ACCESSING THE CAS SHARE

Accessing the course share from a Windows PC:

Note: If you are attempting to connect from off campus you must use the BU VPN: http://vpn.bu.edu/. Information about the VPN can be found here: http://www.bu.edu/tech/accounts/remote/vpn/. For assistance with the VPN, please contact IS&T at http://www.bu.edu/tech or CAS Information Technology at http://www.bu.edu/casit/

For Windows 7, click the START menu and choose RUN. Type \casfsa.bu.edu in the box. If you don’t have RUN in the start menu, or are using Windows 8, hold the WINDOW KEY then press R, or you can enter the address in Internet Explorer. (Firefox and other browsers will not work.)

A login window will appear. Enter your username as ‘ad\username’, replacing username with your BU login name. Use your Kerberos password.

If you are accessing a shared folder for a course, choose your department (RS or MLCL). If you are accessing a shared folder to retrieve materials from Geddes, choose GeddesShared.

For course folders, double click on the folder with your language. You should then have access to any course folders for which you are an instructor, as well as the ~~shared folder which is for materials shared across all levels.

Personal folders on the file server CASFSB are also available. Visit http://www.bu.edu/casit to sign up. To connect to the casfsb fileserver follow the instructions using the address \casfsb.bu.edu\~username replacing username with your BU login name.
**Accessing the CAS course share from a Mac:**

Note: If you are attempting to connect from off campus you must use the BU VPN: [http://vpn.bu.edu/](http://vpn.bu.edu/). Information about the VPN can be found here: [http://www.bu.edu/tech/accounts/remote/vpn/](http://www.bu.edu/tech/accounts/remote/vpn/). For assistance with the VPN, please contact IS&T at [http://www.bu.edu/tech](http://www.bu.edu/tech) or CAS Information Technology at [http://www.bu.edu/casit/](http://www.bu.edu/casit/)

From the Finder, choose GO and then Connect to Server.

In the connection box type: smb://casfsa.bu.edu

![Connect to Server](image)

In the authentication dialog box enter your BU username and Kerberos password. (If you have an older version of Mac OS and are also prompted for a domain, enter “AD.”)

![Authentication Dialog](image)

If you are accessing a shared folder for a course, choose your department (RS or MLCL). If you are accessing a shared folder to retrieve materials from Geddes, choose GeddesShared.

![Select Volumes](image)

There should now be an RS, MLCL or GeddesShared icon on your desktop or in the finder sidebar. Double click it. For course folders, Double click on the folder with your language. You should then have access to any course folders for which you are an instructor, as well as the “shared folder which is for materials shared across all levels.

Personal folders on the file server CASFSB are also available. Visit [http://www.bu.edu/casit](http://www.bu.edu/casit) to sign up. To connect to the casfsb fileserver follow the instructions using the address smb://casfsb.bu.edu/~username