# How to map your network drives on a MAC (Staff)

- 1. Before attempting these steps you will need to make sure that you are already connected to a network of some sort (i.e. your home wireless network etc).
- 2. If you have not previously setup the VPN client manually on your MAC you must follow the steps from the following website in order to do so: <a href="http://www.carleton.ca/vpn">www.carleton.ca/vpn</a>. Once logged in and connected to the VPN you can then start to map your network drives.

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Connect VPN (Cisco IPSec)	VPN Connection	VPN Connection
VPN (Cisco IPSec) ✓ Default	Enter Username and Password. Account Name: firstnamelastname@cunet	proceeding, users accept that they are aware of/ agree to CU policies relating to IT system use. You must secure all information accessed & downloaded from CU IT systems. Please password protect your computer or log-out completely when it is not in use.
<ul> <li>✓ Show Time Connected</li> <li>✓ Show Status While Connecting</li> </ul>	Password:	Users of CU IT systems are subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Carletonis policies on Access and Collection are available for review at http://fippa.carleton.ca
Open Network Preferences	Cancel	Disconnect OK

3. In the standard MAC 'desktop', click on the 'Go' menu then click on 'Connect to Server'. Step.4 will show how to connect to your personal network drive (G: P: etc.). Step.7 will show how to connect to your departmental drive.

Go Window Help	39.90	
Back Forward Select Startup Disk on Desktop	策[ 策] 企業↑	Connecting to Server Connecting to smb://ccsnaeDirs\$/f/firstnamelastname
All My Files	企業F 企業O	
Desktop     Downloads     Allowsee	ひ 彩D て 彩L	O Connect to Server
Home     Computer     AirDrop	ው ස ር ස ር ස ር	Server Address: smb://ccsnas01.cunet.carleton.ca/HomeDirs\$/f/firstnar + Ov
Ø Network ■ iDisk	<mark>ጉ</mark> ₩K ▶	Favorite Servers:
Applications	☆業A ☆業U	
Recent Folders	•	
Connect to Server	<del>ፕ</del> ዳር ೫K	browse Connect

### 4. CONNECTING TO PERSONAL NETWORK DRIVE

This will open the connection box. In the server address box you need enter the folder path to your own network area (usually called the G: or P: in Windows). The path needs to be entered in the following format (note the slashes are reversed i.e. '/'):

## smb://CCSNAS01.cunet.carleton.ca/HomeDirs\$/X/XXXXXX

Note: The single 'X' should be replaced with your first initial i.e. For Joe Bloggs it would be <u>J</u>. The second set of XXXXX's should be replaced by your username i.e. joebloggs so the complete folder in this example would be smb://CCSNAS01.cunet.carleton.ca/HomeDirs\$/J/joebloggs

5. Click on the '+' symbol to add this into your list of favourites for quick reconnection next time. Click Connect and it should then prompt you for the username and password to authenticate to the network. For the username enter **yourusername@cunet** where *yourusername* is your normal CUNET username i.e. joebloggs@cunet.

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			Q		
	FAVORITES	Name	Date Modified	Size	Kind
	All My Files	ccsetup309.exe	2011-07-27 1:43 PM	3.4 MB	Docum
	AirDrop	Dropbox 1.4.0.exe	2012-05-08 11:46 AM	18.2 MB	Docum
Enter your name and password for the server	Applications				
"ccsnas01.cunet.carleton.ca".	Desktop				
	Documents				
Connect as: O Guest	Ownloads				
<ul> <li>Registered User</li> </ul>	Movies				
Name: yourusername@cunet	🎵 Music				
	Pictures				
Password:	SHARED				
	📖 ccsnas 🔺				
Remember this password in my keychain	DEVICES				
	iDisk				
Cancel					

6. Click 'Connect' once you have entered your details and your network drive should then be displayed on screen for you.

## 7. CONNECTING TO DEPARTMENTAL NETWORK DRIVE

To connect to the departmental drive (usually called W: in Windows), click the 'Go' menu then click on 'Connect to Server'. This will open the connection box again, in the server address you will need to enter the path to the departmental drive which is in the following format:

## smb://CCSNAS01.cunet.carleton.ca/DeptFolders\$/xxx

Note: The 'XXX' should be replaced with the name of your departmental share. An example for CCS would be **smb://CCSNAS01.cunet.carleton.ca/DeptFolders\$/ccs** 

If you are unsure of the path then it can be confirmed by logging into your machine at work and opening up the W: in Explorer, the path name should be visible at the top of the window.

- Click on the '+' symbol to add this into your list of favourites for quick reconnection next time. Click Connect and it should then prompt you for the username and password to authenticate to the network. For the username enter **yourusername@cunet** where *yourusername* is your normal CUNET username i.e. joebloggs@cunet.
- 9. Click 'Connect' once you have entered your details and your network drive should then be displayed on screen for you.

Remember to disconnect from the VPN once you have finished so it 'returns' you to your normal network. To do this click the black VPN icon along the top menu bar and select 'Disconnect VPN'.