# Getting started with OSX

This one-day course teaches delegates how to get the most out of the Mac OS X operating system by looking at how the computer works and how you can work best with it. You'll be introduced to the features that make the Mac operating system the most powerful and easiest to use OS and elevate your understanding from basic user to intermediate user.

**Prerequisites**
This is an entry-level course so there are no formal prerequisites, but you should have some experience of using computers

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

**Installation**
Install Mac OS X
Creating a first user account
Installation options

**Setting up the Mac**
First time setup
Creating different user accounts
Differences between Standard and Admin Users

**Introduction to OS X**
Tour of the Desktop
Explore the Menu Bar and Dock
File management and Spotlight
What is the Finder?
Setting different views
Customising the side bar
Moving and deleting files
QuickLook

**System Preferences**
The four types of preferences
Changing user and system settings
Time Machine
Setting up Time Machine
Simulate backup, delete and restore

**Overview of included applications**
Explore applications included with OS X
Apple Mail
Setting up mail accounts
Customising mail folders
Adding smart mailboxes
Using rules, using integration features
Data detectors and notes
iCal
Seeing events added from Mail
Adding, amending and deleting events
Adding, publishing and deleting calendars
Using To Do items inside iCal
Address Book
Adding, moving and sorting contacts
Integrating with Mail
Safari

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**Dashboard**

Customising Dashboard Widgets

Adding and removing Dashboard Widgets

Accessing using function keys

Setting a hot corner

Exposé/Spaces

Using and customising Exposé

Creating Multiple Desktops with Spaces

Fast user switching

Switching between users

Understanding advantages and security risks

File permissions and sharing

Transferring files between users

Understanding the public Dropbox

Changing file permissions

**Setting preferences**

Using tabs

Creating a Dashboard item

Web clips

History and top sites

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dynamix training