

Mac Integration Basics

Course Summary

Description

Mac Integration Basics course examines how to best use a Mac(s) in an organization that predominantly functions with a Microsoft Windows operating system and Windows Servers.

Topics

- Directory Services
- File Sharing
- Email, Contacts, and Calendars
- Security
- Protecting Start-up Disk Files
- Printing
- Instant Messaging
- Moving and Backing Up Content

Audience

This course is also ideal for users who need to replace a Windows computer with a Mac and for IT professionals who support Mac users

Prerequisite

Understand how to use a Mac, a Windows computer, and computer peripherals

Duration

Two Days

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Course Outline

- I. **Directory Services**
 - A. Connecting a Mac to a Directory Server
 - B. Using Network Accounts
- II. **File Sharing**
 - A. Connecting to File Servers
 - B. Turning on Personal File Sharing
- III. **Email, Contacts, and Calendars**
 - A. Managing Internet Accounts Preferences
 - B. Connecting to an Exchange Server
 - C. Connecting Mail to Non-Windows Servers
 - D. Adding Accounts in Mail, Contacts, and Calendars
- IV. **Security**
 - A. Built-in Security Features
 - B. Creating Strong Passwords
 - C. Using Two-factor Authentication
 - D. Setting a Firmware Password
 - E. Locking a Mac Screen
 - F. Creating User Accounts
 - G. Disabling Automatic Login
- V. **Protecting Start-up Disk Files**
 - A. Ensuring that the Apps you Download are Safe
 - B. Providing Network Security
- VI. **Printing**
 - A. Connecting to a Local Printer
 - B. Setting up a Wireless Printer
 - C. Sharing your Printer
 - D. Setting up a Printer Shared by a Mac and a PC via SMB or CIFS
 - E. Setting up an IP Printer
 - F. Specifying Printer Features
 - G. Printing from a Network Printer
- VII. **Instant Messaging**
 - A. iMessage
 - B. Jabber
 - C. Configuring Messages
 - D. Adding Accounts
 - E. Chatting on a local network with Bonjour
- VIII. **Moving and Backing Up Content**
 - A. Moving Content
 - B. Backing up Data with Time Machine
 - C. Running Windows on a Mac
 - D. Running Windows Natively or Virtually
 - E. Using Office
 - F. Using Cross-platform Apps
 - G. Using Cross-platform Files