

The purpose of this document is to provide steps for accessing your network files using Macintosh OS X.

## Access with Desk Icon

The easiest method for accessing your network files is to click on the desired user share icon located either on your desktop as shown at right, or your dock, as shown below.



Although desktop shortcuts are convenient, this method may not work if the path for the shortcut changes. If you find that the shortcut does not work, follow the steps for [mounting a network drive](#).



## Access by Navigating

Alternatively, you can navigate to the network files:

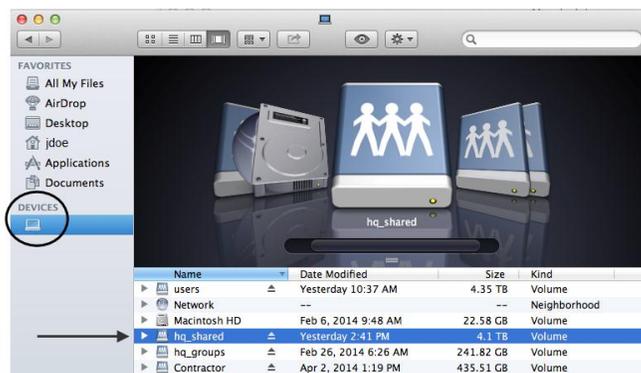
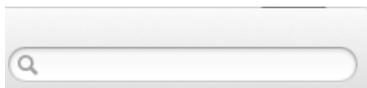
1. Open a Finder window using one of the following methods:

-  Click on your Macintosh HD icon on your desktop.
-  Click on the Finder icon located on your dock.

Your Finder window may look different from the one pictured below depending on how you have yours arranged. In the image below, the computer is circled on the left. When you click on it, the files/folders that have been mounted display on the right side.

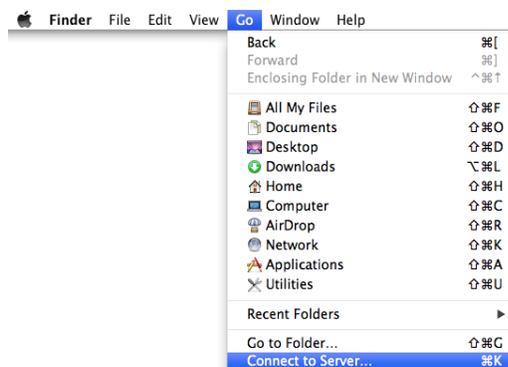
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2. Click on the drive that contains the item (folder)
3. Navigate through the listing on the right side until you've located the item, or enter a name in the Search text box:, file, etc.).



## Mount a Network Drive

If you tried using a desktop icon or navigating (described in the sections above), and still cannot access the drive that you need, follow the instruction below to mount the drive.



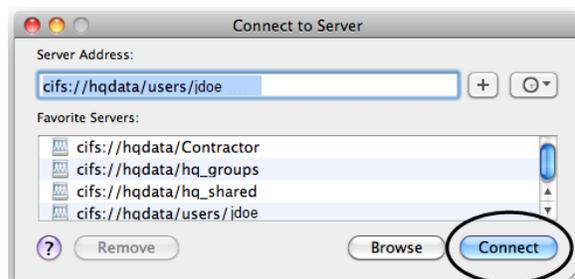
1. From the Go menu, select **Connect to Server**.

Accessing network files requires knowing the name of the HQ server where they are stored.

2. When the **Connect to Server** window displays, in the **Server Address:** text box, enter the address to the server using this syntax:

cifs://servername

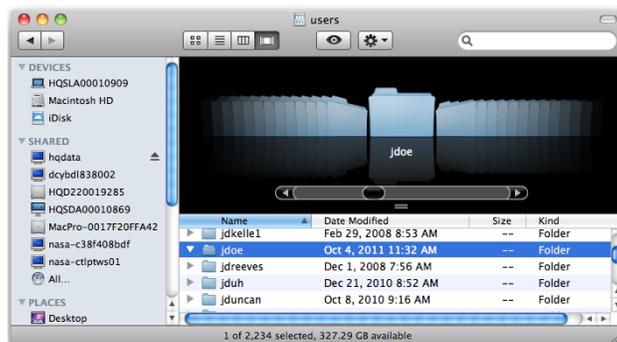
(where the text servername should be replaced with the actual name of the server you are trying to access).



3. Click **Connect**.

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4. If an authentication screen appears, enter your username and password to access that specific server | Click **Connect**.
5. If this is a drive that you will use frequently, drag it to the dock, and remove the shortcut on your desktop.



After successfully mounting a share volume, that network folder appears on the desktop.

Accessing this drive from the dock may cause a longer loading time when you log onto your machine. However, it eliminates the need to mount the drive in the future and ensures your connection if the path to the desktop shortcut changes.

6. Browse the drive as you normally would to access shared files and folders.

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at [esd.nasa.gov](http://esd.nasa.gov), or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

*This document is posted on the ITCD Web site at:*  
<http://itcd.hq.nasa.gov/instructions.html>