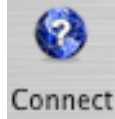


## Navigating to Your Files from Your Laptop

### Connecting to the Server

1. In your Finder window, click



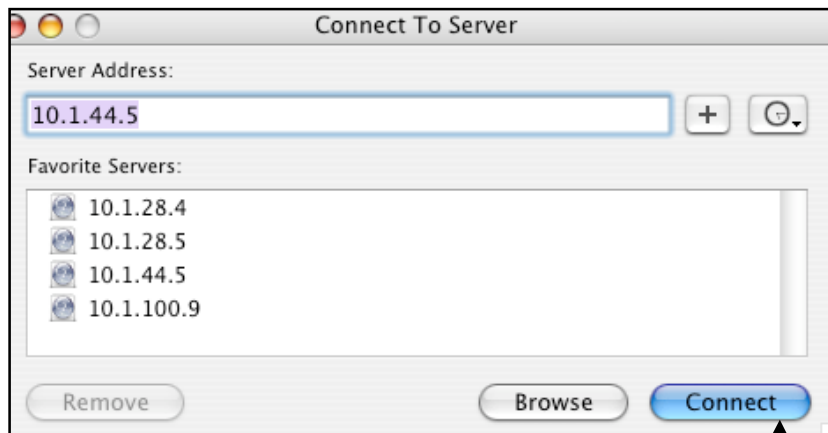
OR click **⌘+K**

2. Type in:

10.1.44.5 (for all Staff and Students, last names A-L) OR

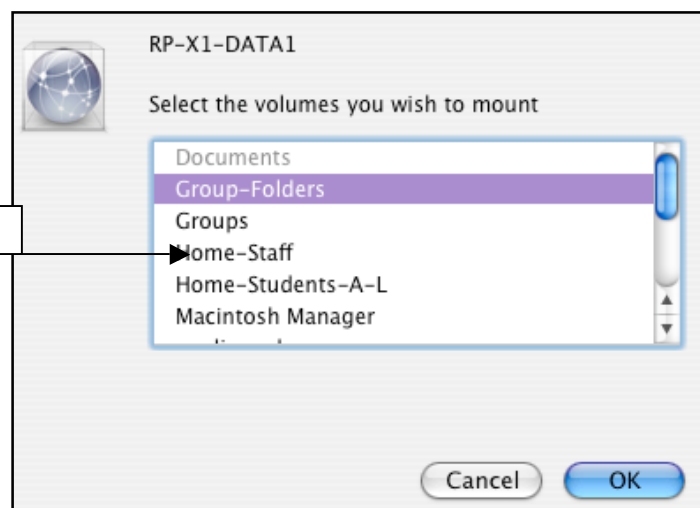
10.1.44.6 (for Students, last names M-Z)

OR Select from a list:



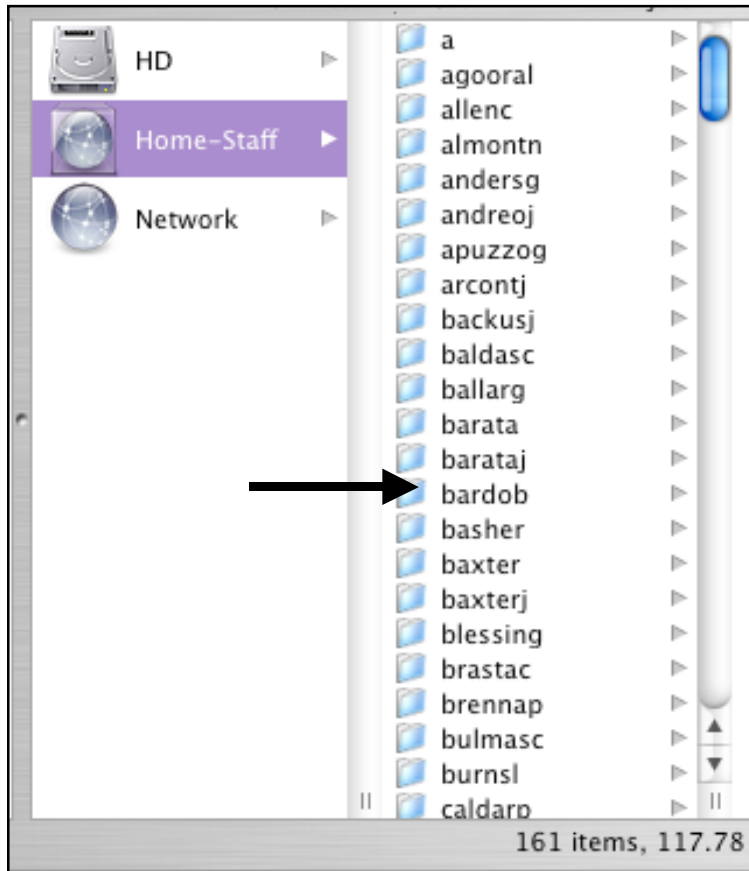
Click "Connect"

3. Find your "Volume", and click OK.



Example: Staff would click here

4. Find your **“short name”** and double-click on it:



5. Double-click on the folder you want. The most important ones are:

