



# My Mac Cheat Sheet

I have a \_\_\_\_\_ computer  
(e.g. iMac, Mac Mini, MacBook Pro, Air)

## My Mac

Click on the Apple and select About This Mac.

macOS Version: \_\_\_\_\_

Processor: \_\_\_\_\_

Memory: \_\_\_\_\_ GB

Click twice on the word "Version" to see the serial number.

My serial number is \_\_\_\_\_

Click on the More Info button to find the following information. It may also be on your sales receipt.

My hard drive is \_\_\_\_\_ GB/TB

My optical drive is (circle one):

CD-ROM/CD-RW/DVD-ROM/DVD-RW/NONE

## My Mac Login Account

Click on the Apple and select System Preferences. Then click on the Accounts icon.

My account name is \_\_\_\_\_

My account short name is \_\_\_\_\_

My account password is \_\_\_\_\_

My account is Admin/Standard/Managed  
(circle one)

If this account is not an Admin account, which account is the Admin account?

Admin account name \_\_\_\_\_

## My Apple ID / iCloud

This may be your email address. It is usually the account name used in iTunes and iPhoto.

My Apple ID is \_\_\_\_\_

My password is \_\_\_\_\_



help@cpwiz.co.uk  
01553 660941

## My Internet

Get this information from your internet service provider.

My ISP is \_\_\_\_\_

Their phone number is \_\_\_\_\_

Their website is \_\_\_\_\_

My account name is \_\_\_\_\_

My password is \_\_\_\_\_

To connect, I use (check all that apply):

DSL modem brand/model: \_\_\_\_\_

cable modem brand/model: \_\_\_\_\_

router brand/model: \_\_\_\_\_

I connect wirelessly:

Network name: \_\_\_\_\_

Password: \_\_\_\_\_

## My Email

Get this information from your email provider. The email provider is often the internet service provider.

My email provider is \_\_\_\_\_

My email address is \_\_\_\_\_

My email password is \_\_\_\_\_

This is a .Mac/POP/IMAP account (circle one)

My incoming (POP) mail server is:  
\_\_\_\_\_

My outgoing (SMTP) mail server is:  
\_\_\_\_\_

Port number \_\_\_\_\_ Authentication? Y/N

Attach additional sheets for more email accounts.

## My Backups

Backups are important for protecting your data.

My backup software is \_\_\_\_\_

My backups run daily/weekly/monthly (circle one)