

Mounting Share Points – Mac

Files on our network are saved on different share points/servers. An icon can be created to access these sharepoints/servers. Once it is mounted, you can make a shortcut to it and put this on your Finder window menu bar.

You will want to make shortcuts onto your Finder window menu bar for at least following sharepoints:

- Group Shares
- MMS
- your network folder (for easy backing up)

The following sharepoints are located on the following servers (note: since we are one big WAN, you will see sharepoints from SAMS, MSLC, the Supt Office, etc. Be sure that you select the one that you want!)

S7 SERVER	S10 SERVER	S8 SERVER
SAMS group shares	SAHS group shares	Staff folders
2007 student folders	2004 student folders	Adult Ed
2008 student folders	2005 student folders	Winnebago
2009 student folders	2006 student folders	MMS2000HS
HandIn folders		

Follow these steps to mount a share point to your computer & then to put a shortcut onto the menu bar of your Finder window (you MUST be at school to do this):

1. Press Apple-K, this will give you a Connect to Server window
2. Select the server that you want to mount to your computer (see list above)
3. Click on Connect
4. Enter your NETWORK user name (i.e. jmukai NOT Jeanne Mukai)
5. Enter your network password
6. On the next screen select that share point that you want (see lists above beneath the server name), click on OK
7. That sharepoint is now mounted onto your desktop. If you look on your desktop you can see the new icon.
8. On your Finder window, slide the horizontal scroll bar to the far left. You will see the sharepoint listed.
9. Using the Staff folder sharepoint as an example:
Select the Staff sharepoint
Scroll down to your network folder (i.e. jmukai)
Click & drag it to the Finder menu bar & drop it there
BE SURE THAT YOU DRAG IT TO AN OPEN SPACE, DO NOT DROP IT ON TOP OF ANOTHER ICON!!!!
10. Repeat for MMS and for Group Shares