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:

   ![Connect to Server Window](image)

   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.