

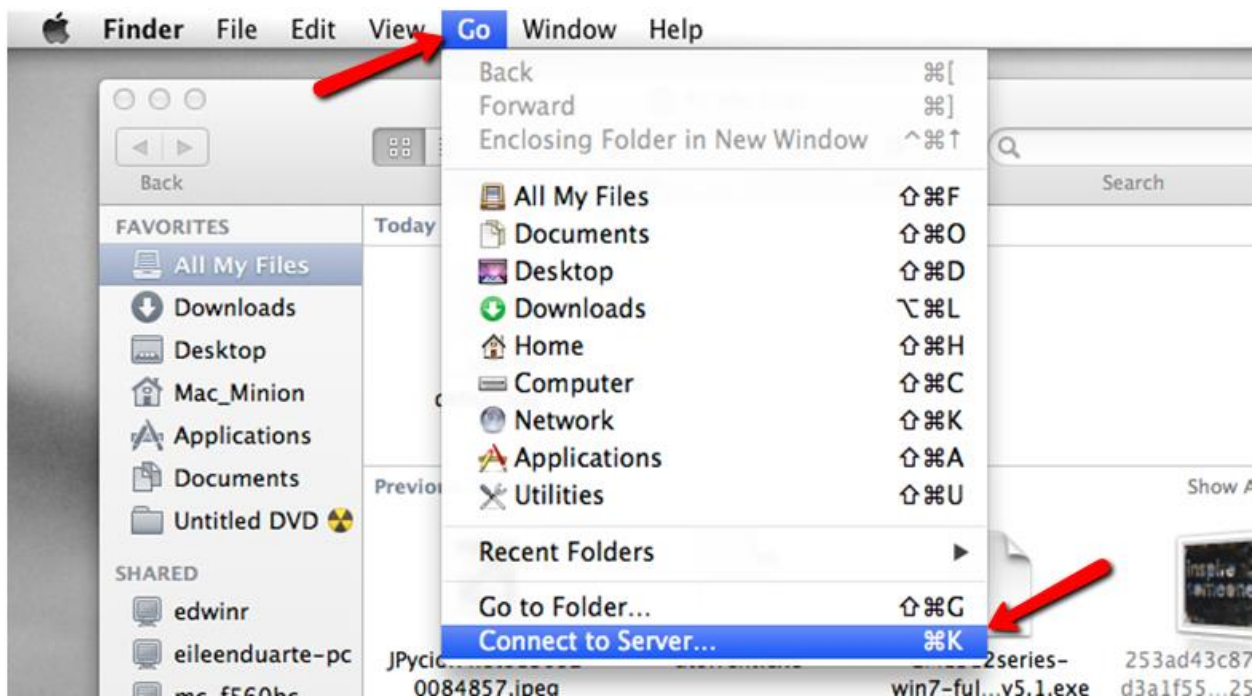
How to Map the Home Server on OS X

Mapping (sometimes called “mounting”) allows you to assign a drive letter on your computer to a server path so that you can connect to the server without having to remember and type the path every time. All active members of the Manhattan College community have access to password-protected storage space on our servers, ideal for storing files and accessing them on campus or on the go. This individual storage space is called Home Server.



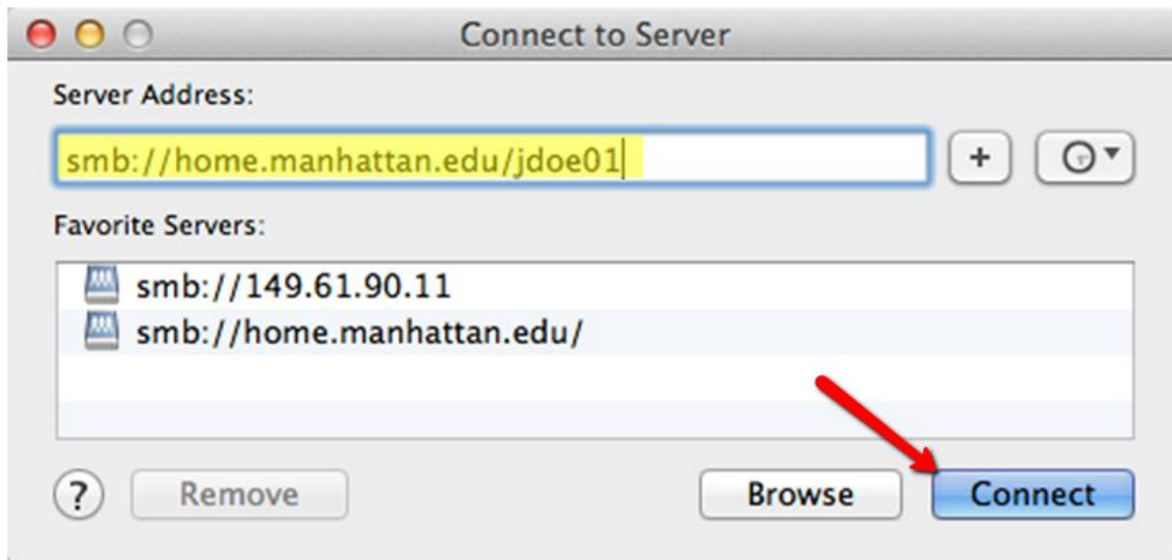
Step 1.

