. If you know the path to a specific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

The Dock on your Mac

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



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



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

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

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

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

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

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

Learn more. See [Use the Dock on Mac](#) in the macOS User Guide.

Notification Center on your Mac

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

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



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

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

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

Set your notification settings. Open System Settings, then click Notifications to select which notifications you see. Notifications are sorted by most recent.

Customize your widgets. Click Edit Widgets (at the bottom of your notifications) to add, remove, or rearrange widgets. You can also add third-party widgets from the App Store.

Learn more. See [Use Notification Center on Mac](#) in the macOS User Guide.

Control Center on your Mac

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

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

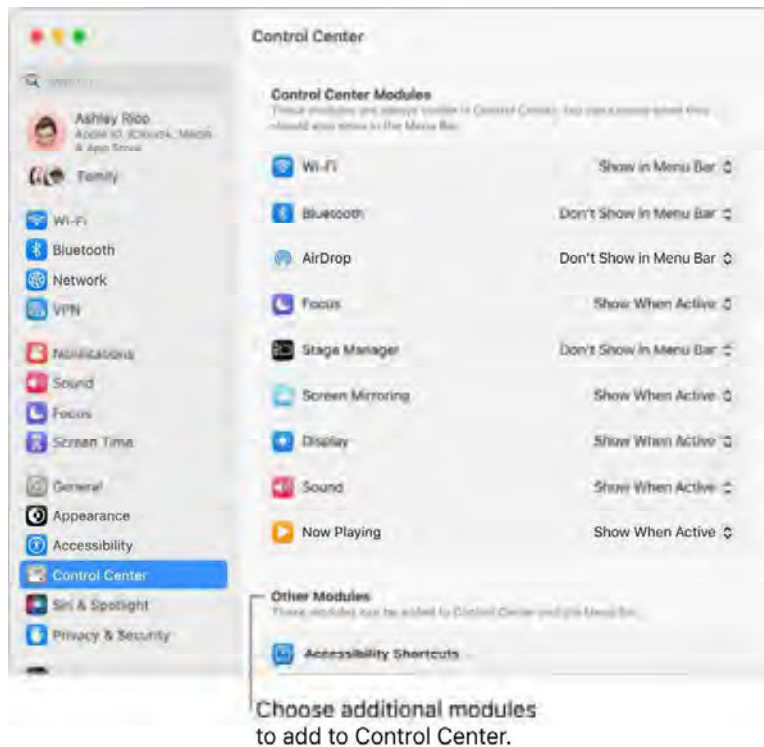


Manage your desktop. Use Stage Manager to organize your apps and windows in a single view and quickly switch between them. You can also group apps together to create workspaces ideal for your workflow. See [Window management on your Mac](#)

Monitor your mic. The recording indicator shows when your computer's microphone is in use or if it was used recently. This light increases security and privacy on your Mac by letting you know if an app has access to the microphone.

Pin your Control Center favorites. Drag a favorite item from Control Center to the menu bar to pin it there, so you can easily access it with a single click. To change what appears in the menu bar, open Control Center settings, then use the dropdown menu next to each module to select "Show in Menu Bar." You see a preview of where the control will appear in the menu bar. Some items can't be added to or removed from Control Center or the menu bar.

