

Accessing a Shared Folder (AKA S: Drive Folder) or “My Documents” Folder On a Mac

Frequently Asked Questions


Creation Date May 7, 2014 Last Revised May 28, 2014

TABLE OF CONTENTS

How Do I Access My Shared Folders? 1
 How Do I Access the “My Documents” folder? 2
 Notes..... 2

How Do I Access My Shared Folders?

Shared folders are stored on the network, and accessed by multiple users. On the campus PCs, we have mapped a shortcut to these folders (automatically, and for every user of the computer) and placed it in My Computer, under a “drive” labeled “S:”. On Macs, each user must do this on each computer, manually:

1. Go to Finder 
2. Open the “Go” menu at the top of the screen, then select “Connect to Server”
3. In the “Server Address” field, type the following: **smb://smmnet/shared**, then click “Connect”
4. Choose “Connect as: Registered User”
5. Enter your network username and password (the same ones you use to open your school email)
6. Click the checkbox to remember your password in the Keychain, then click “Connect”
7. A window will open, showing all of your shared folders. Now, go to the “View” menu, and select “Show Toolbar”
8. In the toolbar that now appears at the top of the shared folder window, click the button for columns view



9. From the left column, create a shortcut to the “Shared” drive on your desktop by pressing option+command while clicking and dragging the icon to the desktop

Now that this shortcut is created, you can easily access your shared folders.

How Do I Access the “My Documents” folder?

Follow the same steps as above, but when you get to step 3, the address is different:

smb://file01/users\$/staff/username. Please note that you should substitute your network username for the word “username” in that address.

Notes

1. It may take up to a couple minutes for your files to appear in the folders. This is normal.
2. If you later change your password, you will be prompted to enter it when opening your Shared Folder.