Getting Started with a Mac

For businesses with a Windows Server

This document, a quick guide designed to help you integrate a Mac into your environment, is geared toward businesses with a Microsoft server product such as Small Business Server 2003 or 2008. Please refer to the *Getting Started with a Mac for Businesses without a Server* for tips on how to add a Mac to your environment if your business does not have a Windows server.

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Integrating a Mac into Your Business

Integrating a Mac into your business is an easy process and can be accomplished in just a few simple steps. Microsoft Small Business Server 2003 or 2008 uses Active Directory to create accounts and provide shared services. If Active Directory is not used in your environment, many of the instructions described in this guide may still apply; however, you may need to do some additional configuration. Note that for full use of Microsoft Exchange support in Mac OS X v10.6 Snow Leopard, Microsoft Exchange Server 2007 is required on your Windows server.

This guide will walk you through the following simple steps so that you can easily take full advantage of your new system:

1. Set up your new Mac.
2. Connect to the Internet.
3. Integrate with your directory service.
4. Share files and printers.
5. Set up and support your email, calendar, and contacts.
6. Seamlessly work with other productivity applications.

Setting Up Your New Mac

Before you start, you will need to gather the following information from your Windows server:

• Windows server or Active Directory (AD) domain name (example.com)
• IP Address of your server
• Administrator's user name and password on your server or AD domain

Setting up a new Mac for a business with a Microsoft-based server is essentially the same as setting up a Mac for personal use. It requires the following steps:

1. Turn on your Mac, and then follow the simple, on-screen instructions. As part of those instructions, you will be given the option to transfer data from another Mac system. However, if your previous machine is a PC, it will be easier to migrate your files later.

2. *Important:* If you plan to connect this Mac to the Windows server, it is important to create the first account using a name that is different from your server or Active Directory account name. The examples described below use the name "Mac Admin" as the initial account name on the machine. You will create a second account later that will be used to connect to the server for everyday business use.

For more instructions about migrating your PC-based files, visit:
support.apple.com/kb/HT2518

3. The first account on your Mac will be an admin (for administrator) account by default. Using an admin account, you can make changes to the system, including adding new accounts, adding software applications, limiting rights for other accounts, and more. Many people create just one account on their system. If your business would like to retain the ability to access every system, then a good first step is to create a general admin account on every Mac to be controlled by the business owner, office manager, administrator, or technical person. You can always create additional admin accounts and other types of accounts at a later time. This admin account will not be tied into the Microsoft server, and it will not use Active Directory.

4. Once you have created the initial *Mac Admin* account, you will be asked to create an account photo and ensure that the date and time are correct. If the date, time zone, or time is incorrect, then you may encounter problems later when connecting to the network.

You should now be able to access and use your new Mac, however you will not yet be able to log in to the Microsoft network and server.

Connecting to the Internet

Using a wired network
If you want to connect to the Internet using a wired Ethernet network, simply connect an Ethernet cable from your router or other Internet connection device to your Mac.

For more help on this or any Mac issue, see:
www.apple.com/support/quickassist

Using a wireless network
Connecting to a wireless network is quick and easy. Apple's industry-standard 802.11 wireless networking technology, AirPort, is built into Apple's full line of notebooks as well as the iMac.* You can easily add an 802.11 wireless card to a Mac Pro computer. Your Mac will automatically connect to available wireless networks. To connect to a wireless network for the first time, use the following simple steps:

1. From the menu bar, choose the Apple icon, and select System Preferences. Then choose Network.

2. Select AirPort in the list of network connection services, then choose a wireless network from the Network Name pull-down menu. If you are prompted for a password, enter it. If the network you want to join is not in the list (it may be hidden from public view), choose Other, then enter the network name and password.

3. Check the box "Show AirPort status in menu bar" so it will be easier to quickly verify your wireless status and join new networks if you are traveling or in new locations.

Once you have connected to a wireless network, the Mac will automatically rejoin that network. You should now be able to launch a web browser and connect to the Internet. A working network connection will be required to move forward, so ensure that your connection is working properly.

For more help on this or any Mac issue, check:
www.apple.com/support/quickassist

* Wireless Internet access requires a base station or other wireless access point and Internet access; fees may apply. Some ISPs are not currently compatible with AirPort.

Setting Up Your Mac to Connect to the Server

(connecting to Active Directory)

Once the initial setup is complete, you will be brought to your Mac OS X desktop. You will need to take a few more moments to complete your configuration to allow you to log in to the Windows server using your Active Directory account.

Make sure that the Windows server administrator has created an account for you on the server. Administrators can create an account just as they would for any other PC used within the organization. This account will be referred to as your Active Directory account, and you will need to know its username and password. This account name may be the same as that which was used on a previous Windows computer, or it may be an entirely new user name.

1. Go to the System Preferences application. To get there, you can either click the System Preferences icon in the Dock, or choose System Preferences from the Apple menu. Then select the Accounts icon at the bottom left of the System Preferences window.
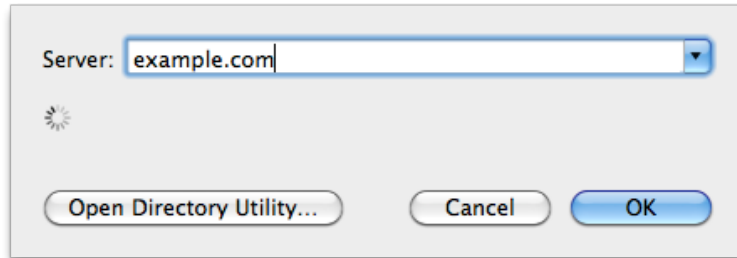
2. Click the Login Options icon.

3. To the right of the Login Options icon, click the Join button for Network Account Servers.

   This will bring up a text field that allows you to enter your Active Directory domain name. Keep in mind that this is not the full name of the server, for example, "server.example.com." It is just the domain part of the name (for example "example.com").


4. Enter your Server Administrator's Active Directory user name (this example uses "Administrator") and password. This will join your Mac to your server's Active Directory domain and allow you to create an account on your Mac that ties to your server's Active Directory domain.
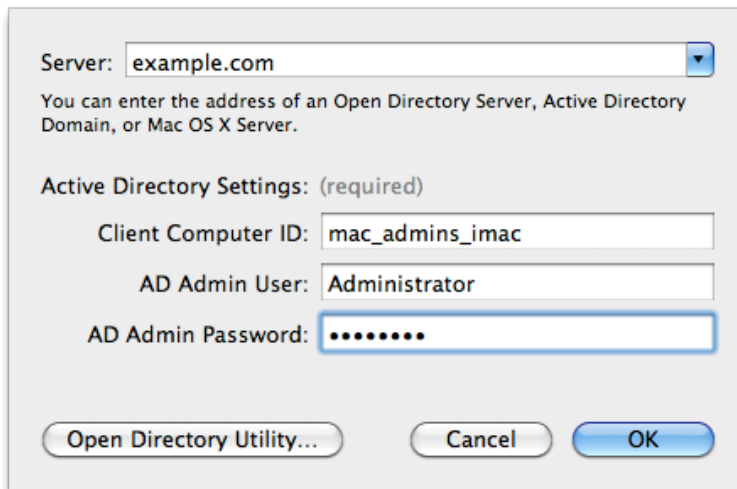
5. Once you have entered your Server Administrator's Active Directory user name and password, click the Open Directory Utility button. The following screen will appear:
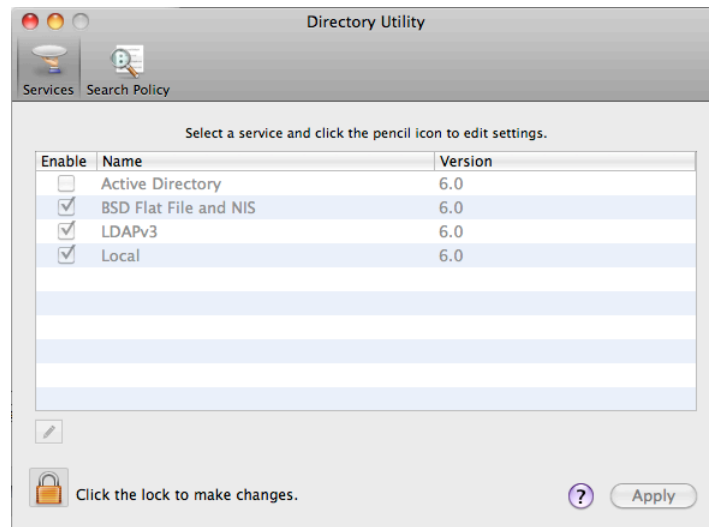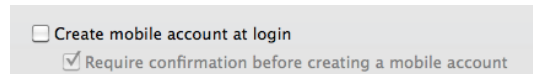

6. In the Directory Utility window, click the Lock icon on the bottom left, and then enter your *Mac Admin* user name and password. This will unlock your Mac so you can make a change.

