Directions for Putting a Short-Cut to Your Network Folder and the Department Folder on Your MAC Desktop

1. Click on the Desktop to ensure you are in the Finder mode (The word "Finder will appear in the upper left corner)—see picture below
2. From the Go menu choose Connect to Server. (see picture below)

3. A window will open asking for the Server Address. What you enter in that box will depend on which Users file your folder was created. There are at least 4 Users folders (e.g., Heath is in Users1, Moore is in Users3). For Your Network Folder: In the Server Address box enter smb://wharfside/users1/ as shown in the image below, but changing the “users” folder number to correspond with the location of your network folder. Then click Connect. For the Sociology Folder: In the Server Address box enter smb://dixie/data/

4. You will likely be given a log-in prompt, requiring you to enter your College username and password (just like you do to access MyCharleston).
5. Click OK.
6. You can now locate and access your personal folder and the Sociology folder. You will see the folders for all the users in the server but you should only be able to access your own folder (organized by last name and first initial) and the Sociology folder.

**How to Create a Shortcut to Your Network Folder and the Department Folder on Your MAC Desktop**

1. Locate your user folder as shown in the image below using Heath's folder as an example.

![Image of Mac desktop with folders]

2. Hold down the Option and Apple/Command keys at the same time you use your curser to drag your personal network folder to your desktop. This will create a folder shortcut on your MAC desktop.

3. Repeat Steps 1-2 with the ‘Sociology’ folder.