Connecting to a File Server in OS X
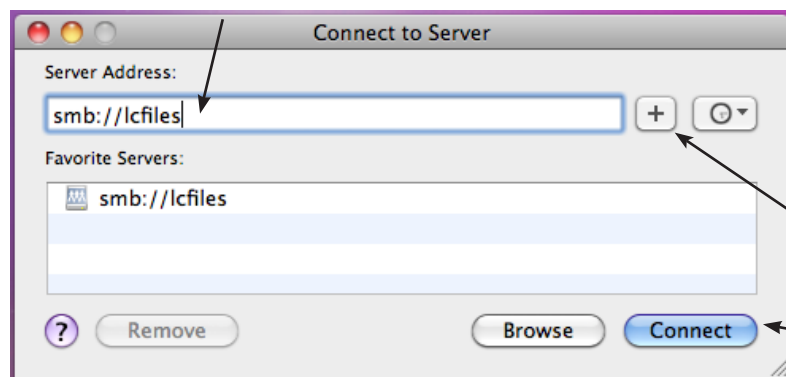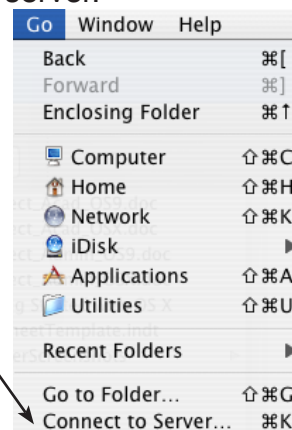
Software: OS X   **Platform:** Mac

Overview

With recent upgrades to file servers, the connection and storage capacity have improved considerably. The initial connection process is a little different. To make reconnecting easier we recommend adding the server to your favorites list or creating an Alias* so that all you have to do is select your Alias or Favorite the next time you want to access the server.
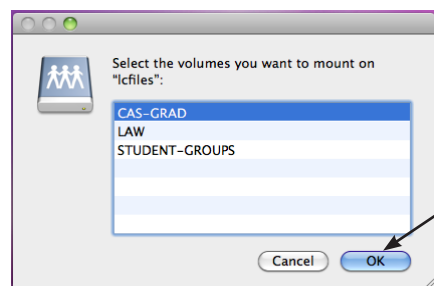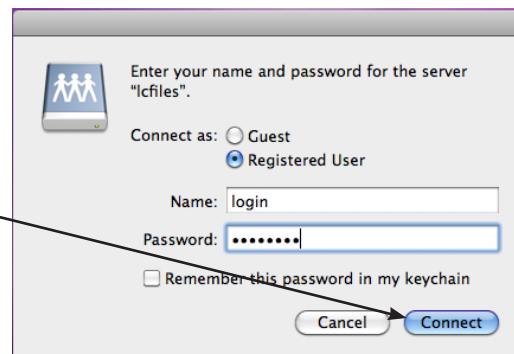
Connecting:

1. From the Finder, select **Connect to Server** from the **Go** menu.

2. Type the connection method (smb://) and server name (lcfiles) in the Server Address box.

3. Click the **+** to add the selected server to your Favorites.

4. Click the **Connect** button.

5. When the login screen appears: type your L&C login and password and click **Connect**.
   (The login and password are the same as you use for e-mail)

6. Select the volume you want to use and click **OK**.
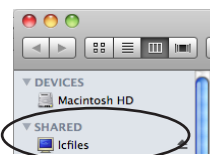
You are now connected to the server and can access it via the sidebar in any Finder window.

server icon in Finder sidebar. Click on triangle to show hidden locations.

*To make an Alias:
1. Right (or control) click on the folder to which you wish to make an alias.
2. Select "Make Alias".
3. Drag the alias to the desktop.

Note that you may not have sufficient permissions to make aliases to certain folders. For help with this, contact the IT Help Desk at x7225.

for connection or account issues, please call the IT Help Desk at x7225