How to Access Network Folders on an Apple Computer
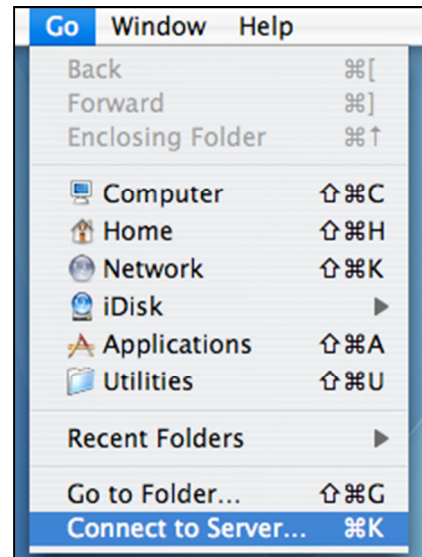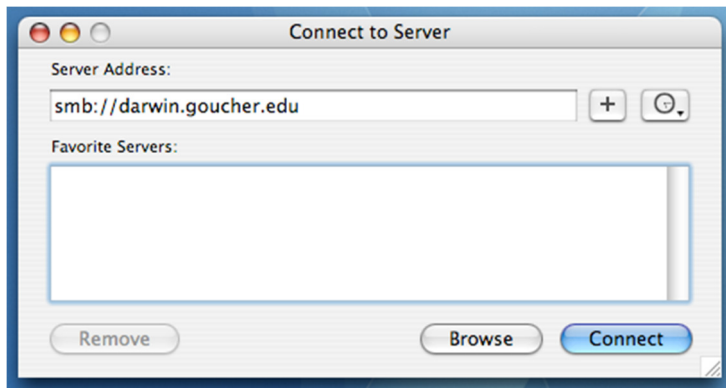
Before You Begin:

If you are on campus and your network folders are missing, try logging off and on again to reset the computer connection to the server.

If you are off campus, you must have a working VPN connection first. If needed, follow the steps in Setting Up A VPN Connection.
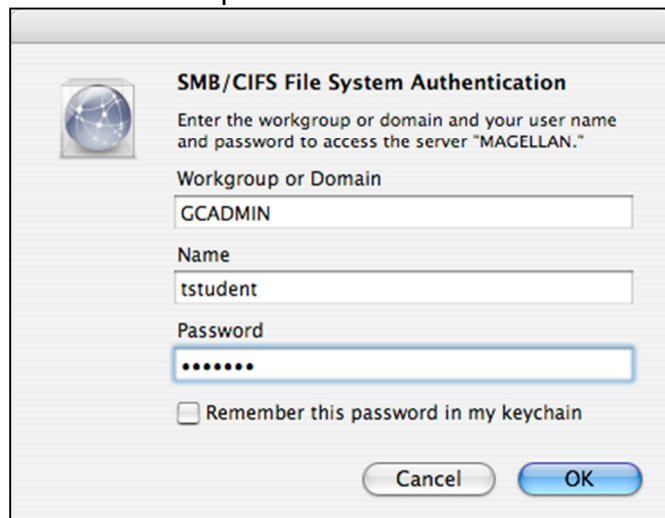
Steps:

1. Click **Go** and select **Connect to Server**.

2. The Connect to Server window will appear. Type the path for the network server that you would like to connect to in the Server Address field. Here are the following addresses for each server:
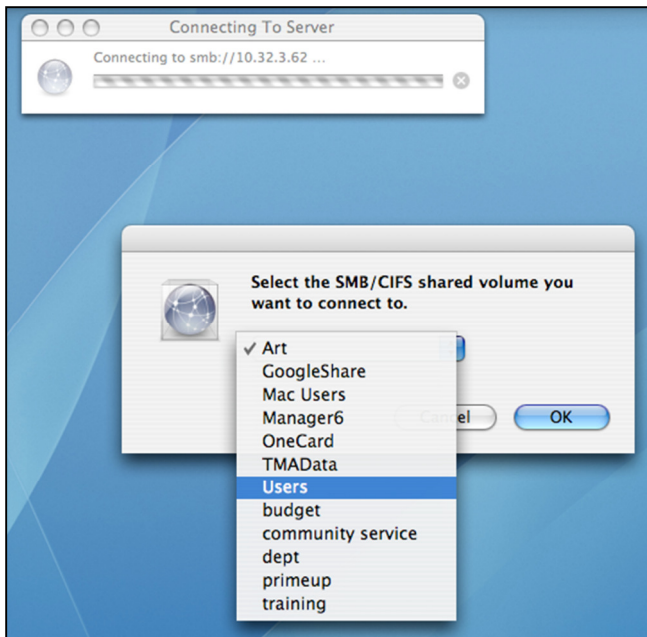
   - **Darwin - smb://darwin.goucher.edu**
   - **Magellan - smb://magellan.goucher.edu**
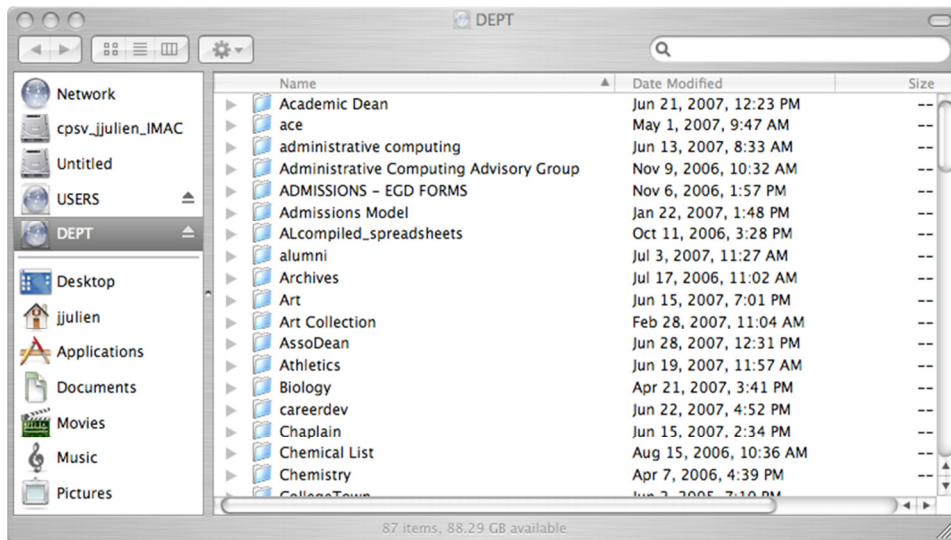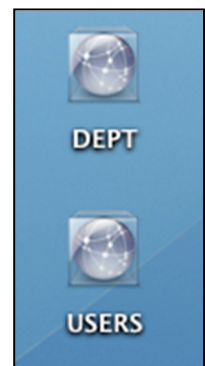   - **Meyerhoff - smb://10.32.3.47**

3. Once you've typed in the address and clicked **Connect**, enter your Goucher username and password click **OK** to continue.

4. Select the folder you would like to access. This picture shows the options that are available when connecting to the Magellan server.

5. Once you've selected a folder, the icon will appear on the desktop and immediately launch the window displaying the contents. It may take a few seconds for all the content to appear. Once the content appears, you will be able to open the folder(s) that you have been given permission to access.

6. Once you are done with the network folder, you may drag the icon to the Trash to disconnect.