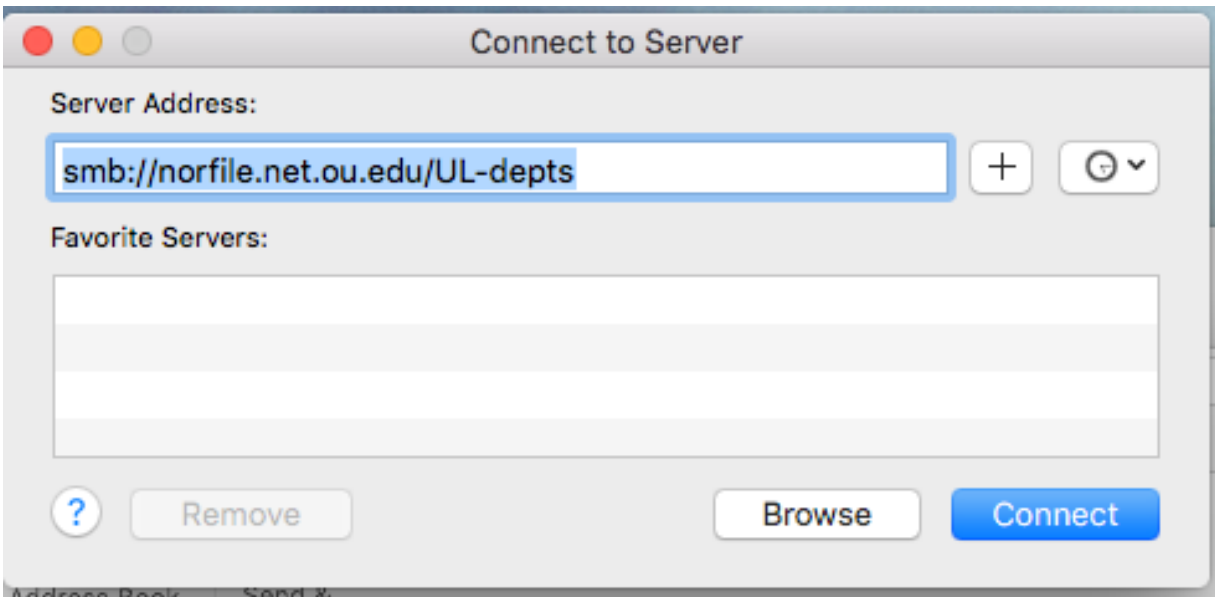


How to connect to the new departmental fileshare on a Mac.

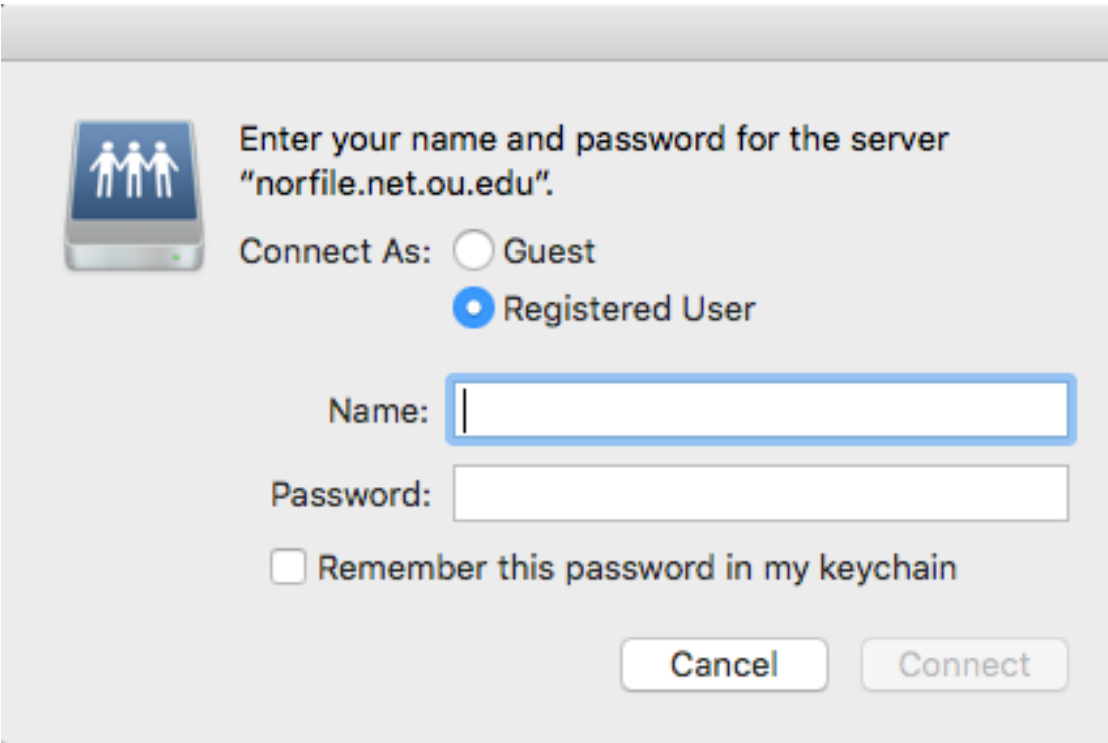
1. Drag all previous alias folders you have on your desktop to the trash. You will know it's an alias folder if it has a little black arrow in the bottom left hand corner of the folder.



2. Use keyboard shortcut command+k to bring up the connect to server window.



2. type in **smb://norfile.net.ou.edu/UL-depts** in the server address bar. enter in 4x4 and password when prompted, then hit connect.



3. The department share will mount and you will see all department folders. Navigate to the folders you need to make an alias for and while holding **option+command** drag the folder onto your desktop. It's very important that the new folder that is moved to the desktop has that black arrow in the bottom left hand corner, as that denotes an alias and you are making changes to the document that lives in the department share.