Click on the **Finder** icon at the bottom left of the desktop to open the **Finder** window.



Step 2.

Click on **Go** on the menu bar at the top of the screen. Click on **Connect to Server...** to open the **Connect to Server** window.

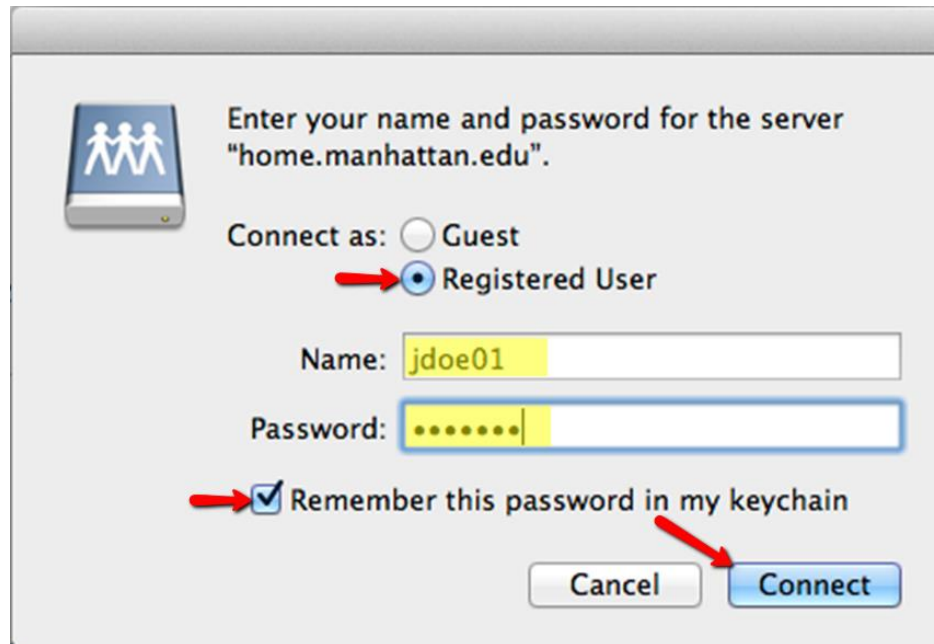


Step 3.

In the text box below **Server Address:** enter the path to the server, based on your Manhattan College email address¹.

Click on **Connect** at the bottom-right of the window.

¹For example, if your Manhattan College email address is "jdoe01@manhattan.edu", type "smb://home.manhattan.edu/jdoe01" in the **Server Address:** box (the second portion of the path is your Manhattan College email address without "@manhattan.edu").



