

Transfer your data to your new MacBook Air

It's easy to copy your files and settings wirelessly from another Mac or PC to your MacBook Air. You can transfer information to your MacBook Air from an existing computer or from a Time Machine backup on a USB storage device.

You might need to upgrade the macOS version on your older computer before you can transfer the information on it—Migration Assistant requires macOS 10.7 or later, but it's best to update your older computer to the latest version possible. If you're not sure which MacBook Air you have or want to find information about other models, see the Apple Support article [Identify your MacBook Air model](#).

 **Tip:** For best results, make sure your new MacBook Air is running the latest version of macOS. Open System Settings, then click General > Software Update to check for updates.

Move from a PC to a Mac. If you're new to Mac and want to transfer from a Windows computer, see [Transfer info from a PC to Mac](#) in the macOS User Guide and the Apple Support article [Move your data from a Windows PC to your Mac](#).

Transfer wirelessly. If you didn't transfer your data when you first set up your MacBook Air, you can use Migration Assistant at any time. Open a Finder window, go to Applications, open the Utilities folder, then double-click Migration Assistant and follow the onscreen instructions. Make sure both computers are connected to the same network, and keep the computers near each other throughout the migration process.



 **Tip:** To transfer the information wirelessly from your existing computer to your MacBook Air, make sure both computers are connected to the same network. Keep both computers near each other throughout the migration process.

If you used Time Machine to back up your files from another Mac to a storage device (such as an external disk), you can copy the files from the device to your MacBook Air. See [Back up and restore your Mac](#).

Copy files from a storage device. Connect the storage device to your MacBook Air using an appropriate adapter if necessary (see [Adapters for your MacBook Air](#)). Then drag files from the storage device to your MacBook Air.

Restore your content. To learn how to restore your Mac from a Time Machine or other backup, see the Apple Support article [Restore your Mac from a backup](#).

Learn more. See [Transfer your information to Mac from another computer or device](#) in the macOS User Guide and the Apple Support article [Move your content to a new Mac](#).

Back up and restore your Mac

To keep your files safe, it's important to back up your MacBook Air regularly. The easiest way to back up is to use Time Machine—which is built into your Mac—to back up your apps, accounts, settings, music, photos, movies, and documents. (Time Machine doesn't back up the macOS operating system). Use Time Machine to back up to an external storage device connected to your MacBook Air, or to a supported network volume. For a list of devices supported by Time Machine, see the Apple Support article [Backup disks you can use with Time Machine](#).

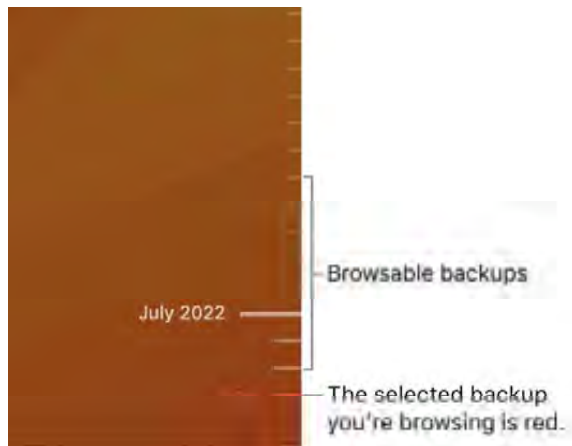
Set up Time Machine. Make sure your MacBook Air is on the same Wi-Fi network as your external storage device, or connect the external storage device to your MacBook Air. Open System Settings, click General > Time Machine, then click Add Backup Disk. Select the drive you want to use for backup, and you're all set.

Back up with iCloud. Files in iCloud Drive and photos in iCloud Photos are automatically stored in iCloud and don't need to be part of your Time Machine backup. However, if you'd like to back them up, do the following:

- *iCloud Drive:* Open System Settings, click Apple ID, then click iCloud and deselect Optimize Mac Storage. The contents of your iCloud Drive will be stored on your Mac and included in your backup.
- *iCloud Photos:* Open Photos, choose Photos > Settings, then click iCloud and select "Download Originals to this Mac." Full-resolution versions of your entire photo library will be stored on your Mac and included in your backup.

Restore your files. You can use Time Machine to restore all your files at once. Click the Time Machine icon in the menu bar, then choose "Browse Time Machine backups." (If the Time Machine icon isn't in the menu bar, choose Apple Menu  > System Settings, then click Control Center in the sidebar. Click the pop-up menu next to Time Machine on the right, then choose an option.) Select one or more items that you want to restore (individual folders or your entire disk), then click Restore.

If you use Time Machine to back up your Mac, you can recover your files if the operating system or startup disk is damaged. To do this, you must first reinstall macOS on your Mac before you can restore your files using your Time Machine backup. Read on for more information.



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

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

Restore factory settings. You can restore your Mac to its original state by erasing your Mac, then using macOS Recovery to reinstall macOS. See [Erase your Mac](#) in the macOS User Guide.

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

Accessibility on your Mac

Your Mac includes accessibility tools that make Apple features available and easy to use by anyone. To access these tools, open System Settings, then click Accessibility in the sidebar. Accessibility settings are grouped into 4 categories:

- *Vision:* Use these features to zoom in on the screen, make the pointer or menu bar bigger, apply color filters, and more.
- *Hearing:* Use these features to show and customize captions on the screen, make and receive Real-Time Text (RTT) calls, get live captions of audio, and more.
- *Motor:* Use these features to control your Mac and apps using spoken commands, keys on your keyboard, an onscreen keyboard, facial expressions, or assistive devices.

- *General:* Customize your keyboard shortcuts to quickly turn accessibility features on or off.

Accessibility features for vision

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

You can also use VoiceOver to:

- Add alternative image descriptions that can be read by VoiceOver.
- Add custom descriptions to your PDF signatures.
- Store custom punctuation marks in iCloud.
- Choose different International braille tables.

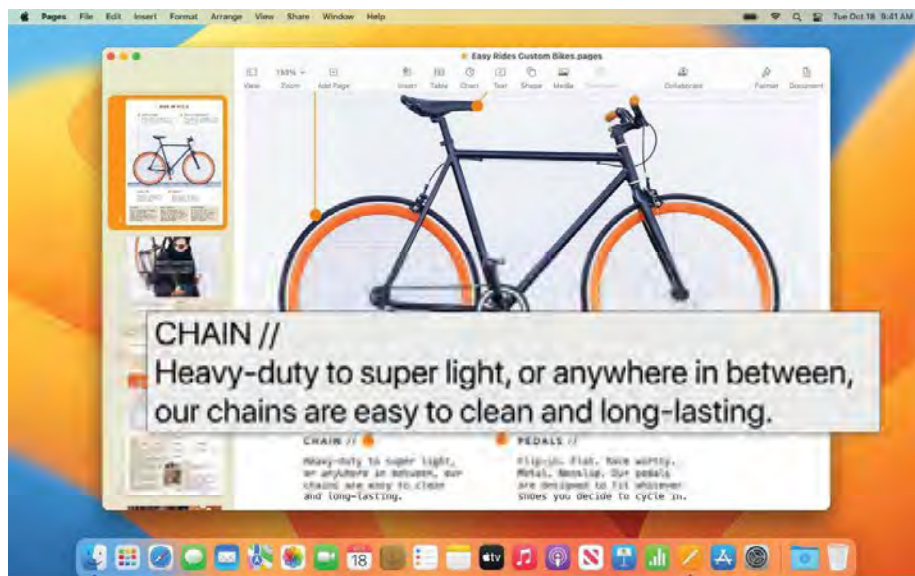
Use Siri for VoiceOver. If you prefer the natural voice of Siri, you can choose to use Siri for VoiceOver or Speech.

