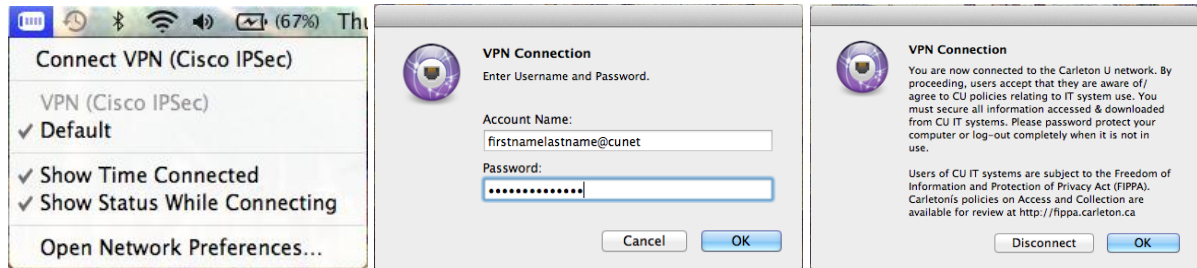
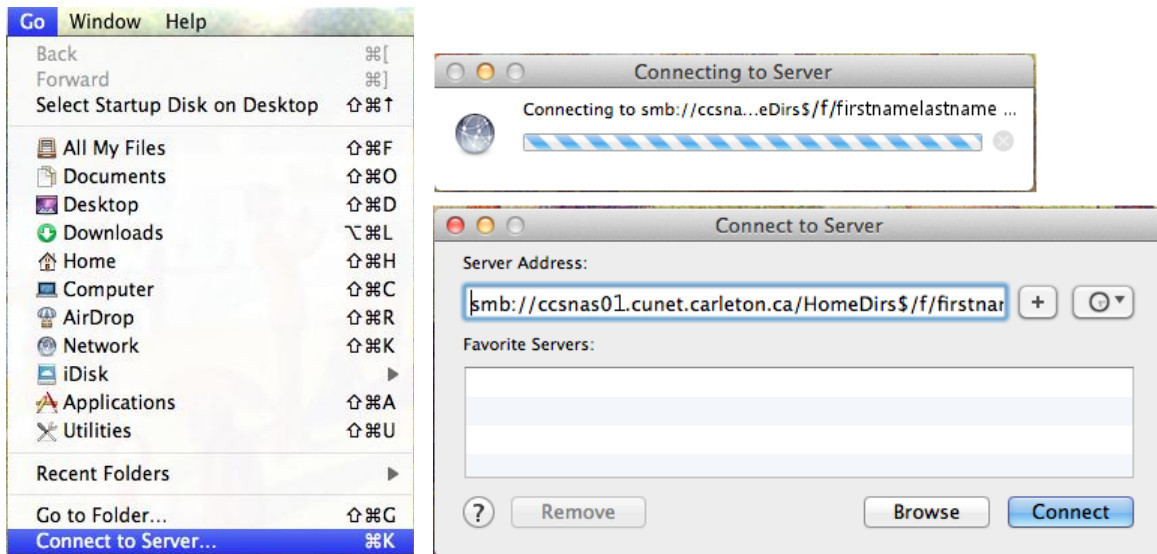


How to map your network drives on a MAC (Staff)

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: www.carleton.ca/vpn. Once logged in and connected to the VPN you can then start to map your network drives.



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.



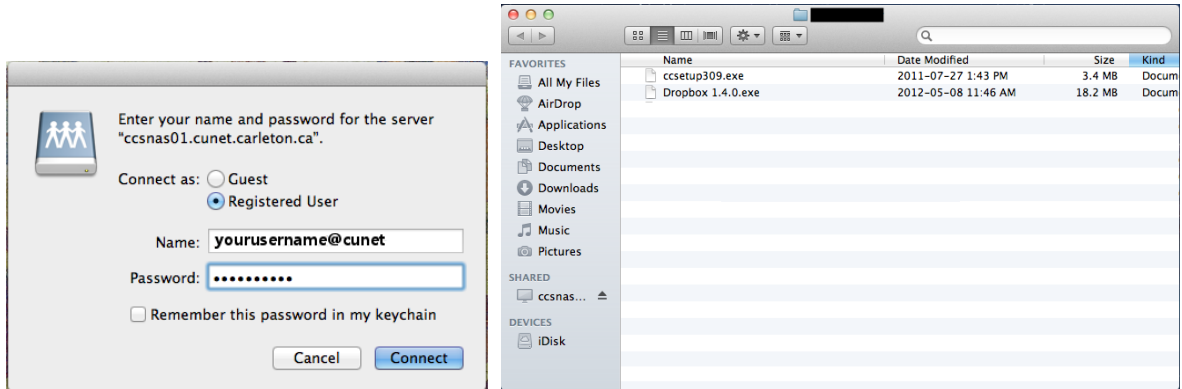
4. CONNECTING TO PERSONAL NETWORK DRIVE

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 J. 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.



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.

8. 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'.