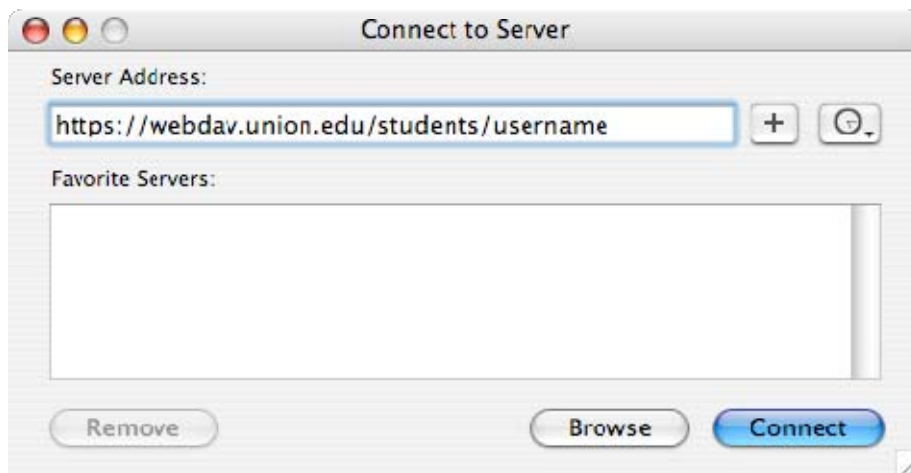


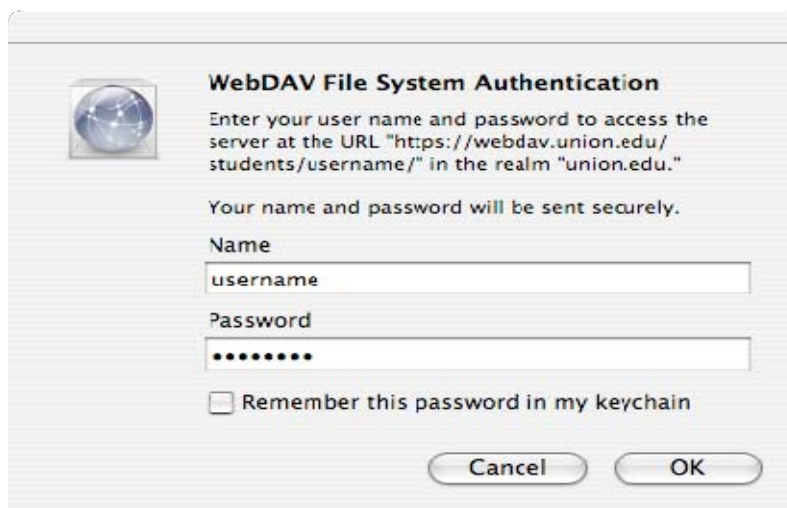
USING NETWORK STORAGE WITH MACINTOSH OS 10.4

The purpose of this document is to provide reference for Union College users in connecting Macintosh clients to their Network File Storage space.

1. In the Finder, open the **Go** menu and select **Connect to Server**.
2. In the Server Address field, enter the following URL:
 - a. For Faculty: <https://webdav.union.edu/faculty/username>
 - b. For Students: <https://webdav.union.edu/students/username>
(Substitute *your* username for "username")



3. Click **Connect**.
4. You will be prompted to enter your username and password, as shown below. Click the OK button.



5. You should now have drag and drop access to your file area.

6. To edit a file, copy it to the desktop and open the file in the appropriate application. Once you have finished modifying your file you must copy it back to the webdav server.
7. You can delete files the same way as you would normally in the Macintosh environment.
8. When you are finished working with your files, look on the left-hand side of the shares window for a network icon named with your username. Click the **Eject** button beside the entry. This will terminate the connection in a way that prevents other people from getting access to your files.