To turn on VoiceOver, do any of the following:

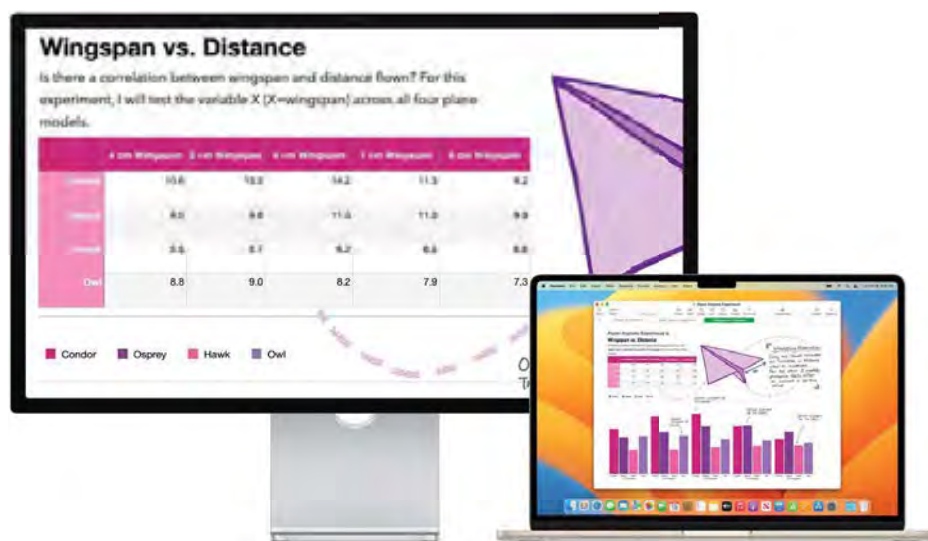
- Press Command-F5. If VoiceOver is on already, pressing the keys turns it off.
- Use Siri. Say something like: "Turn VoiceOver on" or "Turn VoiceOver off."
- If your Mac or Magic Keyboard has Touch ID, press and hold the Command key while you quickly press Touch ID three times.
- Choose Apple menu > System Settings, then click Accessibility in the sidebar (you may need to scroll down). Click VoiceOver on the right, then turn VoiceOver on or off.

To [learn more about VoiceOver](#), including how to customize it to fit your needs, see the VoiceOver User Guide.

Zoom in on words with Hover Text. Press Command while hovering over text with the pointer, and a window with zoomed text appears on your screen.



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



Adjust your Mac display colors. You can adjust your Mac display colors using color filter options. To change these settings, choose Apple menu > System Settings, click Accessibility in the sidebar, then click Display on the right. (You may need to scroll down.) Toggle this setting on or off to quickly differentiate a color using the Accessibility Options settings. You can access these settings by pressing Option-Command-F5; if your Mac or Magic Keyboard has Touch ID, press Touch ID quickly three times.

Visit the macOS User Guide to [learn more about accessibility features for vision](#).

Accessibility features for hearing

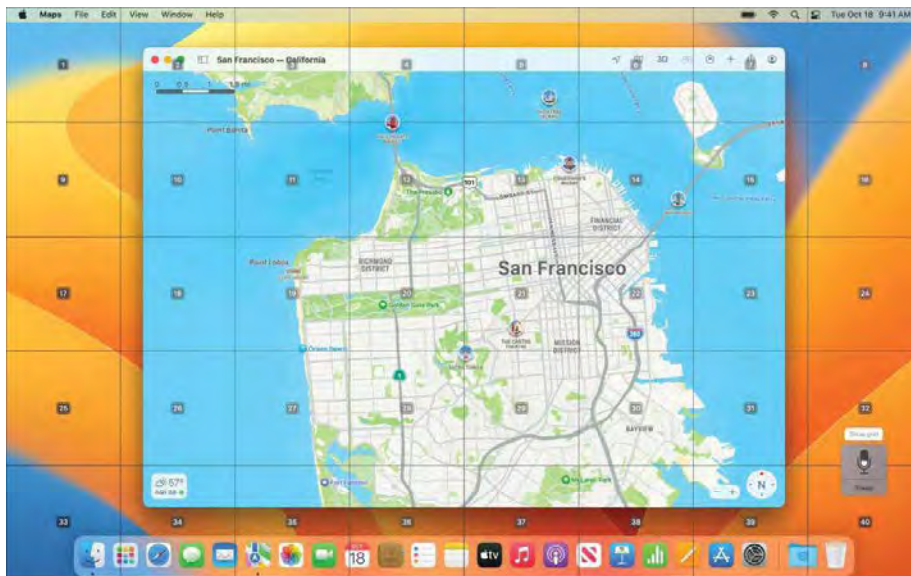
Add captions in real time. With Live Captions (beta), you can add real-time captions for conversations, audio, and video. Visit the macOS User Guide to [learn more about using Live Captions](#).

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

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

Visit the macOS User Guide to [learn more about accessibility features for hearing](#).

Accessibility features for motor



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

- *Type with your voice.*

Say "Dictation mode" to dictate word by word. Any words you say that aren't voice control commands are entered as text. You can also say "Spelling mode" to dictate character by character.

- *Quickly make corrections with rich text editing.*

You can replace one phrase with another, quickly position the pointer to make edits, and select text with precision. Try saying “Replace ‘John will be there soon’ with ‘John just arrived’.” When you correct words, word and emoji suggestions help you quickly select what you want.

- *Open and interact with apps.*

Use voice commands to open and interact with apps. You can click, scroll down, or select items. If you’re unsure which commands you can use, say “Show commands” to display the Commands window. You can also say “show numbers” to show a number label next to each clickable item, then say a number to click. If you need to interact with a part of the screen without a control, you can say “show grid” to superimpose a grid on your screen and do things like click, zoom, drag, and more.

You can dictate custom spellings letter by letter and add custom words to help Voice Control recognize the words you commonly use. Choose System Settings > Accessibility, select Voice Control, click Vocabulary, then add the words you want. To customize commands in the Voice Control settings page, click Commands, then select to keep default commands or add new ones.

Important: The dictation accuracy improvements are for these languages: English (US, UK, India, Australia), Mandarin Chinese (China mainland), Cantonese (Hong Kong), Japanese (Japan), Spanish (Mexico, Latin America, Spain), French (France), and German (Germany).

Customize your pointer. Customize the outline and fill color of the mouse pointer so it’s easier to recognize when it moves or changes to an insertion point, hand, or other shape.

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

Visit the macOS User Guide to [learn more about accessibility features for mobility](#).

Learn more. To configure these features and set up shortcuts for easy access, visit these Apple resources:

- [Get started with accessibility features on your Mac.](#)
- [Comprehensive guide on accessibility support in Apple products.](#)

New features on your MacBook Air



macOS Ventura introduces new features and improvements to help you get the most out of your Mac.

Take your productivity and creativity to the next level with new ways to get more done:

- **Mail:** Unsend an email you just sent, schedule emails to be sent whenever you like, and get reminders to follow up or come back to an email later. When you search in Mail, you now receive suggestions for recently shared content, like documents and links. Search also provides more accurate results: it's aware of when you make typos and it searches for synonyms for your search terms. See [Mail](#).
- **Freeform:** A new app that you can use to brainstorm by yourself or with others. Create a board and add text, media, files, and more. Access your boards on all your devices and see changes in real time. Available starting on macOS 13.1 and iOS 16.2. See [Freeform](#).
- **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. See [Window management on your Mac](#).
- **Spotlight:** With Spotlight, you can perform Quick Actions, like setting a timer. And enhanced image search in Spotlight lets you search for images in Photos, Messages, and more, or use Live Text to search real text in images. See [Spotlight on your Mac](#).
- **Safari:** The world's fastest browser with a focus on protecting your privacy.* Safari now has passkeys, an even more secure way to sign-in, keeping you safe from phishing and data leaks. See [Safari](#).

- *Focus*: More options to 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. Share your Focus across devices and use Focus filters to hide distracting content in apps like Calendar, Messages, Safari, and Mail. See [Notification Center on your Mac](#).

Share experiences and collaborate more seamlessly in your favorite apps:

- *Messages*: Messages can now be used to send an invitation to collaborate on projects in other apps like Keynote, Numbers, Pages, Notes and more. Messages also now includes other new features, including the capability to unsend a recently sent message for up to 2 minutes after sending it, or edit a recently sent message for up to five times within 15 minutes after sending it. See [Messages](#).
- *iCloud Shared Photo Library*: Add photos and videos to a library that you can share with up to five other people. Everyone's edits, comments, and new content shows up for everyone else, and you can use smart suggestions to automatically add certain photos or video from your personal library, like those featuring specific people or from a certain date. See [Photos](#).
- *Activity Stream*: With Activity Stream, you can keep track of every change while collaborating on a Numbers, Keynote, or Pages document. A detailed list in the sidebar shows all edits, comments, and other file management changes. See [Pages](#), [Keynote](#), and [Numbers](#).

