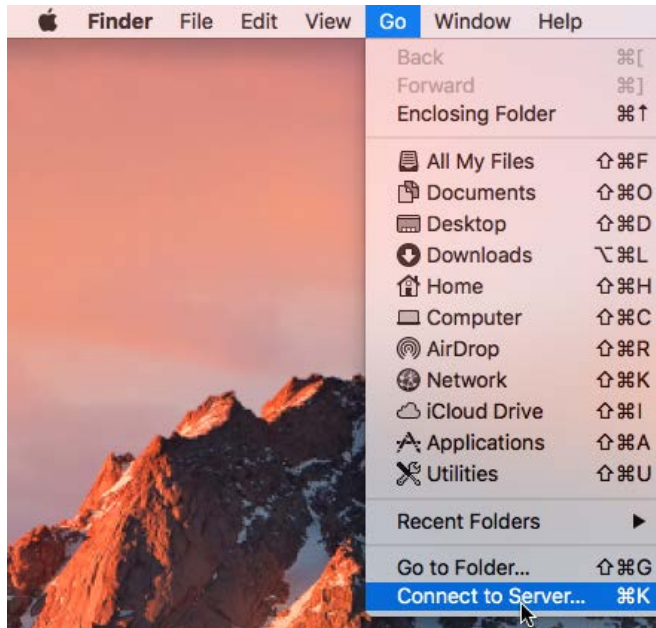
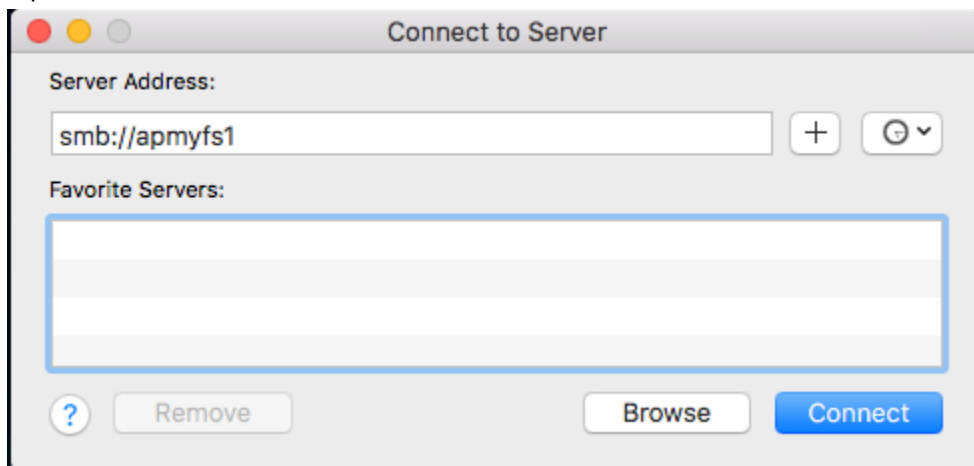


Connecting to a Share Drive (Mac):

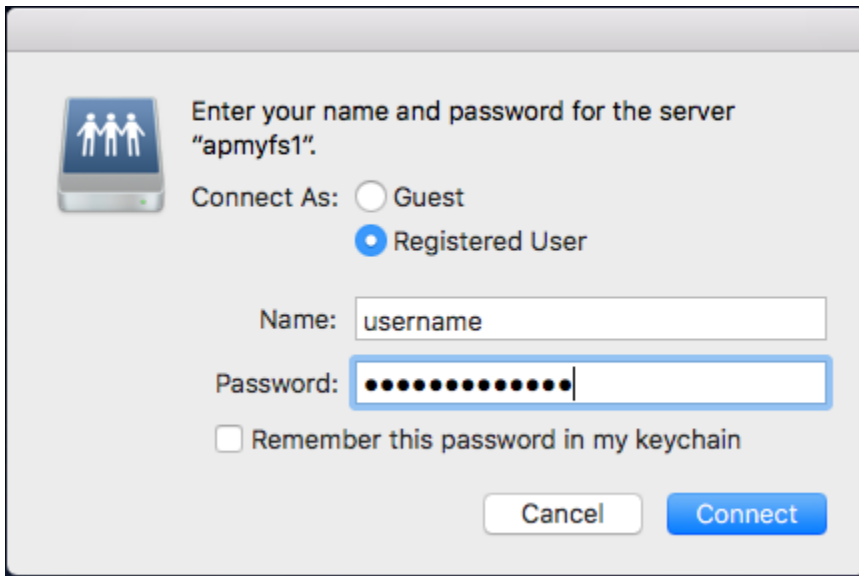
1. From the Home Screen (Finder) select **Go**. From the dropdown menu, select **Connect to Server...**



2. Input the **server address**. Click **Connect**.



3. Input your username (APSU email prefix only) and password. Click **Connect**.



Enter your name and password for the server "apmyfs1":