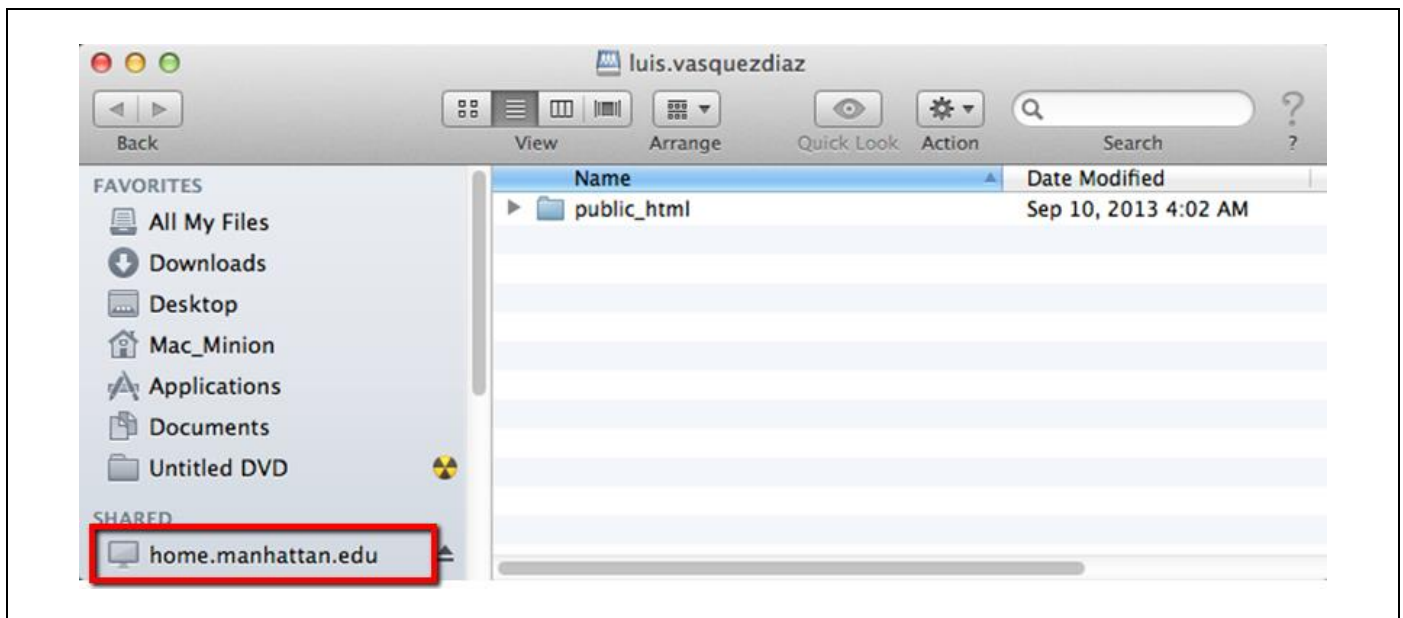
Step 4.

In the window that appears, make sure **Registered User** is selected. In the text box to the right of **Name:** enter your JasperNet ID. In the text box to the right of **Password:** enter your JasperNet password.

To avoid having to re-enter your JasperNet password each time the Home Drive is accessed, make sure to check the box to the left of **Remember this password in my keychain**¹.

Click on **Connect** at the bottom-right of the window.

¹ *This option is not recommended on a public computer.*



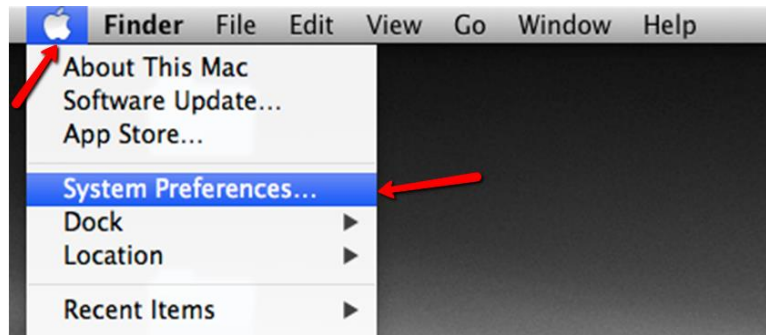
Step 5.

Your Home Drive is now mapped to your computer². It can be accessed at any time by opening **Finder** from the icons on the desktop (**Step 1**) and selecting the **home.manhattan.edu** drive from the list on the left side of the window.

