



Accessing Your “Home Directory” from Home

Good News! Staff with a Mac at home can access their Rogers Park “Home Directories” from home or any other remote location!

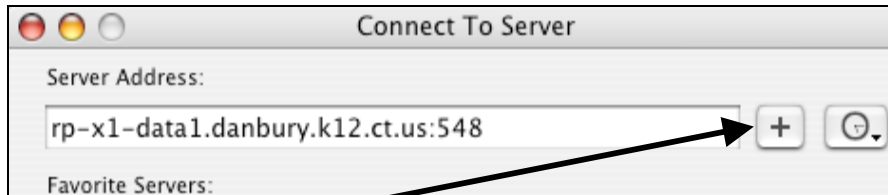
This means you can sit at home and:

- get to, use, and modify your Documents, Pictures, Movies
- put something in or take something out of any of the Groups folders (including your Teachers> Drop folder, where kids have put work for you to grade)
- post to the Internet through your Sites folder

Directions:

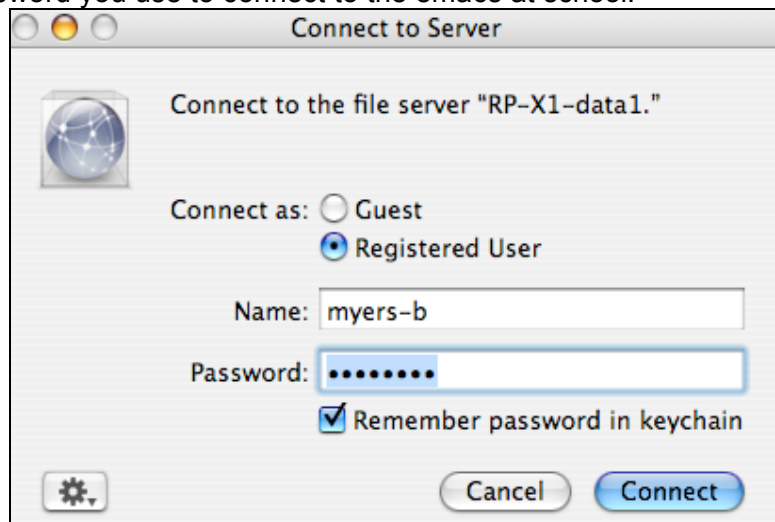
Be sure you are in the Finder.

1. Go > Connect to Server OR K
2. Type in the box:



3. Be sure to click here (you won't have to type it next time); then click “Connect.”
4. In the box that appears, type your name exactly as it appears on the emac screen, i.e.: First Initial+LastName, no spaces, SentenceCase.
Examples: PJoaquim, RSorensen

Type the password you use to connect to the emacs at school:



5. In the next window, Click on what you want: selecting your “short name” will give you everything: your documents folder, Sites folder, etc. **OR** select Groups > StaffDocs, etc.
ⓧ Note: DO NOT SELECT “Documents!” That is the Intranet! ⓧ

6. Whatever you select will “mount” both on your Desktop and in your Finder window.

7. When you are finished, be sure to “log out” by dragging the icon to the trash OR clicking the