7. Double-click the Active Directory entry in the list to bring up the following window:
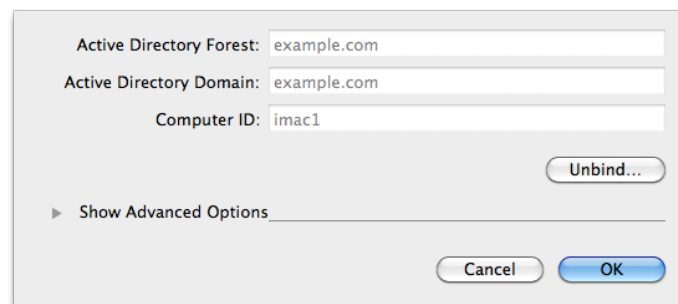
8. Click the triangle next to Show Advanced Options to display more options.

9. Under the User Experience pane, click the Create mobile account at login box, and deselect the Require confirmation box.

☐ Create mobile account at login
   ☑ Require confirmation before creating a mobile account

It should appear as follows:

☑ Create mobile account at login
   ☐ Require confirmation before creating a mobile account
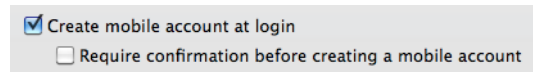
10. Click OK to save your changes, and then click on Apply in the Directory Utility window.

11. Now log out of the *Mac Admin* account by choosing Log Out *Mac Admin* from the Apple menu.

12. After the system logs out of *Mac Admin*, a login screen will present two options: an icon for the *Mac Admin* account and an Other icon.

13. Click the Other icon, and enter your Active Directory account username and password from the account on your Windows server or Active Directory domain. For the purposes of this guide, the Active Directory account name used will be *"AD User."*

Congratulations! You are now logged in as the *"AD User"* Active Directory account. The account has been synced with the Windows server and the Active Directory domain so that your Mac system is now fully integrated into your Windows network. Your password will be kept up to date across the various systems, and you will have access to all the services that you would be able to access from a Windows PC.

Keep in mind that all of your files will reside on the local hard drive on your Mac, not on the Windows server.

Sharing Files

The Mac can instantly use .doc, .xls, .pdf, .jpg, and many other common file types, even if the file was created on a Windows system. In a mixed environment, there are multiple options for exchanging large files back and forth between Mac and PC systems. USB or FireWire storage devices and Flash-memory devices with Mac- or PC-generated files can connect directly to either a Mac or PC for two-way exchange. With an optical drive, your Mac can burn CD and DVD discs for use on Mac systems, Windows-based PCs, and other types of computers.

Sharing files on the server

Now that you are connected to the server using your server or Active Directory account, you should be able to see all the shared folders on the server that your account has permission to access.

1. Click the Finder icon in your Dock. This will bring up a Finder window. On the left-hand sidebar of the Finder window, under the Shared divider, you should see any Windows server or machine on your network. Choose one that has a file share on it.

2. You should now see the folders and files in that shared folder.

3. If you don't see the server in the sidebar area, then select Go from the Finder menu, and then Connect to Server. Type in "smb://10.0.0.1" but substitute your server's actual IP address for 10.0.0.1.

Sharing files between systems without the server

The most simple way to share files between two users who are both authorized on the server is to use a shared folder on the server. You can also exchange files back and forth between Mac and Windows systems on the same network that is used to access the Internet. You can also exchange files back and forth between Mac and Windows systems on the same network used to access the Internet.

Computers that enable file sharing automatically show up in the Shared section of the Finder sidebar, allowing you to browse files and folders you have permission to view.

Step-by-step instructions for setting up File Sharing between two computers on a network are at:
support.apple.com/kb/HT1549

Email

The Mail application is included with every Mac. Mail supports common email standards including POP3 and IMAP. If you have more than one email account, you can easily add all of your accounts to Mail and access everything from one central place. When you launch Mail for the first time, it will display the Mail Setup Assistant to walk you through this process. If you use an Internet-based service such as Yahoo!, Google, AOL, or others, then you can access those email services using the Safari web browser, also included with every Mac.

See the Mail lesson under Working & Playing at:
www.apple.com/support/mac101

For support information, see:
www.apple.com/support/mail

Using Microsoft Exchange on your server for email

With the introduction of Snow Leopard, Mac OS X is the only operating system with built-in support for Microsoft Exchange Server 2007. To access Exchange services such as email, calendar invitations, and Global Address Lists, you can easily use Mail, iCal, and Address Book. If you use Exchange for email and your server is running Exchange Server 2007, then you can also use Mail to access your Exchange email account.

