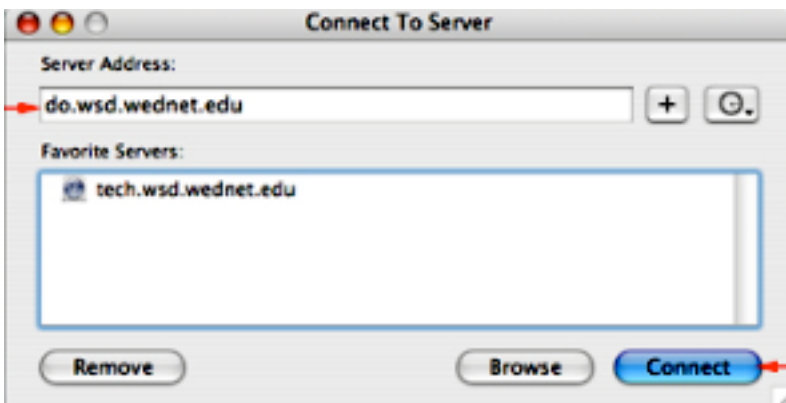


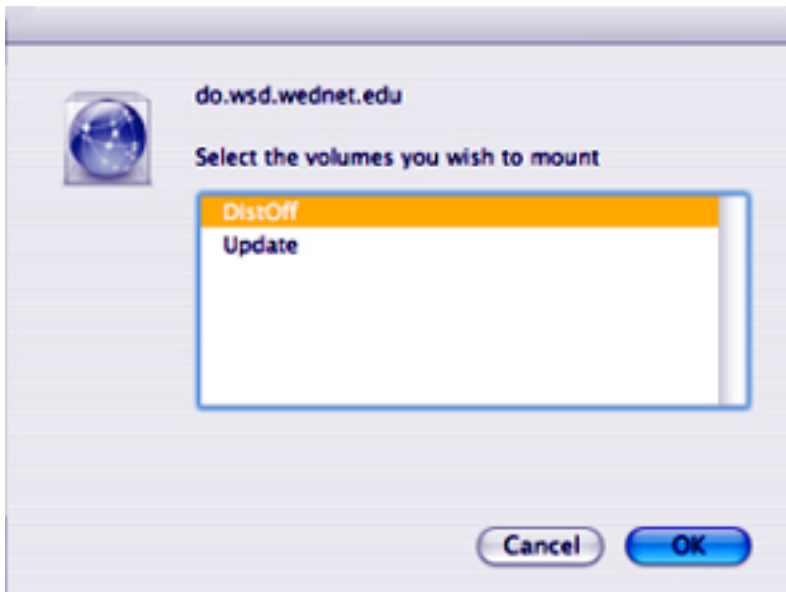
Connecting to a Server in OS X

You will want to back up critical documents to a server to avoid that “uh-oh” feeling that comes when you lose your work. These directions should help.

1. In the **Finder**, pull down the **Go** menu and select **Connect to Server** (bottom option). If you prefer a keyboard shortcut, use **⌘ - K**.
2. In the next dialog box, enter the **server address**. Then click on **Connect**. (Note: an earlier version of OS X may look slightly different, but the process is the same.)



3. You will be prompted for your **user name** and **password**. Enter them correctly and click **Connect**.
4. The next dialog box will ask you to **select the volume**. Select it and click **Connect**.



5. The server icon, which looks like a globe, will mount on your desktop. You can double-click the icon to access your folder. (If you are using a newer version of OS X, the server will open itself so that you can view the contents and select a folder.) If you do not have access to a folder, it will have a white minus sign in a red circle in the lower right corner of its icon.
6. When you are done, you can unmount the server by dragging its icon from your desktop to the trash or if you prefer a keyboard shortcut, use **⌘ - E**.