

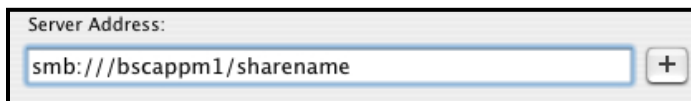


## User's Guide: Faculty & Staff Network Storage (MAC Version)

All faculty and staff receive 500 megabytes (MB) of network storage for personal use, as well as web space for hosting a website. In addition, many departments use network folders to store and share data. In order to access a network folder, you must first "map the network drive" on your computer. This guide explains how to map and save files to a network drive on a MAC OS X computer.

### Mapping a department network folder on a MAC OS X computer

1. From the Desktop, click **Go** from the top menu bar and select **Connect to Server**.
2. In the **Server Address** box, type **smb:///bscappm1/sharename** (replacing *sharename* with the name of the department folder).



3. Click on the plus sign (+) to add the folder to the **Favorites Servers** list.
4. Click once on the **Connect** button. A shortcut to the folder should now appear on your desktop.

**Note** These steps apply to campus computers only. Network folders are not accessible from off-campus. Also, if you use multiple computers on campus, you must perform these steps once on each computer.

Use the Network Folder Chart below as a guide when mapping other network drives on a MAC OS X computer.

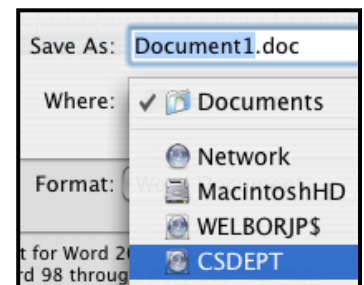
Network Folder Chart		
Folder Type	Folder Path	Remember To Replace...
Department Folder	smb:///bscappm1/ <i>sharename</i>	<i>sharename</i> with the name of department share
Personal Folder (Faculty)	smb:///bscappm2/ <i>username</i> \$	<i>username</i> with your Buffalo State username
Personal Folder (Staff)	smb:///bscappm3/ <i>username</i> \$	<i>username</i> with your Buffalo State username
Personal Web Folder	smb:///facstaff-new/ <i>username</i> \$	<i>username</i> with your Buffalo State username

**Note** In most cases, it won't be necessary to map your personal folder, as a drive icon with your username should automatically appear on the desktop as soon as you logon to campus MAC. If not, follow the steps outlined above to map the folder manually.

### Saving files to a network folder on a MAC OS X computer

Using the *Save As* command is the easiest way to save a single file to a network folder. Follow these steps:

1. With the application open, select **Save As** from the **File** menu.
2. Create a name for the file in the **Save As** box.
3. Select the network folder from the **Where** drop-down list.
4. Click once on the **Save** button.



To copy multiple files or folders, you are better off opening Finder and using the *Copy* and *Paste* commands from the *Edit* menu. Simply select the files and folders that you want to copy and then click *Edit > Copy*. Next, go to the network folder and click *Edit > Paste*. You can also use your mouse to drag-and-drop files to a network folder.

**IMPORTANT!** You should always save copies of your work on two separate disks. For example, you could save the original file in your Documents folder, and keep a backup copy on a removable disk (e.g. floppy, USB drive, or CD). We strongly recommend saving a copy of your most important files to your personal network folder. In the event that you lose files due to accidental deletion, data corruption, or hardware failure, you can contact the Computing Help Desk to have your data restored from backup.

Revised: September 2008 (JPW)