1. Launch the Mail application on your Mac. Note that it is best to do this while you are on your office network the first time before attempting to do it from another location.

2. If this is the first time you have used Mail, you will be asked to create a new account. If you already have another Mail account set up, you can add an additional account from the Mail Preferences menu. This will allow you to see all your email in one place.

For step-by-step instructions and more support to set up your Mac to work with Microsoft Exchange Server, see:
support.apple.com/kb/HT3748

3. When you are creating the new Mail account, type in your Exchange email address and password in the dialog box, and check the box to automatically set up your other applications. If the Exchange Autodiscovery feature is enabled on your server, then Mail will use Autodiscovery to populate all the pertinent information from the server and configure your settings so that you can start using your applications right away. Once this has been completed, your email will show up. You can launch iCal, the Mac OS X calendaring application, and Address Book, the Mac OS X contact application, and have full access to your appointments and contacts from your Exchange server.

As an alternative, Microsoft also makes the Entourage application, which provides access to Exchange Server 2003 or greater for email.

Using Microsoft Exchange Hosted Services

If you use a hosted or outsourced Microsoft Exchange service for email and calendaring, you may also be able to use Mail to access your Exchange email account if the email provider is running Exchange Server 2007.

See your email service provider for more details.

Calendars and Contacts

With iCal, you can create as many separate calendars as you need—one for work and one for home. iCal can sync with Google and Yahoo! calendars as well as import from many other calendar applications. Microsoft and other software companies also make other calendar applications that run on the Mac. If you use Microsoft Exchange, the previous email section describes the various options for connecting iCal or other products to your Exchange calendars.

Address Book makes it simple to manage your contacts and organize them into groups. Address Book can sync and import contacts from Internet services such as Google Calendar, as well as many other programs.

See the iCal lesson under
Working & Playing at:
www.apple.com/support/mac101
or:
www.apple.com/support/ical

See the Address Book lesson under
Working & Playing at:
www.apple.com/support/mac101

Office Productivity Applications

The Mac runs Microsoft Office applications, including Word, Excel, and PowerPoint. It also runs iWork, Apple's productivity suite that includes Pages '09, Numbers '09, and Keynote '09—all to help you produce documents, spreadsheets, and presentations. iWork can read and write documents using the Microsoft Office format, so your documents are easily compatible.[*]

The Mac can instantly work with .doc, .xls, .pdf, .jpg, and many other common file types, even if the file was created on a Windows system. PDF support is built into the core of the Mac OS X operating system, so that you can create, view, and annotate PDF documents without the need to purchase additional software.

* Microsoft Office and iWork are sold separately.

For more information, see:
www.apple.com/macosx/compatibility

Mobile Access to Your Network

Microsoft's server products offer several options for accessing email, files, and business applications when you are outside your office network. Using Safari or other browsers on the Mac, you can use Microsoft Office Outlook Web Access to access your Microsoft Exchange Server mailbox from any computer with an Internet connection. You can also use your Mac with Microsoft's Remote Web Workplace to access files and applications on your server when you are not in the office.

If you need to use an application on a PC, you can use Microsoft's Remote Desktop application. This will allow you to share the screen of the PCs on your network that have remote access turned on.

For more information about
how to access email using
Outlook Web Access see:
office.microsoft.com/en-us/
outlook/HA010860351033.aspx
or:
www.microsoft.com/mac

Security

Mac OS X doesn't get PC viruses, and its built-in defenses help protect you from other malware without the hassle of constant alerts and sweeps. Some users may choose to purchase and install additional antivirus tools.

Mac OS X also makes safeguarding critical data easy. Secure Empty Trash ensures deleted confidential files are permanently removed from the system, and built-in secure encryption tools like FileVault and Secure Virtual Memory keep files and personal data automatically protected. With do-it-yourself encryption capabilities using the Disk Utility tool, users can easily password protect any files they choose using Advanced Encryption Standards, the cryptology standard that the federal government recommends to secure information.

See more details about Mac OS X security at:
www.apple.com/macosx/security

Using a virtual private network to securely access your server remotely

Virtual private network (VPN) access enables you to take advantage of network services while you are offsite, and it simultaneously prevents access by unauthorized individuals. Mac OS X supports standards-based L2TP over IPSec, PPTP, and Cisco VPN protocols to provide encrypted VPN connections with a built-in VPN client.