Use your Mac and all your devices together in new ways:

- *Continuity Camera*: Now when you're on a video call, you can use your iPhone as your webcam, and it works wirelessly. You can also use Desk View to share what's on your desk in front of you, while providing a view of your face. Available on iPhone 11 or later. See [Continuity Camera on your Mac](#).
- *FaceTime*: With FaceTime, you can now handoff a call between devices. If you're on the go and start a FaceTime call on your iPhone, you can transfer it to your MacBook Air when you reach home. Or you can start that FaceTime call at your desk and take it with you when you leave the house. See [FaceTime](#).
- *Home*: The Home app has an all-new design that makes it easier to navigate, organize, view, and control all your accessories. View your entire home at a glance, use categories to quickly access all of your relevant accessories by room, and navigate accessories, categories, and rooms with an updated sidebar and new tile design. See [Home](#).

And so much more. macOS Ventura also provides these new features:

- *Notes*: You can now use your Mac login password to lock a note. You can also organize your notes more easily with Smart Folders that can automatically find notes by Tags, Mentions, Quick Notes, Date Created, and more. See [Notes](#).
- *Reminders*: The Today and Scheduled Lists have been improved with time- and date-based grouping, making it easier to view and add reminders. You can also save a list as a template to use later, whether it's a packing list for a trip, a project checklist, or something else. See [Reminders](#).

- *Clock*: The Clock app on iPad and iPhone is now available on your Mac. In addition to setting world clocks, timers, and alarms within the app, you can also create customized Clock shortcuts that you can access from the menu bar or Finder, or by asking Siri. See [Clock](#) in the macOS User Guide.
- *System Settings*: A new look for System Preferences. See [System Settings on your Mac](#).
- *Accessibility*: See Live Captions (Beta) when watching video, listening to audio, during conversations, or on FaceTime calls. Play background sounds to help you focus. Select new languages and voices to use for VoiceOver and spoken content. You can use VoiceOver to check for common formatting issues. Use Voice Control to hang up FaceTime calls and dictate custom spellings letter by letter. Link two controllers when gaming with buddy controller. See [Accessibility on your Mac](#).
- *News*: In the News app, My Sports lets you follow your favorite teams, leagues, and athletes; customize your feed to see the latest stories; watch highlights; and get scores, schedules, and standings for the teams and leagues you love. See [News](#).
- *Weather*: The Weather app is now available on your Mac, with a design optimized for a larger display, including immersive animations, detailed maps, and clickable forecast modules. See [Weather](#) in the macOS User Guide.

*Testing conducted by Apple in September 2022 using JetStream 2.1, MotionMark 1.2, and Speedometer 2.1 performance benchmarks. Tested with prerelease Safari 16.1 and latest stable versions of Chrome, Microsoft Edge, and Firefox at the time of testing on: 13-inch MacBook Pro systems with Apple M2 and prerelease macOS Ventura, and Intel Core i7-based PC systems with Intel Iris Xe Graphics and Windows 11 Pro; iPad Pro 12.9-inch (5th generation) units with prerelease iPadOS 16.1, and Intel Core i7-based PC systems with Intel Iris Xe Graphics and Windows 11 Pro; and iPhone 13 Pro Max with prerelease iOS 16.1, and Qualcomm Snapdragon 8 Gen 1-based smartphones with Android 12. Devices tested with a WPA2 Wi-Fi network connection. Performance will vary based on usage, system configuration, network connection, and other factors.

Use MacBook Air with other devices

Use your MacBook Air with iCloud and Continuity

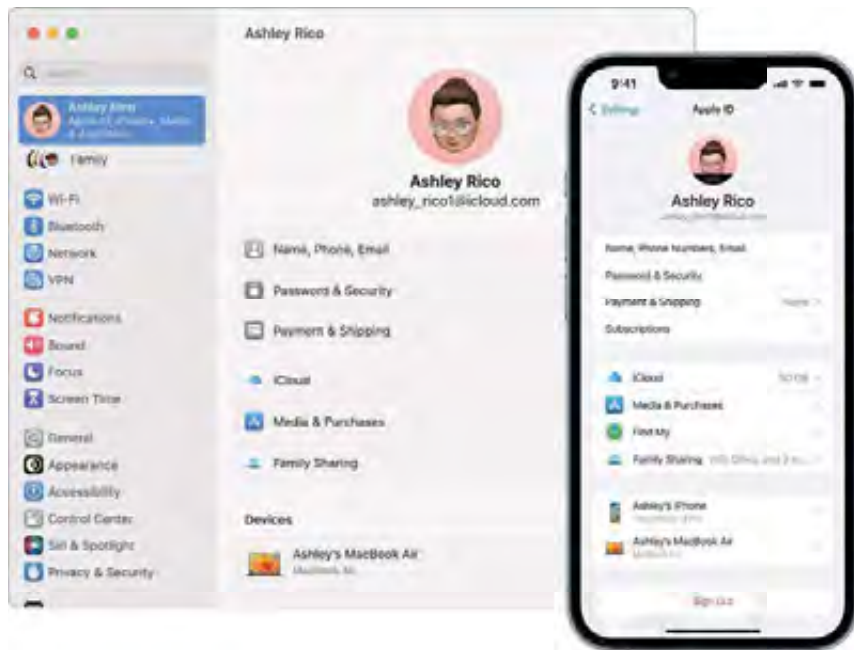
With iCloud, you can keep your information up to date on all your devices and collaborate with friends and family. Your MacBook Air works seamlessly with your iPhone, iPad, iPod touch, or Apple Watch when you use iCloud and sign in to each of them with the same Apple ID. You can transfer files, share and edit documents, use your iPhone camera as a webcam for your MacBook Air, hand off tasks between devices, share purchases and storage with Family Sharing, and more.

If you didn't turn on iCloud when you first set up your Mac, open System Settings, click "Sign in with your Apple ID" in the sidebar, then sign in with your Apple ID, or create a new Apple ID if you don't have one. After you are signed in, click iCloud, then turn iCloud features on or off. To learn more, see [Set up iCloud features on Mac](#) in the macOS User Guide.

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

Use your MacBook Air with other devices. Seamlessly move content between your MacBook Air and other devices using Continuity. Just sign in on each device with your Apple ID, and whenever your MacBook Air and devices are near each other, they work together in convenient ways. You can start a task—like a FaceTime call—on one device and finish it on another (see [Use Handoff on your Mac](#)), use your iPhone as a webcam for your MacBook Air (see [Continuity Camera on your Mac](#)), copy and paste between devices (see [Use Universal Clipboard on your Mac](#)), answer calls or send texts from your MacBook Air (see [Phone calls and text messages on your Mac](#)), and more.

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



Access your iCloud content on your Mac

iCloud helps you keep your most important information—like your photos, files, and more—safe, up to date, and available across all your devices. It's built into every Apple device, and everyone gets 5 GB of storage to start. Purchases you make from the App Store, Apple TV app, Apple Books, or iTunes Store don't count toward your available space. So if you have an iPhone, iPad, or iPod touch, just sign in on each device with your Apple ID, turn on iCloud, and you have everything you need. You can upgrade to iCloud+ if you need more storage and premium features including iCloud Private Relay, Hide My Email, Custom Email Domain, and HomeKit Secure Video support.

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



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

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

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

Use iCloud Shared Photo Library to share photos and videos with up to five other people. Everyone can make changes—like adding new content, making edits, or adding comments—to the shared library. Smart suggestions make it easy to add particular photos from your collection, such as photos featuring a specific person or taken on a certain date. To get started, go to Photos > Settings, click the Shared Library tab, and follow the onscreen instructions. To learn more about iCloud Photos, see [Use iCloud Photos on iCloud.com](#) in the iCloud User Guide.

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

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

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

Do more with iCloud+. iCloud+ is a subscription service that gives you all the storage tiers and sharing features of iCloud but with additional features. You can share any size iCloud+ storage plan through Family Sharing. iCloud+ also includes iCloud Private Relay, HomeKit Secure Video, and custom email domains for your Mail address on iCloud.com. Here's what you get with an iCloud+ subscription:

- **Storage:** 50 GB, 200 GB, or 2 TB of iCloud storage.
- **iCloud Private Relay:** Private Relay is an internet privacy service that hides your IP address in Safari and protects your unencrypted traffic. When it's on, you can browse the web with extra security and privacy.
- **Hide My Email:** Create unique, random email addresses that forward to your personal inbox, so you can send and receive email without having to share your personal email address.