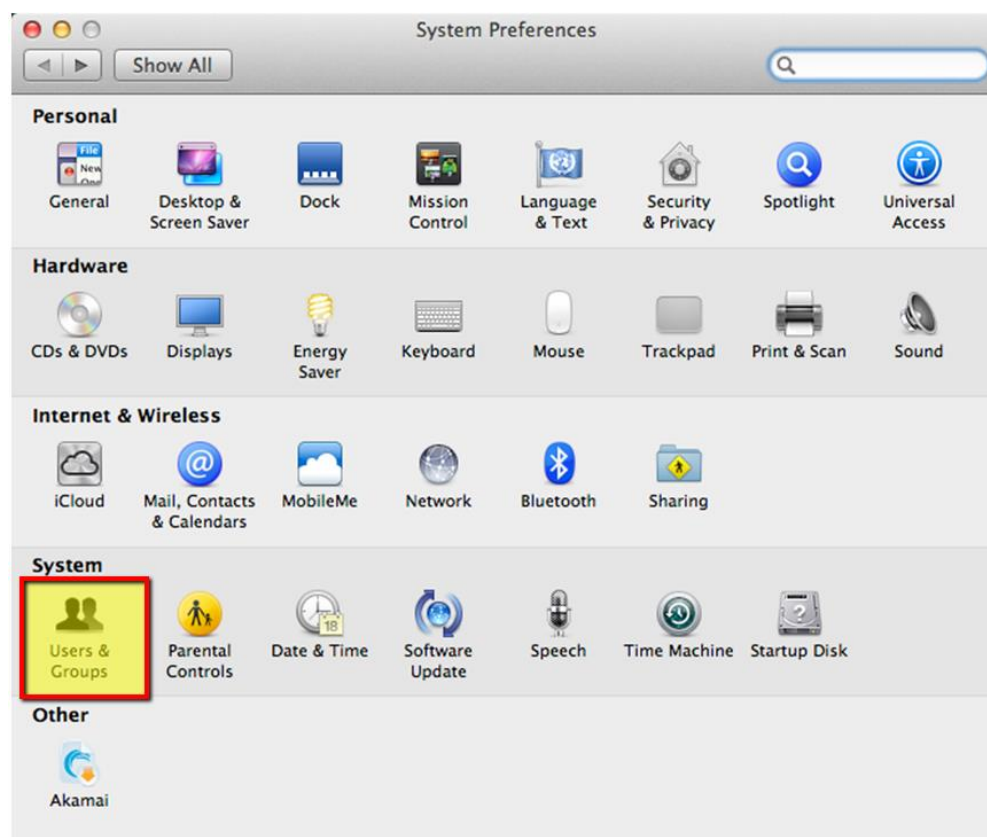
² *If you log off or restart your computer the Home Drive will no longer be mapped.*

Please proceed to step 6 if you would like to allow your Home Drive to automatically connect every time you logon to your computer.

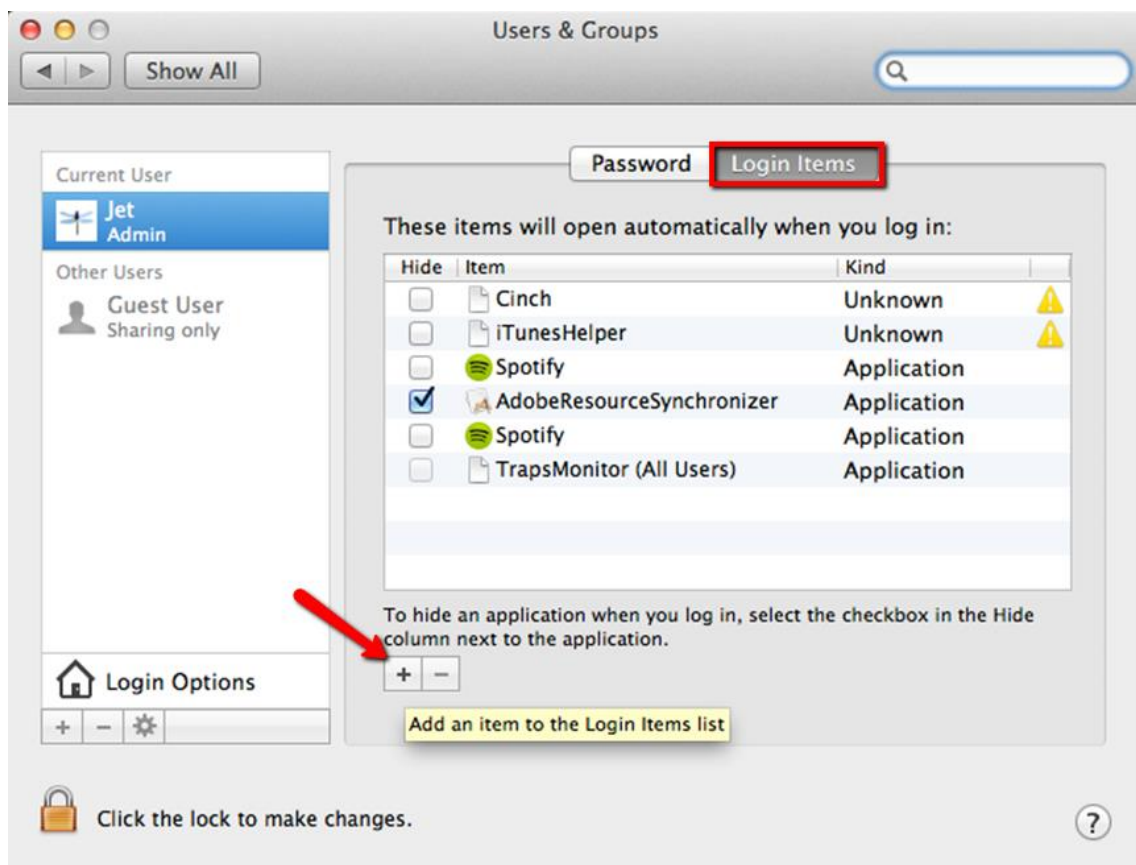
* Do not perform steps 6-9 if you are on a public/shared computer.