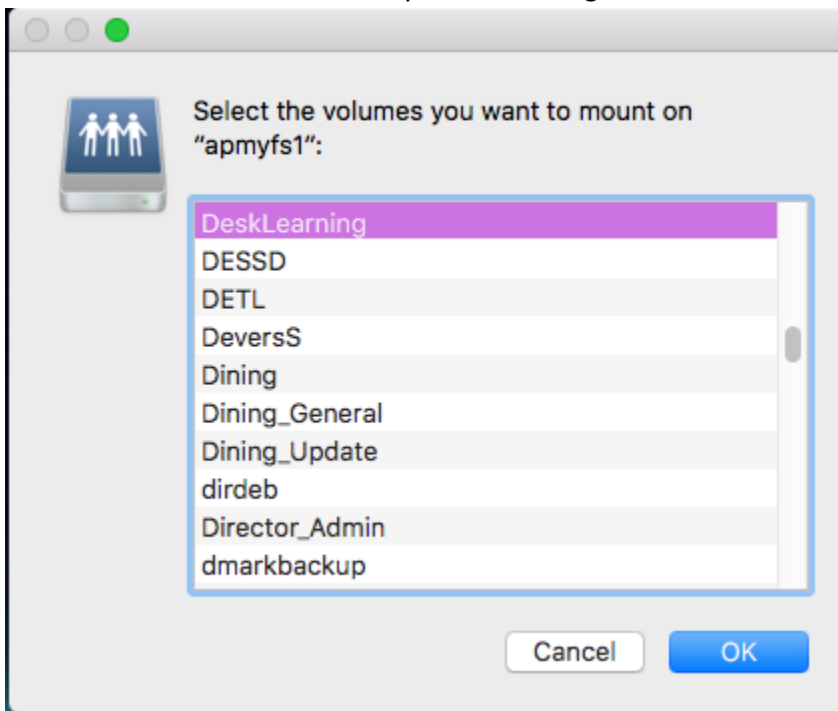
Connect As: Guest
 Registered User

Name:

Password:

Remember this password in my keychain

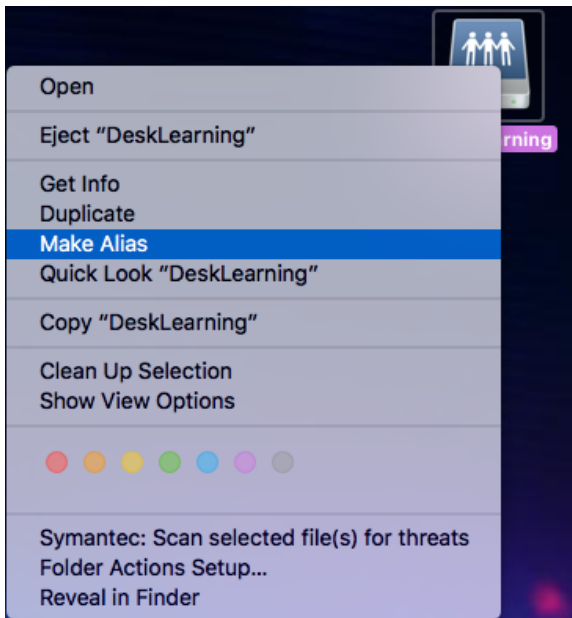
4. Scroll down and select the folder you have been given access to. Click **OK**.



Select the volumes you want to mount on "apmyfs1":

- DeskLearning
- DESSD
- DETL
- DeversS
- Dining
- Dining_General
- Dining_Update
- dirdeb
- Director_Admin
- dmarkbackup

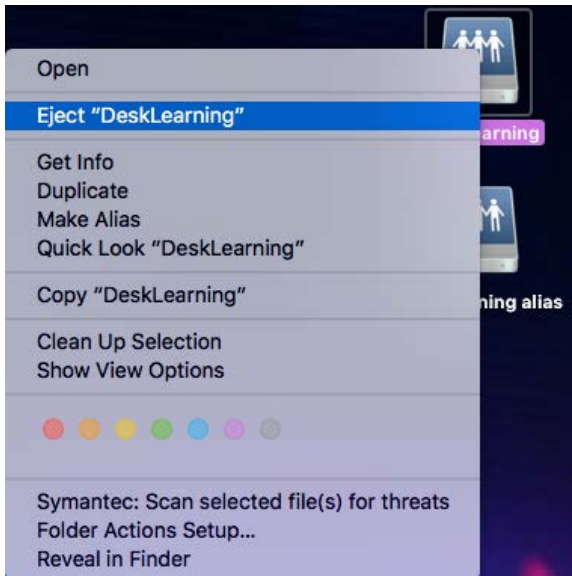
5. If you frequently access the share drive you may want to create an alias (shortcut). This way you won't have to map the drive every time. To do so, access the share drive. Right click on the icon on your desktop. Select **Make Alias** from the drop down menu.



6. You will notice a duplicate icon has been created with an arrow - this is your shortcut.



7. Right-click on the **original share drive, (not the shortcut)** and select **Eject** from the drop down menu.



8. Once the drive has been ejected, note that the shortcut is still on your desktop. Now you can click on it any time you need to access the share drive and input your credentials to get to the appropriate share.

