

SENDING BACK A DEVICE QUICK GUIDE

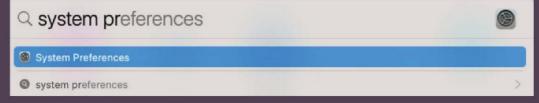


Click on the Magnifying glass in the top right corner:





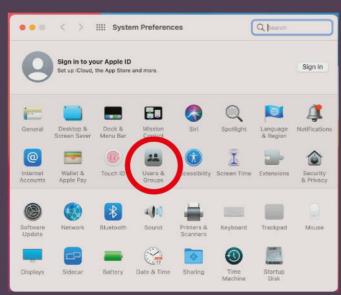
Type in **System Preferences** and click enter or click on the suggested program

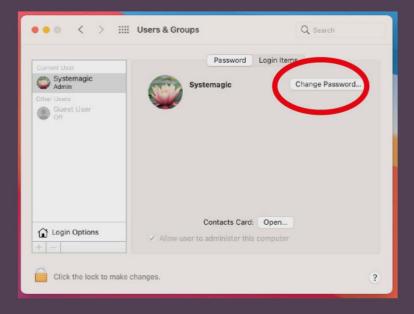






Click on 'Users & Groups'





Click on 'Change Password'



Type in your existing password and then enter your new password. Then click 'Change Password'

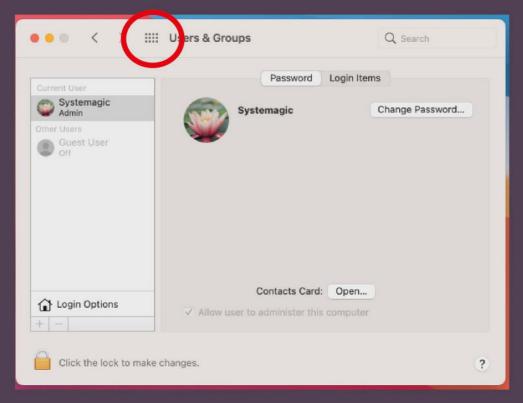


	Customania	Change Password
	Old Password:	
	New Password:	8
	Verify:	
	Password Hint: (Recommended)	
	Cancel	hange Password
Login Options	To the second second	Test till compater



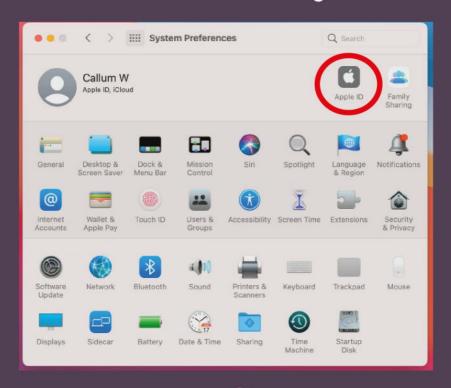


Click on the 12 dots in the top left corner of the window





To deactivate Find my mac Click on 'Apple ID' Note – if this is not showing then you are not signed into find my mac.





Click on 'iCloud' then 'Options' next to find my mac

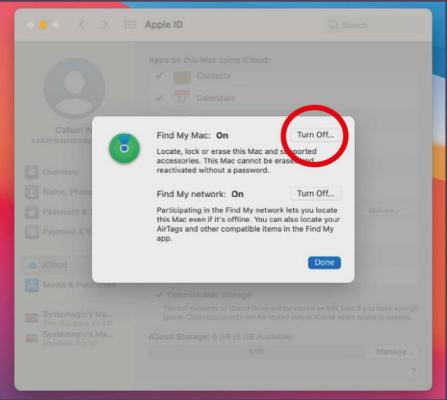


••• < >	Apple ID	Q Search	
	Apps on this Mac using iCloud:		
	Contacts		
	☑ 17 Calendars		
Callum W callum@systemagic.co.uk	Reminders		
	✓ Notes		
Overview	Safari		
Name, Phone, Email	☐ Keychain		
Password & Security	Find My Mac	Options	
Payment & Shipping	News		
iCloud	✓ Stocks		
A Media & Purchases	☑ 🙆 Home		
Windla & Parchases	Optimise Mac Storage		
Systemagic's Ma This MacBook Air 13"	The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.		
Systemagic's Ma MacBook Pro 13"	iCloud Storage: 5 GB (5 GB Available)		
AMERICAN TO TO	5 GB	Manage	
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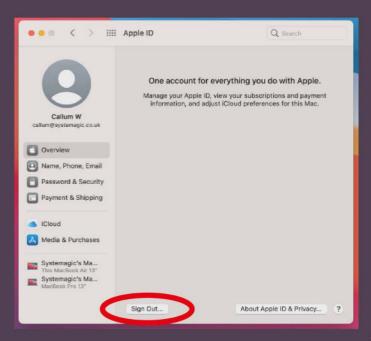


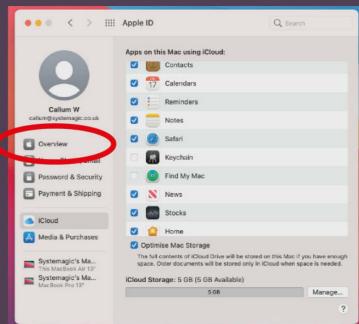
Click 'Turn Off' next to Find my Mac: On











Then click 'Sign Out'



If you have signed out correctly, the following window will show.



••• < >	IIII Apple ID	Q Search
ć	Your Apple ID lets you acces calendars and more on your Apple ID: Apple ID	
Apple ID	This Mac will be associated with your Apple ID, and data such as photos, contacts and documents will be stored in iCloud so you can access them on other devices. See how your data is managed	
	Create Apple ID	Forgot Apple ID or password?
?		Next





All done! Your device is ready to be sent back.