To set up VPN access, you will need to enter configuration settings into the Network preferences tool in System Preferences. These settings include the VPN server address, account name, and any authentication settings such as the password or certificate provided by the network administrator.

For step-by-step instructions, see:
docs.info.apple.com/article.
html?path=Mac/10.6/en/9010.html

Using FileVault to encrypt your data

You can prevent others from seeing or copying your files by using FileVault to encrypt the files in your home folder. The data in your home folder is encoded, which means that your information is secure if your computer is lost or stolen. FileVault uses the latest government-approved encryption standard, the Advanced Encryption Standard with 128-bit keys (AES-128). If you store sensitive information, you should consider using FileVault.

When you turn on FileVault, you also set a master password that you or an administrator can use if you forget your regular, login password. Warning: Don't forget your master password. If you turn on FileVault and then forget both your login password and your master password, you won't be able to log in to your account, and your files and settings will be lost.

For step-by-step instructions, see:
docs.info.apple.com/article.
html?path=Mac/10.6/en/8736.html

Printers

Mac systems let you connect and share devices such as printers and external storage devices. Mac OS X comes with software drivers for many third-party printers, so you can simply connect to a USB printer and the print queue will automatically be created. You can also connect to printers that are shared from other PC or Mac systems or printers attached directly to the network.

See the Connect Your Printer lesson at:
www.apple.com/support/mac101/ connect

Instant Messaging

iChat, the instant messaging application built into Mac OS X, lets you text, audio, or video chat over the Internet without accruing any text messaging, long distance, or video streaming charges.* You can chat one on one or set up a multi-person chat.

To use iChat, all you need is access to the Internet and one of the following accounts: MobileMe, AIM (AOL Instant Messenger), Google instant messaging, or Jabber. When you first launch iChat, it will bring up an assistant to help set up your account.

Along with iChat, Yahoo! Messenger and Microsoft Messenger for Mac are also available for the Mac. If you have a Microsoft Office Collaboration Server (OCS), you can also download a copy of Microsoft's Messenger for Mac application, allowing you to communicate through chat with the other members of your workgroup from your Mac.

* Broadband Internet access is required. Fees may apply.

See the iChat lesson under Working & Playing at:
www.apple.com/support/mac101

Collaboration

If you use an online collaboration solution such as Google Apps, you can get access to their services on your Mac by simply using Safari or another browser.

If you use Microsoft SharePoint Server on your Microsoft server, you can access the documents on SharePoint using your Safari browser. Microsoft Document Connection for Mac provides Office for Mac users with easier downloading and uploading capabilities to and from SharePoint and Live Workspace. Microsoft Document Connection for Mac is available for free as part of Office 2008 for Mac SP2.

For more information about Microsoft Document Connection for Mac, see:
www.microsoft.com/mac/itpros

Backup

Time Machine lets you automatically back up your entire system. It keeps an up-to-date copy of everything on your Mac—system files, documents, email, digital photos, music, movies, TV shows, and more. You can easily go "back in time" to restore files if needed. Time Machine works with your Mac and an external hard drive.* Just connect the drive, assign it to Time Machine, and it will automatically back up your entire Mac.

* External hard drive is sold separately.

See the Time Machine lesson under Working & Playing at:
www.apple.com/support/mac101

Summary

Adding a Mac to your business is easy. Mac systems work great even in a mixed environment of Mac- and Windows-based computers. This guide provides a summary of how to get a Mac system to work within a business environment that uses Microsoft Small Business Server (SBS) or one of Microsoft's other server products.

Apple offers a variety of options to help you select, purchase, develop, service, and work with Apple products. Apple Authorized Resellers and independent Apple Solution Providers can deliver a wide variety of services tailored to your organization's needs. You can gain specialized expertise and help—ranging from pre- and post-sales support, technical expertise, training, installation and integration services, and more—from an Apple Authorized Reseller and Solution Provider. Choose the one that's right for you.

Additional Resources

Following are some recommended websites that were highlighted throughout this guide:

Getting Started with a Mac	www.apple.com/support/mac101
Quick Assistance on your Mac	www.apple.com/support/quickassist
Switching to Mac from Windows	www.apple.com/support/switch101
Mac OS X Support Questions	www.apple.com/support/snowleopard
Overall Apple Support	www.apple.com/support

Several other websites with video tips and tutorials are available on Apple.com:

Mac Basics	www.apple.com/findouthow/mac
Advanced Business User Tips	www.apple.com/business/theater

Help is also available from within your applications by selecting *Help* in the menu bar, then by choosing the *Help* option for that application.