## **Connecting to CAS Class Folders**

## macOS

- 1. From Finder:
  - Press Command  $\mathbb{H}$  + K to open the Connect to Server window
  - Or click on *Go -> Connect to Server*

Go	Window	Help	
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Se	lect Startup	Disk on Desktop	☆∺↑
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2. In the Connect to Server window, type in the Server Address field the address of the server and folder prefixed by "smb://" like in the example picture below:

	Connect to Server		
Server Address:			
smb://casfs.bu.edu/Class	+ 0*		
Favorite Servers:			
? Remove		Browse	Connect

To access the class folders, enter *smb://casfs.bu.edu/Class\_Folders* 

- 3. Click Connect
- 4. If you are prompted with a window like the following image, click *Connect*



- 5. It will prompt you for your credentials. Make sure that you have *Registered user* selected and fill in the information with your BU username and password.
  - On some Macs the username will be pre-entered by using the local account's username. Change that to your BU one if it is different.
  - You can select *Remember this password in my keychain* to avoid entering credentials for this account in the future from this computer

<i>Ť</i> ŤŤ	Enter your name and password for the server "casfs.bu.edu".		
	Connect As: OGuest		
	<ul> <li>Registered User</li> </ul>		
	Name: BUUsername		
	Password:		
Remember this password in my keychain			
	Cancel Connect		

- 6. Click *Connect* which will open the folder on the server
- 7. To make a shortcut, continue, otherwise, you are finished.

From the desktop, see if you can locate the server connection icon on the screen. It should look like the following image, except denoting it is *Class\_Folders*. If yes, go to step 12, otherwise continue.



- 8. From Finder, click on *Finder -> Preferences* at the top left or press Command  $\mathbb{H}$  + , to open the Finder Preferences window.
- 9. Make sure you are in the General tab.
- 10. Check off Connected servers



- 11. Do not close the window, but instead go back to the desktop. There should now be a server icon there if you are connected.
- 12. Right-click the server folder icon and select Make Alias.



- 13. Go back to the Finder Preferences window from step 7 if it is not already open, and uncheck *Connected servers* in the General tab menu.
- 14. You now have a server connection shortcut on the desktop. It can be renamed or placed wherever you want.