Connecting and Disconnecting from MacBook

1. To connect to AirPlay, there will be an icon that looks like a monitor with an arrow that faces up. Click that icon. Make sure Bluetooth is on. This is the only way Apple devices communicate with each other.

![Icon with arrow](image1.png)

2. A gray box will appear with options to connect to AirPlay. Select “Open Displays Preferences”.

![Gray box with options](image2.png)

3. A larger gray box will appear titled “Built-In Display”. At the bottom of the gray box, there will be a section titled “AirPlay Display”.

4. Click the dropdown box and select the option with the building, room number, and IP address that you are currently in.
5. The projector screen will display a 4-digit passcode. Type that passcode into your device. Your device is now connected. Whatever is displayed on your device will mirror on projector screen.

6. To disconnect from AirPlay, follow the steps above. Select AirPlay Display and select “Off” from the dropdown box.