Mac OS X Quick Start Guide

Welcome to your new Macintosh workstation! This guide is here to help answer the most frequently asked questions. Let's get started!

Logging On

**Previous Mac User:** Type in your Password (this may not be your Norse Key)

**New Mac User:** Type in *changeme*

If you've had a previous Luther workstation, all your data has been copied over.

**How Do I Change My Password?**
1. Click on the **Apple** in the upper left corner and select **System Preferences**.
2. Click on **Users & Groups**.
3. Select your account and click **Change Password**.
4. Enter your Old Password and then a New Password twice.
5. Click **Change Password** when finished.

The Dock

The Dock, located at the bottom of your screen, is a shortcut to the most frequently used applications, documents, and locations. Applications that are currently running have a small spotlight beneath them. Right Click or Click and Hold on an icon for additional options (such as Empty Trash).

The Finder

The Finder, located on the far left of the Dock, is used to navigate around your Mac.

**How Do I Access My Network Shares?**
1. Click on the **Finder** and select **Go** from the menu across the top of the screen.
2. Select **Connect to Server ...**
3. In **Server** address, type `smb://academic.luther.edu/sharename` (Faculty) or `smb://admin1.luther.edu/sharename` (Staff)
4. Click **Connect** and enter your Norse Key

*Sharename is either your Username (for your H drive) or the name of the share (i.e. lis).*
How Do I Connect to a Wireless Network?

Click on the Wireless icon located in the top right corner of the screen and select the wireless network you wish to connect to.

How Do I Eject My Flash Drive or DVD?
Ejecting a flash drive is recommended before unplugging it from the computer to prevent data corruption. To do so, simply click on the Flash Drive icon on the desktop and drag it to the Trash. The same applies to DVDs - just drag it to the Trash to eject it.

How Do I Shut Down or Restart My Mac?
Click on the Apple in the upper left and select **Restart** or **Shut Down**. You can also press the Power button for one second to view your options.

How Do I Get Specialized Software?
If you need an application that is not installed on your workstation, fill out a work order at [http://help.luther.edu](http://help.luther.edu). The Technology Help Desk will contact you to arrange a time for installation.

How Do I Get Windows Applications?
If you need to access a Windows application, you can do so using Citrix ([www.luther.edu/helpdesk/citrix/](http://www.luther.edu/helpdesk/citrix/)). Contact the Technology Help Desk for more information.

How Do I Get Additional Training for Mac OS X?
Materials are available online at [www.luther.edu/helpdesk/macbasics/](http://www.luther.edu/helpdesk/macbasics/) and at [www.apple.com/osx/](http://www.apple.com/osx/). For Office 2011 for Mac, see [www.luther.edu/helpdesk/office/](http://www.luther.edu/helpdesk/office/). If you’d like one-on-one training, contact the Technology Help Desk at x1000 or helpdesk@luther.edu.