

Getting started with Mac – Session 2

Personalise your device

About this course

Make your Mac truly yours in this session dedicated to customisation. Start by tailoring the **Dock** (*updated in macOS Tahoe*) to fit your workflow, organising your favourite apps and tools for easy access. Then, bring your Desktop to life with a personalised wallpaper and discover the simplicity of **Stacks**, which automatically keeps your files neat and organised.

Take your customisation further with **Widgets** (*enhanced in macOS Tahoe with interactive desktop widgets*), offering at-a-glance updates on your calendar, weather, and more – right from your desktop. We'll also explore **Accessibility** settings (*expanded in macOS Tahoe*), ensuring your Mac is perfectly adjusted to meet your needs, whether that's enhancing visibility, enabling voice commands, or customising controls.

Finally, learn how to set up **Hot Corners**, a time saving feature that transforms the corners of your screen into shortcuts for quick actions like locking your display or opening Mission Control. This session is all about making your Mac work the way you want it to.

Format and duration

45-minute session delivered virtually.

Audience

This course is designed to focus on users who are new to Mac or would like a refresh on using macOS. Also, for users who have been provided or are considering a Mac as a work device.

Session 2: Personalise your device

Topics in Detail

- Dock (updated in macOS Tahoe)
- Desktop (Wallpaper, Stacks)
- Widgets (enhanced in Tahoe – interactive desktop widgets)
- Accessibility (expanded in Tahoe)
- Hot corners

Additional topics may include:

- Appearance options in System Settings (updated in Tahoe)
- TouchID
- Mail Accounts
- Calendar Accounts
- Messages setup and preferences
- Creating folders and organising files