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

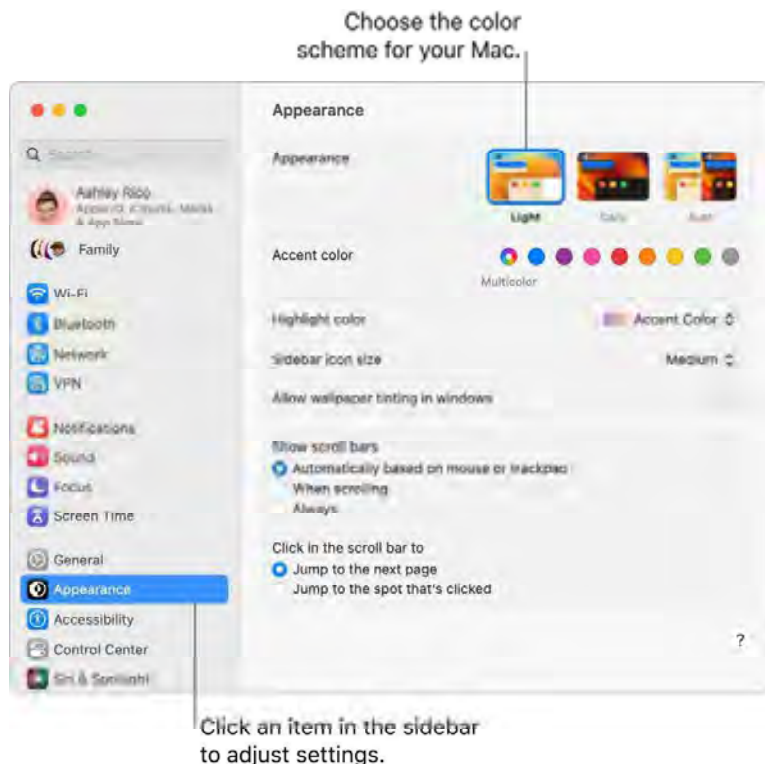


Learn more. See [Use Control Center on Mac](#) in the macOS User Guide. Also see [Use AirDrop on your Mac](#) and [Use AirPlay on your Mac](#).

System Settings on your Mac

System Settings is the place where you personalize your MacBook Air settings. For example, use Lock Screen settings to change when your Mac goes to sleep. Or use Wallpaper settings to add a desktop background.

Customize your MacBook Air. Click the System Settings icon  in the Dock, or choose Apple menu  > System Settings, then click the setting in the sidebar you want to adjust. To see additional settings, you may need to scroll down. To learn more, see [Customize your Mac with System Settings](#) in the macOS User Guide.



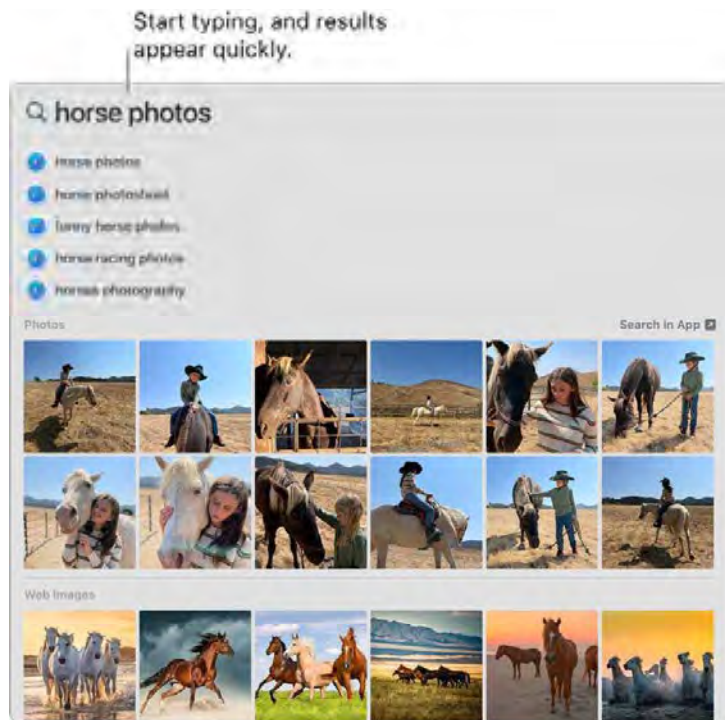
Update macOS. In System Settings, click General, then click Software Update to see if your Mac is running the latest version of macOS software. You can specify options for automatic software updates.