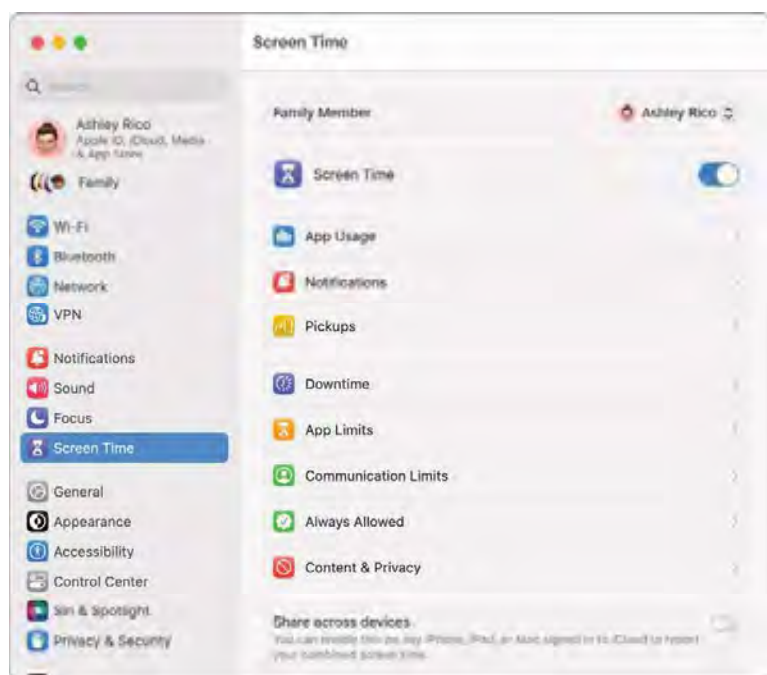
- *HomeKit Secure Video:* Connect your home security cameras in the Home app to record your footage and view it from anywhere. It's end-to-end encrypted, and none of the video counts against your iCloud storage.
- *Custom email domains:* Personalize your iCloud Mail address with a custom domain name. You can invite your family members to use the same domain with their iCloud Mail accounts.
- *Family Sharing:* All iCloud+ plans can be shared with up to five family members, so everyone can enjoy all these features and included storage with a single subscription.

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

Screen Time on Mac

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

See how you use your MacBook Air. View reports to see how much time you're spending with apps and websites during a single day or across a week, find out which apps notify you the most, and see how often you pick up your device each day. Open System Settings, choose Screen Time in the sidebar, then click App Usage, Notifications, or Pickups.



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

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

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

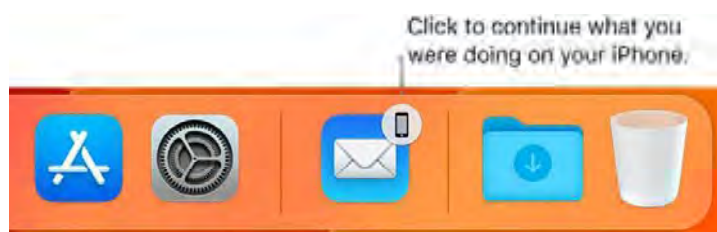
Learn more. See [Manage downtime in Screen Time](#) and [Set up content and privacy restrictions in Screen Time](#) in the macOS User Guide.

Use Handoff on your Mac

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

Note: To use Handoff, you need an iPhone or iPod touch with iOS 8 or later, or an iPad with iPadOS installed. Make sure your MacBook Air, iOS device, or iPadOS device have Wi-Fi and Bluetooth turned on and are signed in with the same Apple ID.

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



For FaceTime, no icon appears in the Dock for hand off. Instead, if you want to hand off a call from your iPhone or iPad to your MacBook Air, click  in the menu bar on your Mac, click Switch, then click Join in the FaceTime window on your Mac. To hand off a FaceTime call from your MacBook Air to your iPhone or iPad, tap  in the upper left of your iPhone or iPad, tap Switch, then tap Switch again.

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

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

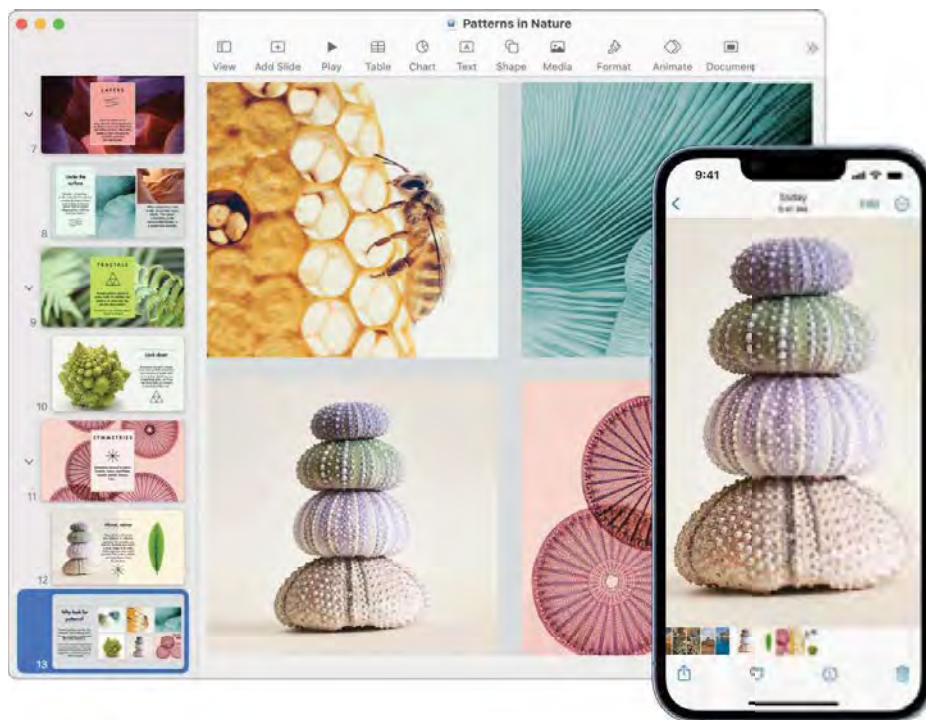
Turn on Handoff on your Apple Watch. In the Apple Watch app on iPhone, go to Settings > General, then tap to turn on Enable Handoff.

Learn more. See [Pick up where you left off with Handoff](#) in the macOS User Guide.

Use Universal Clipboard on your Mac

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

Note: To use Universal Clipboard, you need an iPhone or iPod touch with iOS 10 or later, or an iPad with iPadOS installed.



Use across apps. You can copy and paste images, text, photos, and video between any apps that support copy and paste on your Mac, iPhone, iPad, and iPod touch.

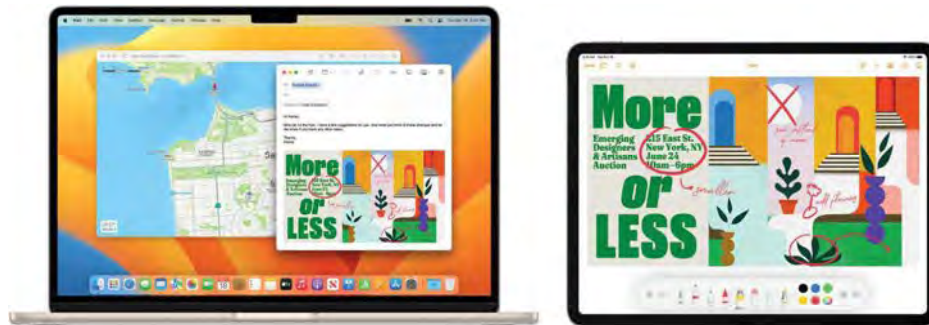
Copy and paste files. You can quickly move files from one Mac to another using Universal Clipboard. Copy a file on your MacBook Air and paste it to a Finder window, Mail message, or any app on a nearby app that supports copy and paste. You must be signed in with the same Apple ID on both computers.

Learn more. See [Copy and paste between devices from your Mac](#) in the macOS User Guide.

Universal Control

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

Note: To use Universal Control, you must have macOS version 12.3 or later on your Mac and iPadOS 15.4 or later on your iPad.