**Step 6.**

Click on the **apple icon** at the top-left corner of your screen. In the menu that appears, click on **System Preferences...**

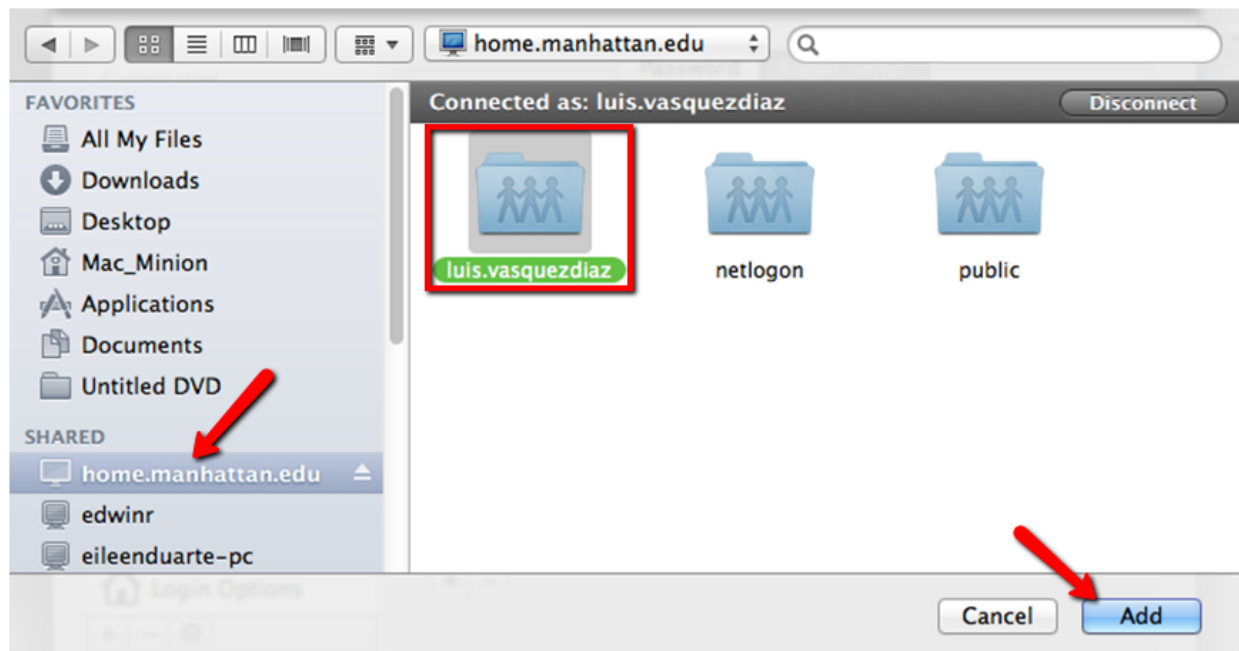
**Step 7.**

In the **System Preferences** window that appears, click on **Users & Groups**.



Step 8.

In the **Users & Groups** window that appears, select the **Login Items** tab and click on “+” at the bottom of the login items list.

**Step 9.**

Click on the **home.manhattan.edu** drive from the list on the left side of the **Finder** window that appears. Select the folder with your JasperNet ID as its name and click on **Add** at the bottom of the window.

Your Home Drive will now be permanently available in the **Finder** window, as described in **Step 5**.