

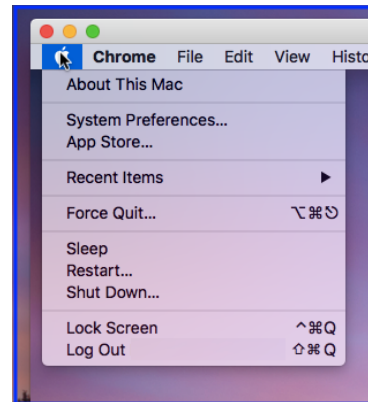
Tips to Check for Distracting Applications on a Macbook Air

If you discover applications on the school laptop that were not installed by UVA and you want to determine if the applications were used recently, there are several options for doing that. A very straightforward method is to use the **Recent Items** menu under the **Apple** menu icon in the upper left hand corner of the desktop window.

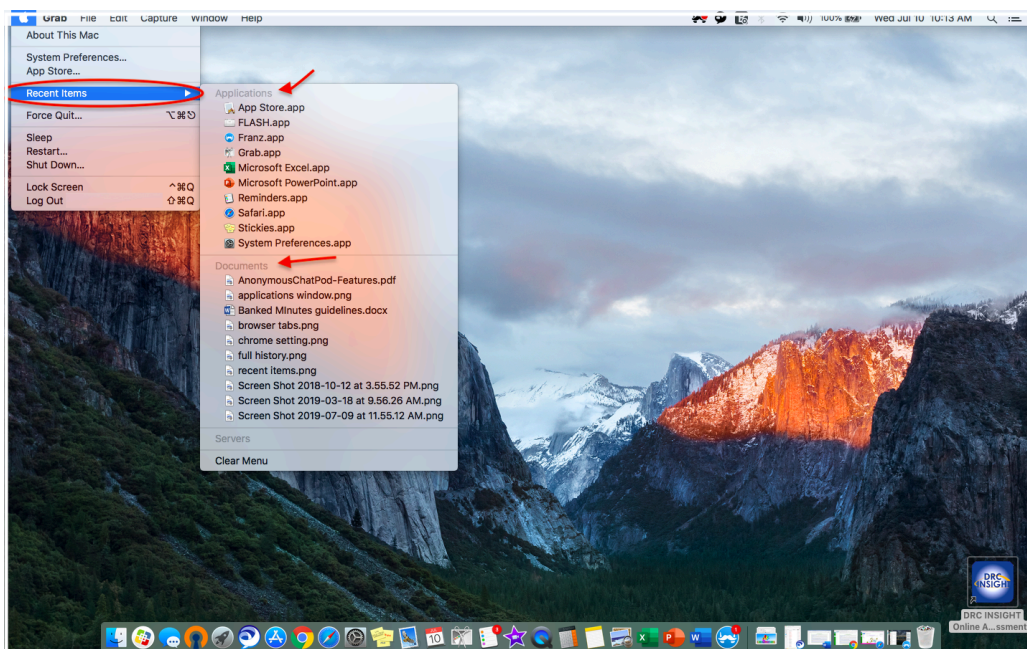
1. Click the Apple menu icon  once to display the Apple menu.

A screenshot of the upper lefthand corner of a Macintosh desktop window is shown.

NOTE: When you click the black Apple icon, it turns white with a blue background as shown in the screenshot. Also note -- Chrome has nothing to do with the Apple menu in the screenshot below. It happened to be the application that was used just prior to clicking the Apple icon for the screenshot.)



2. To view recently used applications and opened documents, select **Recent Items** as circled in the screenshot below.



- The first red arrow in the Recent Items menu shows the beginning of the list of recently opened applications.
- The second red arrow marks the beginning of the list of recently opened documents.

If you are using the MacBook Air right now, you can click on the Apple menu icon and Recent Items menu option right now to see what is displayed.

If you determine that a non-school application is being used too frequently and you would like it to be uninstalled, we recommend that you **contact UVA's Tech Support line (225-286-1600) for assistance.**