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

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

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

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

Learn more. See [Use a keyboard and mouse or trackpad across devices with Universal Control on Mac](#) in the macOS User Guide.

Sidecar on your Mac

With Sidecar, you can turn your iPad into a second display for your Mac and use your iPad as a tablet input device for your Mac apps. Give yourself extra space to work, draw with Apple Pencil, mark up PDFs and screenshots, and more.

Note: You can use Sidecar with iPad models that support Apple Pencil and run iPadOS 13.1 (or later). For more information, see the Apple Support article [Apple Pencil compatibility](#).



Set up and connect. You can use your iPad wirelessly within 32 feet (ten meters) of your Mac, or connect your iPad to your Mac with a cable to keep it charged. To set up your iPad as a second display, go to Apple menu  > System Settings, click Displays, then choose your iPad from the Add Display pop-up menu. Later, you can connect to your iPad in the Display section of Control Center . To disconnect your iPad from your Mac, click the Sidecar button  in Control Center. You can also tap  in the sidebar of your iPad.

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

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

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

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

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

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

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

Use Touch Bar controls—with or without a Touch Bar. For apps that have Touch Bar support, the controls appear at the bottom of the iPad display, whether or not your Mac has a Touch Bar.

Learn more. See [Use your iPad as a second display for your Mac](#) in the macOS User Guide.

Continuity Camera on your Mac

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

Note: To use Continuity Camera as a webcam requires an iPhone XR or newer. To use Continuity Camera to share photos, you need an iPhone or iPod touch with iOS 12 (or later) or an iPad with iPadOS 13.1 (or later) installed. Make sure your MacBook Air and iOS or iPadOS device have Wi-Fi and Bluetooth turned on and are signed in with the same Apple ID.



Work wirelessly. After you set up Continuity Camera, your Mac can automatically switch to using iPhone as a camera when it is in range. You can also use a wired connection if you prefer. See [Choose an external camera](#) in the macOS User Guide.

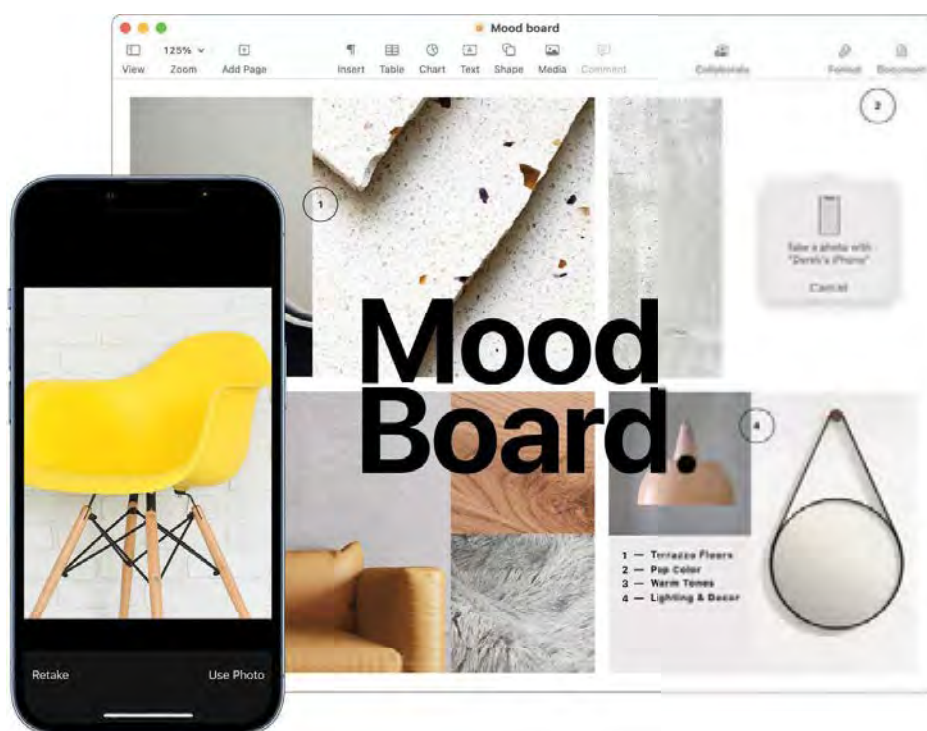
Use your iPhone microphone. You can also use your iPhone as a microphone for your Mac. Use the Video menu in FaceTime to select your iPhone during a call or use app settings to switch to your iPhone's microphone during video calls. You can also use Audio settings in System Settings to select your iPhone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

Use Video Effects. When you use your iPhone's camera to make video calls, you have access to video effects like Center Stage, Portrait mode, Studio Light and Desk View. Center Stage keeps the camera centered on you as you move, while Studio Light dims the background and illuminates your face, and Portrait mode blurs the background and keeps the focus on you. With Desk View, when you use your iPhone as a webcam for your MacBook Air, you can show your face as well as what's in front of you. To use video effects, click Control Center  in the menu bar, then select the effect you want to use. iPhone 11 or newer is required for Center Stage and Desk View, and iPhone 12 or newer is required for Studio Light.

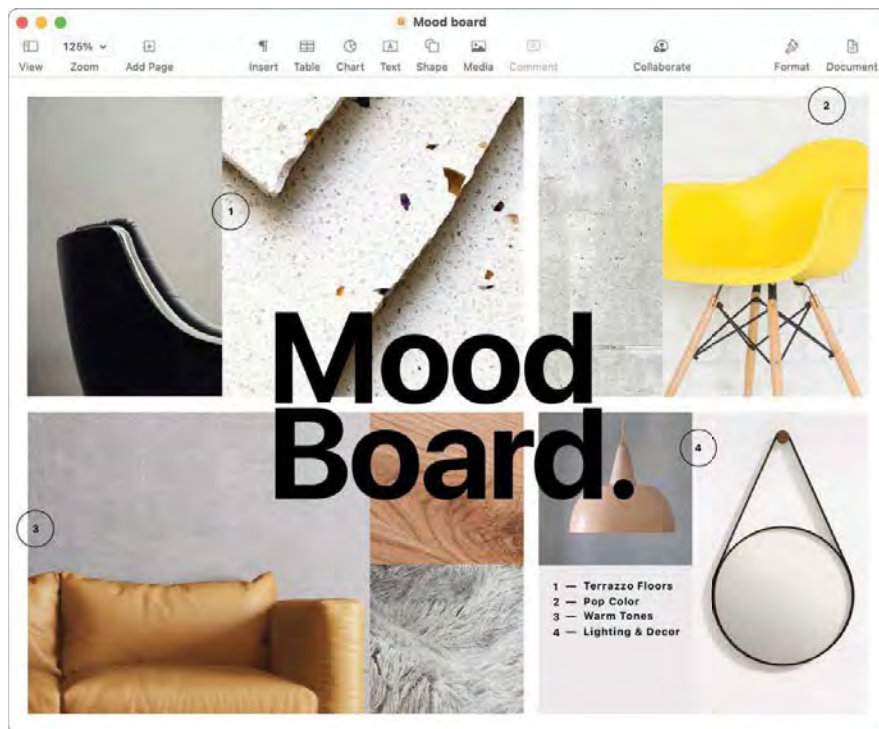
Insert an image or scan. Use the camera on your iPhone, iPad, or iPod touch to scan documents or take a picture of something nearby. The image appears instantly on your Mac. In an app like Mail, Notes, or Messages, select where you want the image to go, choose File (or Insert) > Import From iPhone or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

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

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



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



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

Continuity Sketch and Continuity Markup on your Mac

With Continuity Sketch, you can use your nearby iPhone or iPad to draw a sketch and instantly insert it into a document on your Mac—for example, in an email, a message, a document, or a note. Or use Continuity Markup to edit a document using your finger on an iOS device or with Apple Pencil on an iPad, and see those markups on your Mac.

Note: To use Continuity Sketch and Continuity Markup, you need an iPhone or iPod touch with iOS 13 (or later) or an iPad with iPadOS 13.1 (or later). Make sure you're signed in with the same Apple ID on all the devices, and that they have Wi-Fi and Bluetooth turned on. Pressure and tilt for Apple Pencil work only in apps with advanced stylus support.

