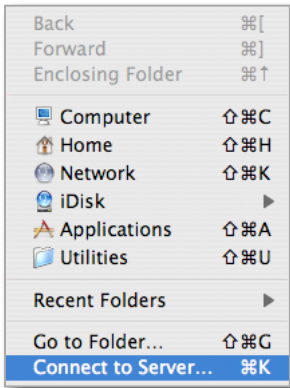


# Connecting to The District Macintosh File Server

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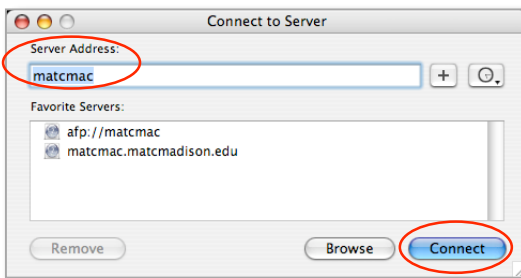
Please Note: These instructions assume that you will be connecting to the District Macintosh File Server using a Macintosh running Macintosh OS X (Ten) 10.3 or newer.

1. From the Finder or Macintosh Desktop, Click on the Go Menu.



2. Drag down the mouse to select Connect to Server...

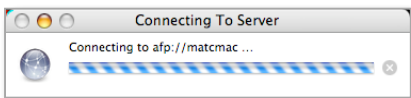
3. The Connect to Server window appears.



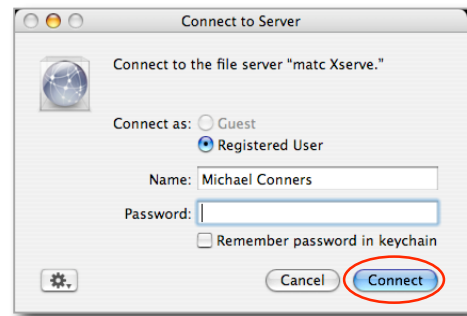
4. In the Server address field, type in matcmac.matcmadison.edu, all lowercase letters.

5. Click on the Connect button in the lower right corner of the window.

6. You may see a window indicating your progress while trying to connect to the server.



7. Once connected, you will see Connect to Server window.



8. Type in your full name, in my example, it would be Michael Conners. You could use a short name such as mconners.

9. Press the Tab key to move to the Password field. Type in your password. If you don't know your password, please contact the helpdesk to receive a new one. The Macintosh Server Administrator and the helpdesk will work together to reset your existing one or create a new for you.

10. Once both fields are correct, click on the Connect button in the lower right corner of the window.

11. For changing your password on the server, click on the Options button in the lower left corner of the Connect to Server window.

12. The options window appears.

13. Click on the Change Password button.



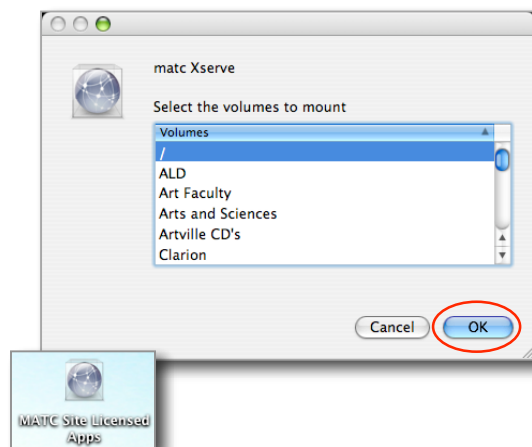
14. Type in your existing password or the password assigned to your ID by the helpdesk or the Macintosh Server Administrator.

15. Press the Tab key to move to the New Password field. Type in your new Password. Press the tab key again and retype your new Password again to confirm the spelling is correct. Click on the OK button.

**NOTE:** The password fields will not show actual characters, they will only show you bullet points to protect your privacy and theft of your password.

16. Back at the log in window, click on the Connect button.

17. A window will appear listing all the possible volumes available for your user ID. Scroll through the listing to select the one you are wanting to connect to. Select it by clicking on it. Click the OK button in the lower right corner of the window.



18. When that volume mounts, it will appear on you desktop as another disk.

19. Open the volume and work with the volume as you would any other disk.
20. One volume of interest would be the **MATC Site Licensed Apps** volume. This volume contains many of the updated software titles we use on our Macintosh systems and MATC holds a site license. These include updates to the Microsoft office suite, Apple software, and various Internet players such as Flash, Adobe reader and so on.
20. When you are finished with the server, simply drag the server volume to the trash can to eject it. The trash can icon in the dock will turn into an Eject button.
- 21 There are other ways to eject the server volume, you can select the disk icon and from the file menu, select eject "server volume name."
22. Final note, if you are idle, not using the server volume too long, i.e. not saving or opening files from the server, the server will eject you from the server for security reasons. Make sure you log off the server by ejecting the server volume. This will ensure that your use and your data are secured.