Spotlight on your Mac

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

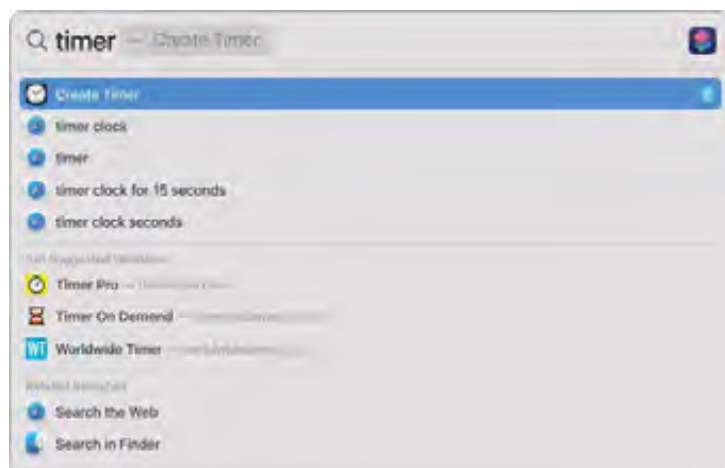
Search for anything. Click  at the top right of the screen then start typing. You can also press the Spotlight key (F4) on your keyboard. With Live Text, Spotlight can search for text in images. Not all languages are available.

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



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

Perform quick actions. You can quickly do certain tasks with Spotlight, like running a shortcut, starting a Focus, or setting an alarm. Open Spotlight, then search for the action you want to perform. For instance, type Clock, then choose Create Timer to set a timer directly from Spotlight.



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

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

If you want Spotlight to search only for items on your MacBook Air, open System Settings, click Siri & Spotlight, then click to deselect Siri Suggestions in the list of Search Results. You can also make other changes to the list of categories Spotlight searches.

Learn more. See [Search with Spotlight on Mac](#) in the macOS User Guide.

Siri on your Mac

You can activate Siri with your voice on your MacBook Air and use Siri for many tasks. For example, you can schedule meetings, change settings, get answers, send messages, place calls, and add items to your calendar. Use Siri to give you directions ("How do I get home from here?"), provide information ("How high is Mount Whitney?"), perform basic tasks ("Create a new grocery list"), and much more.

If you enable the "Listen for 'Hey Siri'" option in Siri settings, Siri is available whenever you say "Hey Siri" and immediately speak your request.

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

Enable and activate Siri. Open System Settings, click Siri & Spotlight in the sidebar, and set options. If you enabled Siri during setup, press and hold the Dictation/Siri (F5) key  to open Siri. Or click Siri & Spotlight in System Settings, then select Ask Siri. You can set other Siri settings, such as the language and voice to use and whether to show Siri in the menu bar.



 **Tip:** You can add the Siri icon to the menu bar by selecting that option in Control Center settings. Then click the Siri icon  to use Siri.

Hey Siri. On your MacBook Air, you can simply say “Hey Siri” to get responses to your requests. To enable this feature in Siri settings of System Settings, click “Listen for ‘Hey Siri’,” then speak several Siri commands when prompted.

For convenience, “Hey Siri” doesn’t respond when the lid to your MacBook Air is closed. If the lid is closed *and* connected to an external display, you can still activate Siri from the icon in the menu bar.

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

Play some music. Just say “Play some music,” and Siri does the rest. You can even tell Siri, “Play the top song from March 1991.”

Drag and drop. Drag and drop images and locations from the Siri window into an email, text message, or document. You can also copy and paste text.

Change the voice. Click Siri & Spotlight in System Settings, then choose an option from the Siri Voice menu.

Throughout this guide, you’ll find suggestions for things you can use Siri for—they look like this:

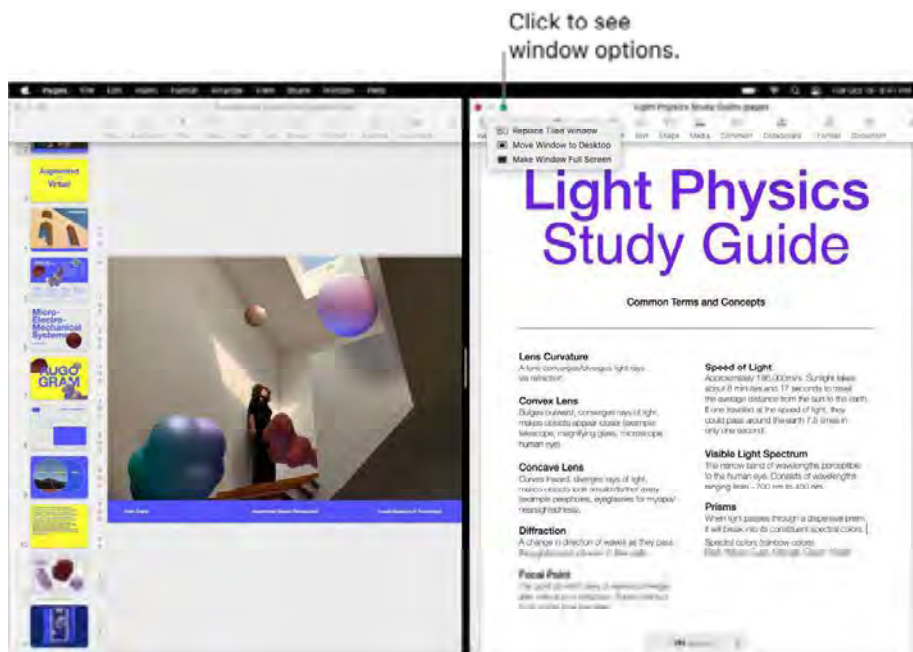
 **Ask Siri.** Say something like:

- “Show me my reminders.”
- “What time is it in Paris?”

Learn more. See the [Use Siri on Mac](#) in the macOS User Guide.

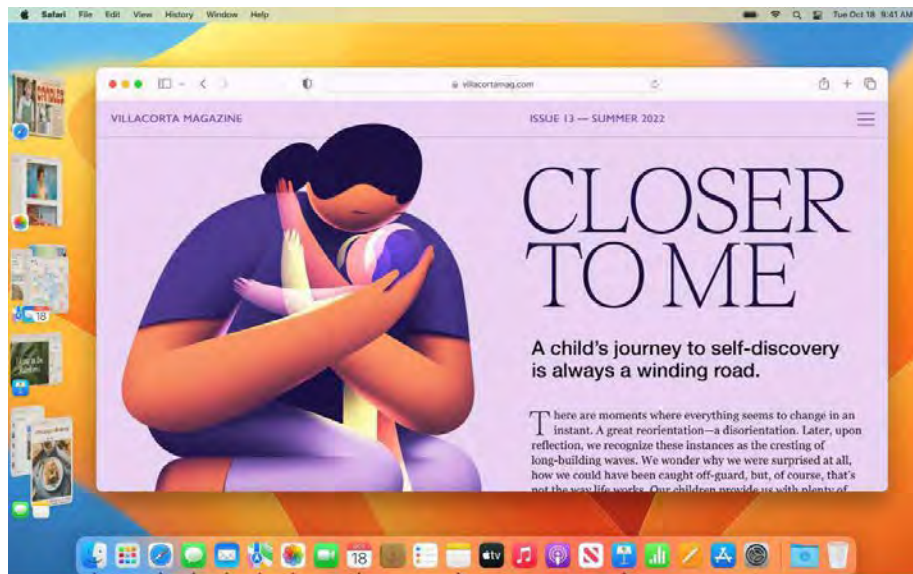
Window management on your Mac

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



Use the whole screen. Use full-screen view when you want your app to fill the whole screen. Many apps on your Mac, such as Keynote, Numbers, and Pages, support full-screen view. In full screen, the menu bar is hidden until you move the pointer over the top of the screen, or you can choose to always show the menu bar. To enter or leave full-screen view, move the pointer over the green button in the top-left corner of the window, then choose Enter Full Screen from the menu that appears. See [Use apps in full screen](#) in the macOS User Guide.

Split the screen. Use Split View to work in two app windows side by side. Like full screen, the two windows fill the screen. Move the pointer to the green button in the top-left corner of a window you want to use, then choose Tile Window to Left of Screen or Tile Window to Right of Screen from the menu that appears. Click another window and it automatically fills the other half of the screen. When the pointer is over the green button, the menu that appears has options to switch apps, take the two windows to full screen, and more. See [Use apps in Split View](#) in the macOS User Guide.



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

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

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

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

Display settings for your Mac

Match the light in your surroundings. Your MacBook Air has True Tone technology. True Tone automatically adapts the color of the display to match the light in your environment for a more natural viewing experience. Turn True Tone on or off in the Displays settings in System Settings.

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

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



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

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

Connect a display. You can connect an external display, a projector, or an HDTV to your Mac. See [Use an external display with your MacBook Air](#).

Learn more. See the Apple Support article [Using a Retina display](#).