Insert a sketch. In an app like Mail, Notes, or Messages, position the pointer where you want to insert a sketch. Choose File (or Insert) > Import from iPhone or iPad, then choose Add Sketch. On your iOS device or iPad, draw a sketch using your finger or Apple Pencil (on an iPad that supports it), then tap Done. On your Mac, the sketch appears where you positioned the pointer. Depending on where the sketch is inserted, you can mark it up, enlarge it, and so on.

Mark up a document. With Continuity Markup, you can use a nearby iPad  or iPhone/iPod touch  to mark up PDFs, screenshots, and images, and see the results on your Mac. Press and hold the Space bar to view the document in Quick Look, then click the device icon. If both devices are nearby, click Annotate , then choose a device. The tool may appear highlighted to show your device is connected.

Start writing, drawing, or adding shapes with your finger or Apple Pencil (on an iPad that supports it). See the updates live on your Mac as you make them on your iPad, iPhone, or iPod touch.

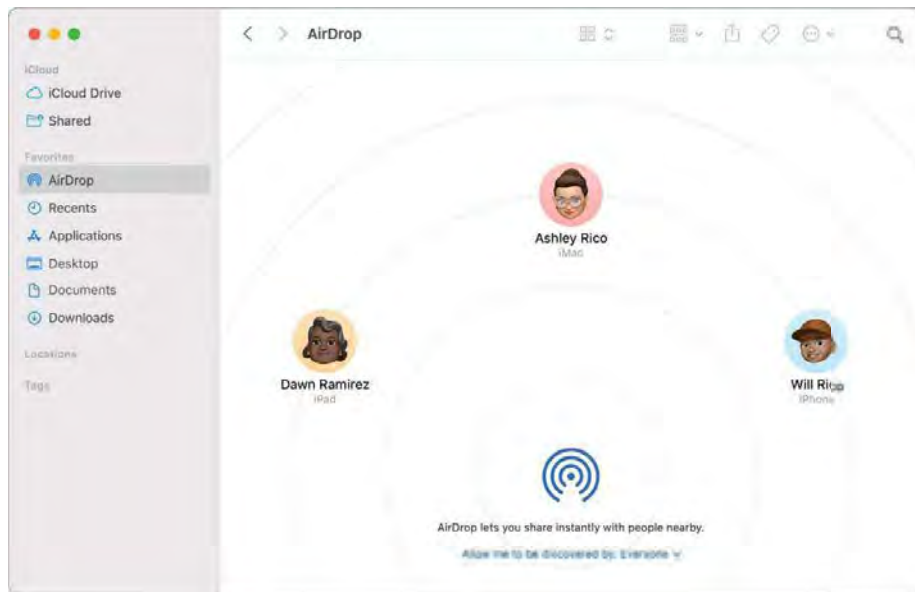


Learn more. See [Insert sketches with Continuity Sketch](#) in the macOS User Guide and the Apple Support article [Use Markup on your iPhone, iPad, or iPod touch](#).

Use AirDrop on your Mac

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

Note: AirDrop for iOS or iPadOS requires devices that the device have a Lightning or USB-C connector and iOS 7 (or later) or iPadOS 13.1 (or later). Not all older Macintosh computers support AirDrop (for a list of supported computers, see the Apple Support article [Use AirDrop on your Mac](#)).



Send a file from the Finder. Control-click the item you want to send, choose Share > AirDrop, then select the device you want to send the item to. Or click the Finder icon  in the Dock, then click AirDrop in the sidebar on the left (or choose Go > AirDrop). When the person you want to send a file to appears in the window, drag the file to them from the desktop or another Finder window. When you send a file to someone, the recipient can choose whether or not to accept the file.

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

Control who can send you items using AirDrop. Click the Control Center icon  in the menu bar, click AirDrop , then select "Contacts only" or "Everyone." You can also turn AirDrop on or off here. iPad, iPhone, and iPod touch have similar settings. See the Apple Support article [How to adjust AirDrop settings](#).

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

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

Share passwords stored in iCloud Keychain. In Safari, you can use AirDrop to share an account password with one of your contacts, or with another Mac, iPhone, iPad, or iPod touch. From the Safari menu, open Settings > Passwords, select the website whose password you want to share, then Control-click. Choose "Share with AirDrop," then select the person or device in the AirDrop window to share the password.

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

Instant Hotspot on your Mac

Lost your Wi-Fi connection? With Instant Hotspot, you can use the Personal Hotspot on your iPhone or iPad to connect your MacBook Air to the internet instantly—no password required.

Note: Personal Hotspot requires an iPhone with iOS 8 (or later) or a cellular-model iPad with iPadOS 13.1 (or later). See the Apple Support article [How to set up a Personal Hotspot on your iPhone or iPad](#).



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

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

Check the status of your connection. Look in the Wi-Fi status menu to see the strength of the cellular signal.

Learn more. See [Use an iPhone or iPad to connect to the Internet](#) in the macOS User Guide.

Phone calls and text messages on your Mac

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

Set up FaceTime for phone calls. On your iPhone (iOS 9 or later), go to Settings > Phone and enable Wi-Fi calling. Then, on your Mac, open FaceTime. Go to Settings, choose General, then click "Calls from iPhone." See [Set up your iPhone and Mac for phone calls](#) in the FaceTime User Guide.



Make a call. Open FaceTime on your Mac and click Create Link or New FaceTime. Create Link will generate a link that you can share using AirDrop, Mail, Messages, Notes, or Reminders. New FaceTime allows you to enter a name, email, or phone number. You can also start a FaceTime call in Contacts. Click the phone icon  in the FaceTime row for a contact. You can also click a phone number in a Spotlight search or in an app such as Safari or Calendar (your iPhone or iPad with a cellular connection must be nearby). See [Make and receive phone calls in FaceTime](#) in the FaceTime User Guide.

Take a call. When someone calls your iPhone, click the notification that appears on your MacBook Air screen. Your MacBook Air becomes a speakerphone if you're not wearing headphones.

 **Tip:** To temporarily turn off notifications about phone calls, messages, and more on your Mac, turn on the Do Not Disturb feature. Click the Control Center icon  in the menu bar, then click Focus and choose a time limit.

Send and receive messages. Use Messages to send text messages from your MacBook Air. All messages appear on your MacBook Air, iPhone, iPad, iPod touch, and Apple Watch, so when someone texts you, you can respond with whichever device is closest. See [Messages](#).

Learn more. See [Set up iPhone to get SMS texts on Mac](#) in the Messages User Guide.

Share experiences with SharePlay

With SharePlay, you and your friends and family can listen to music, watch TV and movies, or view content together while on a FaceTime call. Start a real-time watch party with friends, check out a new music release together, share a video or song with your friends in Messages, or share what's on your screen and talk about it. Your friends can participate on their iPhone (iOS 15 or later), iPad (iPadOS 15 or later), or Mac with macOS Monterey or later installed. You can also watch content on Apple TV (tvOS 15 or later) while chatting with your friends on another device.

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

Begin with FaceTime. Start a FaceTime call, invite your friends, family, or colleagues, and then use SharePlay  to share an experience with them. You can also add a SharePlay link to a thread in Messages. Take advantage of the new features that make FaceTime calling even better—grid view, Spatial Audio (which spreads out the voices so they sound like they're coming from where your friends are positioned), and voice isolation (which spotlights your voice and minimizes background noise).



Watch together. Bring movies, TV shows, web videos, and more into your group FaceTime calls, and enjoy the connection with others while watching video together. If you pause, rewind, fast-forward, or skip to a different scene, everyone's playback remains in sync. With smart volume, audio is adjusted automatically so you can continue to chat while watching.



Listen together. Share music with your friends right in your FaceTime calls, or host a full-blown dance party. When listening together, anyone on the call can add songs to the shared queue. The playback controls are shared by everyone on the call and, by listening with smart volume, you and everyone else can chat without having to shout.



Share your screen. Use SharePlay in FaceTime to bring webpages, apps, and more into your conversation. Anything that appears on your screen can be part of a shared moment. Browse vacation rentals together, shop for bridesmaid dresses, teach a new skill, or give an impromptu slideshow in Photos. Select a single window to share, or share your whole screen.



Learn more. Start with [FaceTime](#), then see [TV](#) and [Music](#).

Subscription required for Apple TV+.

Use AirPlay on your Mac

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



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

Note: If your Mac supports AirPlay screen mirroring, you see an AirPlay status icon in the menu bar of your Mac when an Apple TV is on the same network as your Mac. See the Apple Support article [Use AirPlay to stream video or mirror your device's screen](#).

