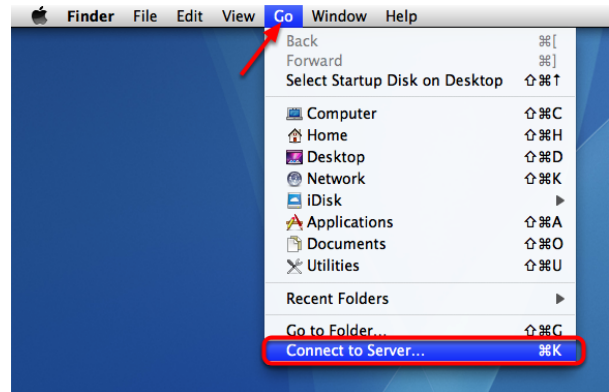


How to: Connect to your user folder from a Mac

Follow these instructions to access your Windows user folder when using a Macintosh computer. Your screen may differ from what's shown here depending on your version of OS X.

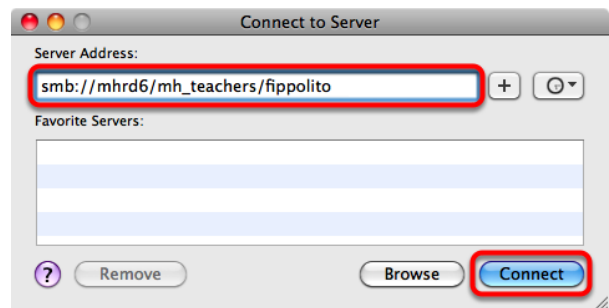
Step 1

From the **Finder**, select the **Go** menu and choose **Connect to Server...**



Step 2

In the **Server Address** field, enter (without quotes): "**smb://mhrd6/mh_teachers/your user name**" if you're a Hills teacher. For example, if your name is John Smith, enter: `smb://mhrd6/mh_teachers/jsmith`. If you're a Knolls teacher, enter: "**smb://mhrd6/mk_teachers/your user name**". Click **Connect** when finished.



Step 3

Enter the same user name and password that you use when you log onto a Windows PC at school, then click the **Connect** button.

NOTE: If you check off "Remember this password in my keychain", you will not have to enter your credentials the next time you connect to your folder, but this is a security risk.



Step 4

Your user folder will open and appear on your Desktop.

*POWER TIP: To create a "shortcut" to your user folder (called an "alias" on a Mac), press **option+command** on your keyboard, then click on the folder icon in the window header. While keeping the keys pressed, drag the icon to your Desktop, then release the mouse button.*

