Clemson University Mac Setup Workshop Handout

## When you first arrive

* Find a seat at an empty desk. Plug your laptop into a power source and plug in the Ethernet cable at your seat into your Mac. **Please do NOT attempt to connect to eduroam wireless at this time.**
* If this is your first time starting your Mac you will need to go through the Apple registration screens. When asked to submit the information make sure you select that you are not currently connected to the internet.

## Software Installation

* **These instructions are provided to assist you with installing software on your Mac. However, it is very important that you keep pace with the instructor. They will provide additional instruction regarding each of the following steps. If at any time you get stuck or have a question, feel free to ask an instructor.**

## Network Registration

* Make sure the Ethernet cable is plugged into your Mac. Open Safari (looks like a compass on your dock). The network registration page should open automatically. Select “go” and log in with your username and password.
* Scroll down to the bottom of the Agreement Page and put in your username in the field marked “Description”. Select next and the next page will ask you to restart your computer, DO NOT RESTART. Unplug your Ethernet cable, count to 20, then plug the cable back into your computer.

## Clemson Software Package

* Open Safari and return to **http://ccit.clemson.edu/mac\_software**. Click the link on the left-side

“Wireless”, then select the “Download Installer” link on the right side of the page. Find the installer package and open it. Select continue on the installation package screen until you get the option to install. Select install.

* The installer will begin loading some files. For the wireless setup a box will prompt you for your **Mac** password followed by your **Clemson** username and then your **Clemson** password**. Make sure you enter the username in the format username@clemson.edu.** If you do not enter your Clemson username or password correctly the first time, the installer will prompt you to enter them again. If several attempts are unsuccessful the installer will prompt you to reset your Clemson password and try the installer again.
* Return to the same website and select the link on the left side “Mac Software”, then click “Download Installer” on the right side of the page. The installer package should download and launch automatically. Select continue on the installation package screen until you get the option to install. Select install.
* Let the installer run on its own, it may appear to stop a few times but give it several minutes and it should continue. The installer takes approximately 15-30 minutes to complete doing a full installation. When the installation process is complete, you may close the installation package.

## Google Apps

Google Apps for Education accounts includes email, Google+, Google Drive, Google Sites,and Google Calendar service for students and employees. Other services may be added in the future as they are available and appropriate. You already have a Google account created for you.

* To log in to the Clemson Google Apps page for the first time, go to the URL http://g.clemson.edu.
* The username is the same as your Clemson username. The default password if you’ve never logged into Google Apps before is the letters “cu” the pound sign “#” followed by the last four digits of your social security number. So if the last four digits of your social security number are 1234, the default password for your Google Apps account is “cu##1234” without the quotation marks.
* Once logged in, click in the top right of the page on the link marked “Settings” and select the “Accounts” tab. Towards the bottom of this page, click on the link marked “Change Password” and change your Google Apps password to something new.
* **NOTE: Your Google Apps password is always separate from your Clemson University password. Therefore, if you want these two passwords to be the same, you must change your Google Apps password manually when you change your Clemson University password.**

## Tips & Tricks

**Right Clicking**

* 2 ways to right click on a Mac

1. Hold the control (ctrl) button and click the primary button.
2. Two Finger Clicking
   1. This is not enabled by default
   2. Select “System Preferences” either from the dock or from clicking on the Apple logo in the top left corner of the screen.
   3. Select “Keyboard & Mouse” from the Hardware category on the System Preferences screen.
   4. Select the “Trackpad” tab and put a check in for “Clicking” and “Tap trackpad using two fingers for secondary click”
   5. Now you can right click by placing two fingers on the trackpad and clicking the main button. Additionally, you may tap two fingers on the trackpad to right click.

**Closing Applications**

* For the most part, if you click on the red circle in the upper left corner of programs, it simply minimizes the program and does not close the program completely.
* To completely close an application, click and hold the command key (the button that looks like a ⌘ to the left and right of the spacebar) and hit the “Q” key. Think of this as command-quit.

**Selecting Amongst Applications**

* Exposé

1. Select “System Preferences” either from the dock or from clicking on the Apple logo in the top left corner of the screen.
2. Select “Exposé & Spaces” from the Personal category.
3. Select the “Exposé” tab.
4. Here you can select which corner to move your curser into to enable Exposé. For example, if you select “All Windows” from the drop down that represents the bottom left corner of the screen, moving the curser into this corner will activate Exposé.

* Spaces
  1. Spaces allows you to have multiple virtual desktops open at once. For example, you can have a word document open on one desktop and an internet browser open on another.
  2. In the “Exposé & Spaces” section under System Preferences select the Spaces tab.
  3. Check the box that says “Enable Spaces”.
  4. You can add or remove additional desktops using the + and – buttons.
  5. By default, you can move amongst the active desktops by holding the “ctrl” button and the arrow keys.
* To find more features on the Mac, make sure you go into your System Preferences and go through each category individually to customize your Mac how you want it.