In some cases, you can use an AirPlay display even if your MacBook Air isn't on the same Wi-Fi network as Apple TV (called *peer-to-peer AirPlay*). To use peer-to-peer AirPlay, you need an Apple TV (3rd generation rev A, model A1469 or later) with tvOS 7.0 or later.

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

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

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

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

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

Subscription required for Apple TV+.

Unlock your Mac and approve tasks with Apple Watch

When you're wearing your Apple Watch, you can use it to automatically unlock your MacBook Air and approve authentication tasks—such as entering passwords, unlocking notes and settings, and authorizing installations—without having to type a password. These features use strong encryption to provide secure communication between your Apple Watch and MacBook Air.

To use the Auto Unlock and Approve with Apple Watch features:

- Sign in on your Mac and Apple Watch with the same Apple ID.
- Make sure your Apple Watch is unlocked and running watchOS 3 or later to automatically unlock your Mac; approving authentication requests requires watchOS 6 or later.
- Turn on two-factor authentication (see below).



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

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

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

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

Skip the sign-in. Walk up to your sleeping MacBook Air wearing your authenticated Apple Watch on your wrist, and lift the cover or press a key to wake your MacBook Air—Apple Watch unlocks it so you can get right to work.

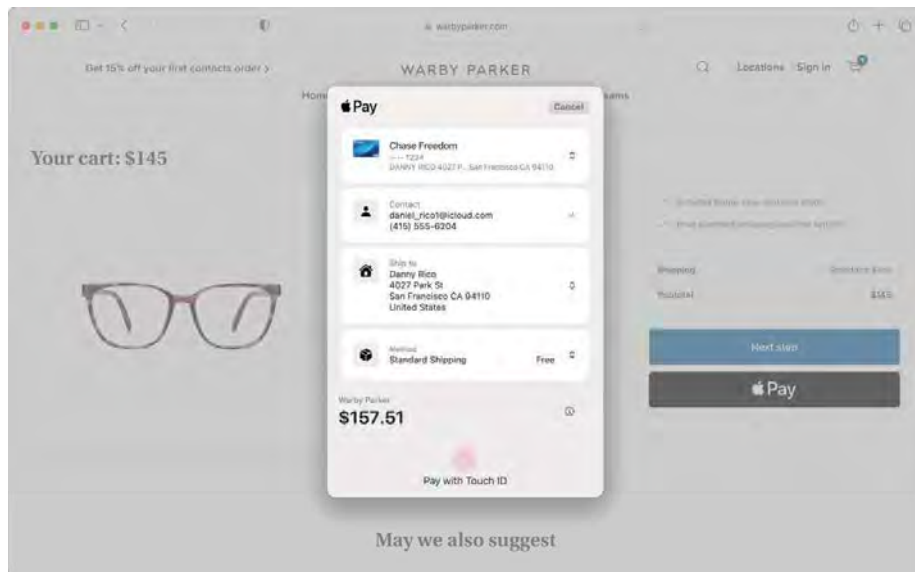
Approve with Apple Watch. If you’re prompted for a password, double-click the side button on your Apple Watch to authenticate your password on your Mac. You can view your passwords in Safari, approve app installations, unlock a locked note, and more (requires watchOS 6).

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

Use Apple Pay on your Mac

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

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



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

Make a purchase using Touch ID. On your MacBook Air, you’re prompted to configure Apple Pay during setup. When you choose Apple Pay on a website, place your finger lightly on the Touch ID sensor to authenticate and complete your purchase.

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

Note: You can add or delete payment cards and manage your Apple Card in the Wallet & Apple Pay settings of System Settings.

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

Use AirPrint on your Mac

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

You can use AirPrint to print wirelessly to:

- An AirPrint-enabled printer on your Wi-Fi network

- A network printer or printer shared by another Mac on your Wi-Fi network
- A printer connected to the USB port of an AirPort base station

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

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

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

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

Apps

Apps on your MacBook Air

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

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

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

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

Icon/App name	Icon/App name	Icon/App name
 App Store	 Books	 Calendar
 FaceTime	 Find My	 Freeform
 GarageBand	 Home	 iMovie
 Keynote	 Mail	 Maps

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

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

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

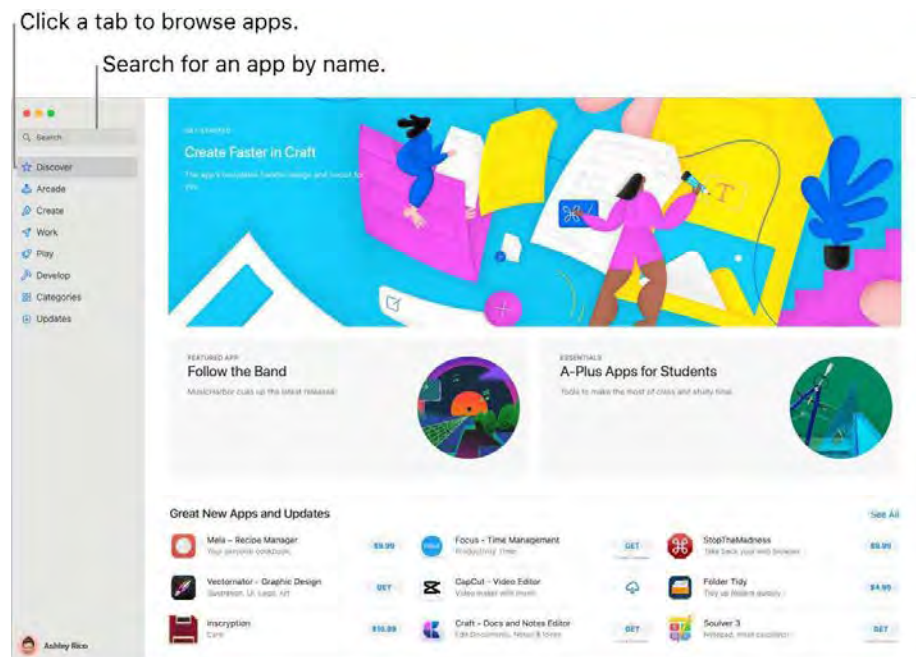
Find even more apps. Click the App Store icon  in the Dock to find and download apps for almost everything you want to do. To learn more, see [App Store](#).

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

App Store

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

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



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

 **Ask Siri.** Say something like: "Find apps for kids."

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

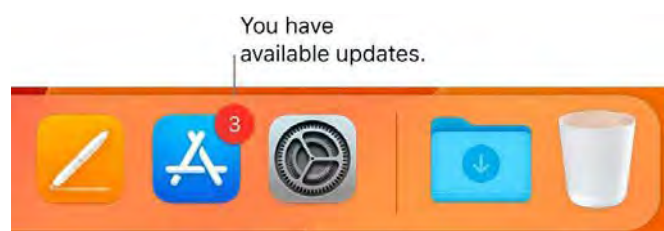
Use iPhone and iPad apps on your Mac. Many iPhone and iPad apps work on your MacBook Air. Any available apps that you previously purchased for your iPhone or iPad appear on your Mac. Search for apps in the App Store to see if they're available for Mac.

