

Connecting to CAS Class Folders

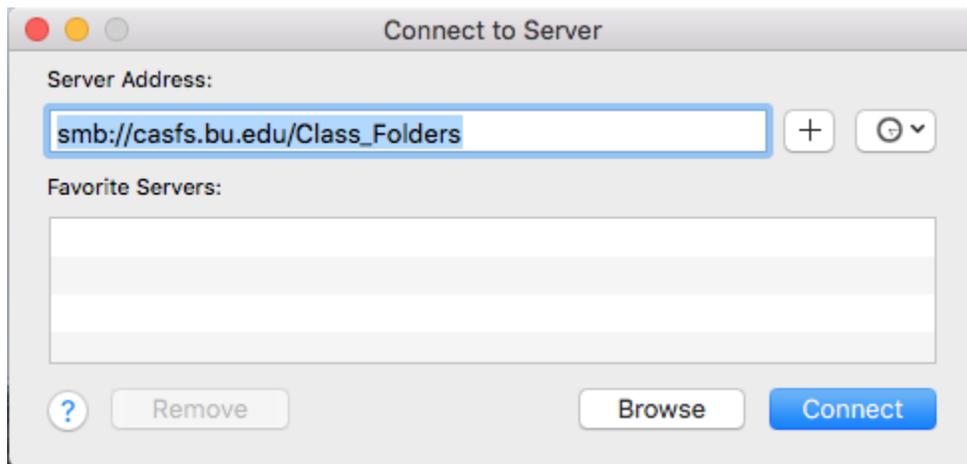
macOS

1. From Finder:

- Press Command ⌘ + K to open the Connect to Server window
- Or click on *Go -> Connect to Server*

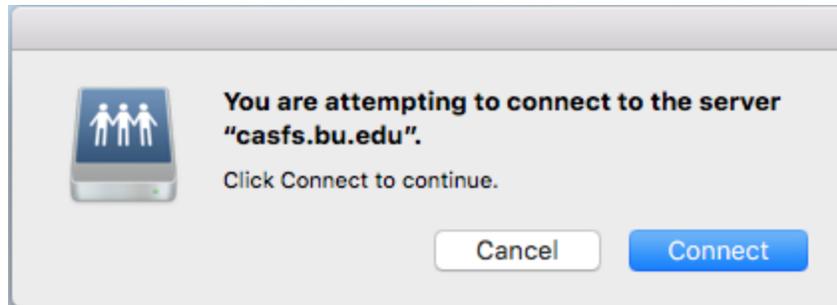


2. In the Connect to Server window, type in the Server Address field the address of the server and folder prefixed by “smb://” like in the example picture below:

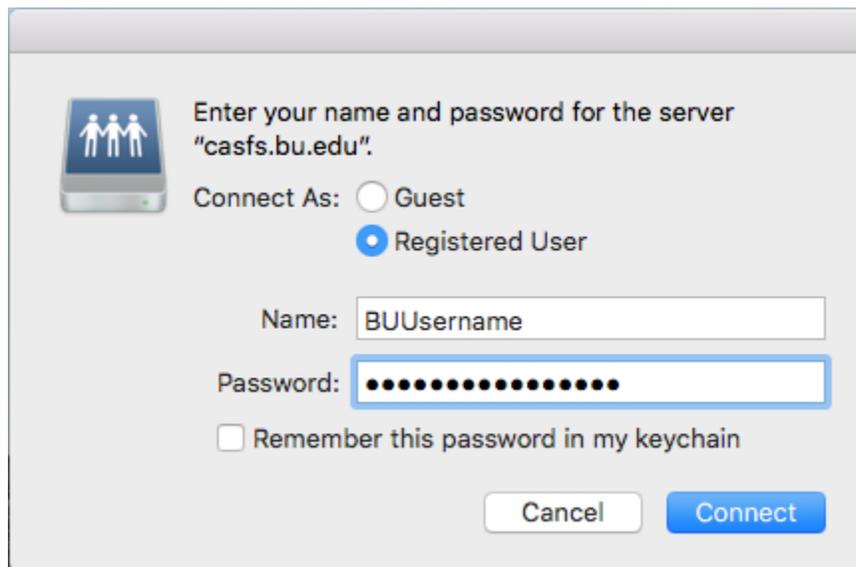


To access the class folders, enter *smb://casfs.bu.edu/Class_Folders*

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

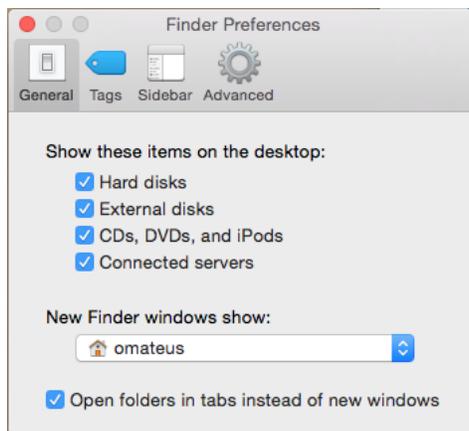


6. Click *Connect* which will open the folder on the server
7. To make a shortcut, continue, otherwise, you are finished.

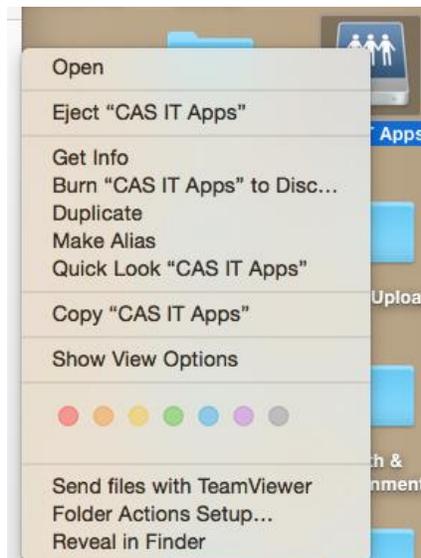
From the desktop, see if you can locate the server connection icon on the screen. It should look like the following image, except denoting it is *Class_Folders*. If yes, go to step 12, otherwise continue.



8. From Finder, click on *Finder* -> *Preferences* at the top left or press Command ⌘ + , 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.