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

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

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

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



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

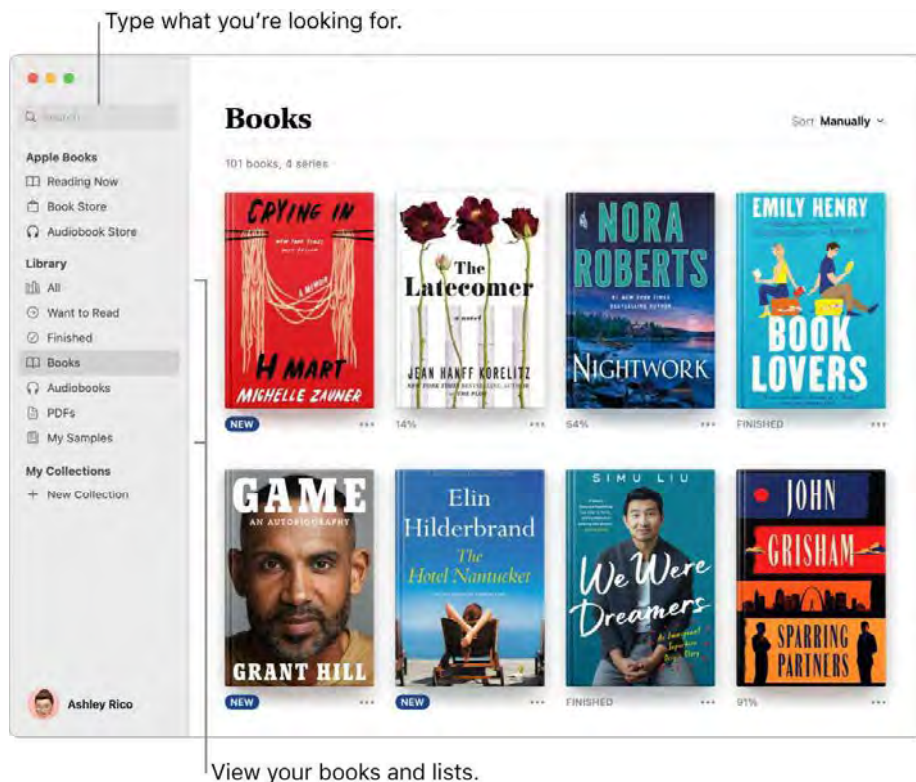
Books

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

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

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

 **Ask Siri.** Say something like: "Find books by Jane Austen."

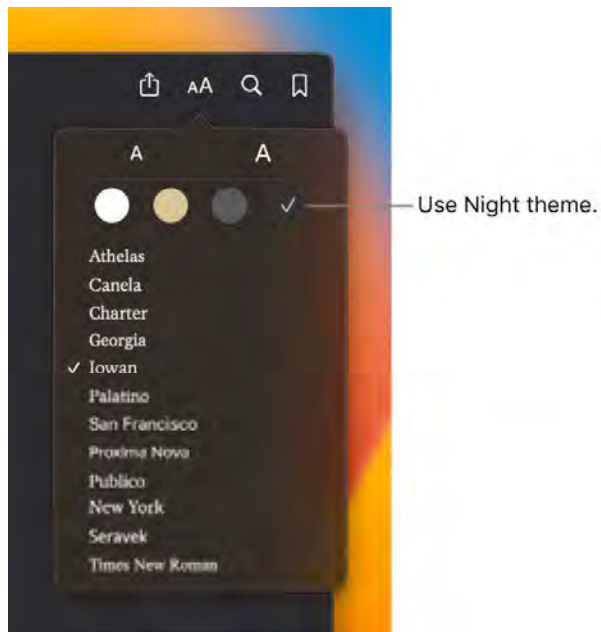


Set reading goals. Set daily reading goals to motivate yourself to read more. The default is 5 minutes a day, but if you want to aim higher, click in the Reading Goals section of Reading Now and choose a new goal. You can turn this off and clear reading goal data in Books settings.

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

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

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



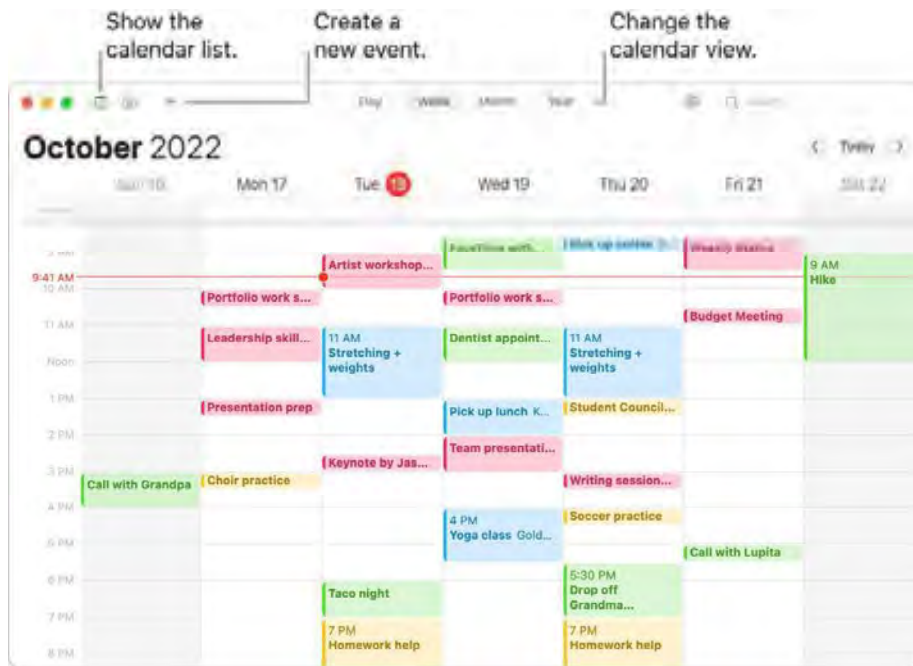
Learn more. See the [Apple Books User Guide](#).

Calendar

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

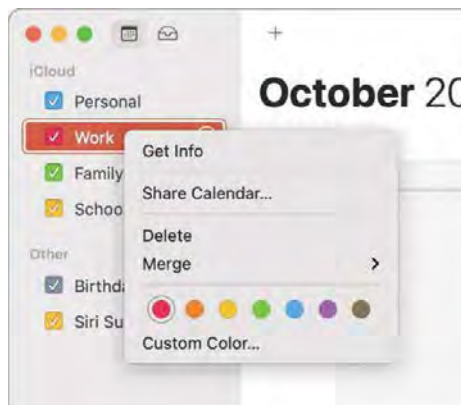
Create events. Click **+** to add a new event, or double-click anywhere in a day. To invite someone, double-click the event, click the Add Invitees section, then type an email address. Calendar lets you know when your invitees reply.

 **Ask Siri.** Say something like: “Set up a meeting with Mark at nine in the morning.”



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

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



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

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

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

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

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

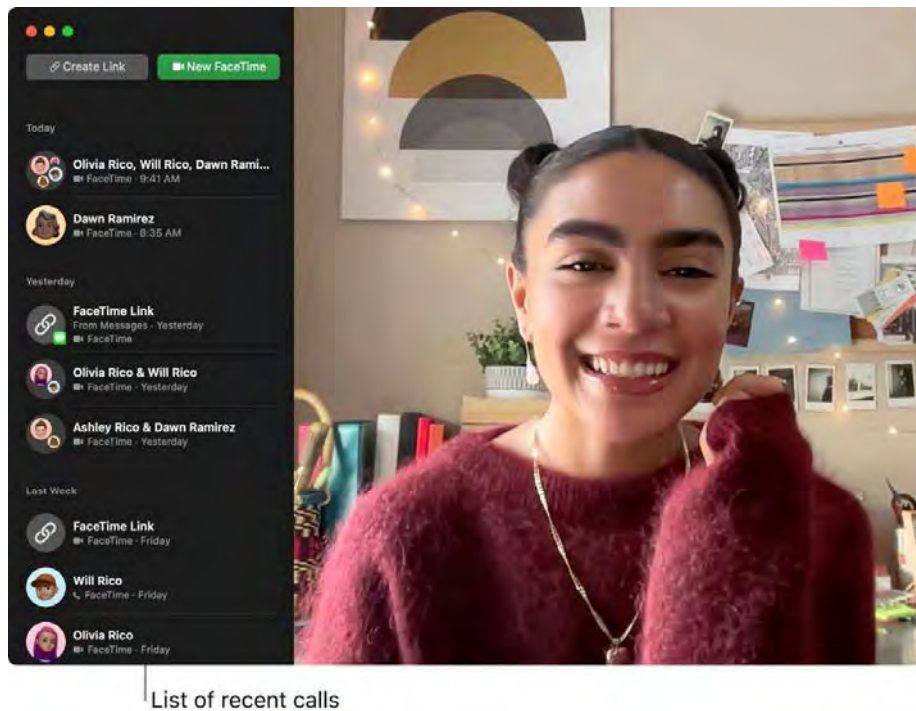
FaceTime

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

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

Make a FaceTime call. Use the built-in FaceTime HD camera on your Mac to make FaceTime video calls. Click New FaceTime, enter a name, phone number, or email address for the person you want to call, then click FaceTime. If it's not convenient to make a video call, click the pop-up menu and select FaceTime Audio to make an audio-only call. When you receive a FaceTime invitation, you can choose to join with video or just audio.

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



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

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



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

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

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

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

