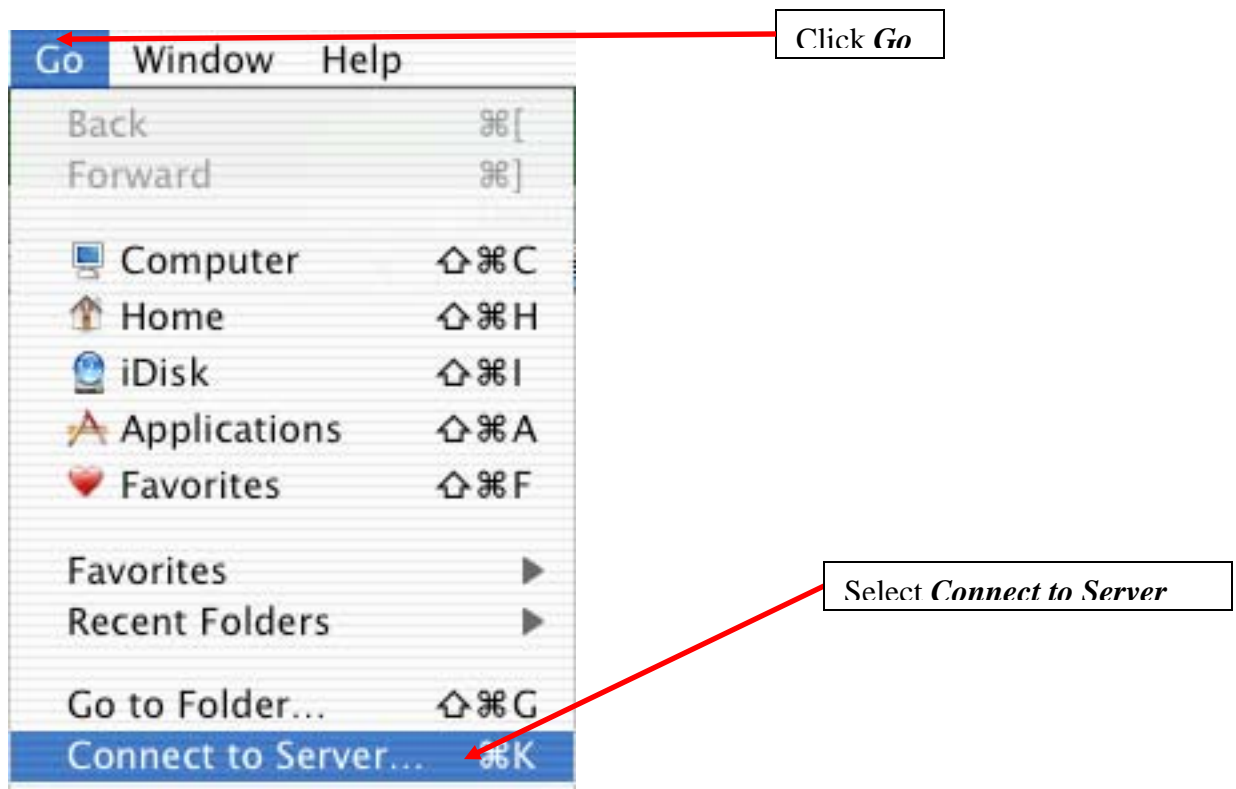


Accessing your Network User Folder in a Smart Classroom

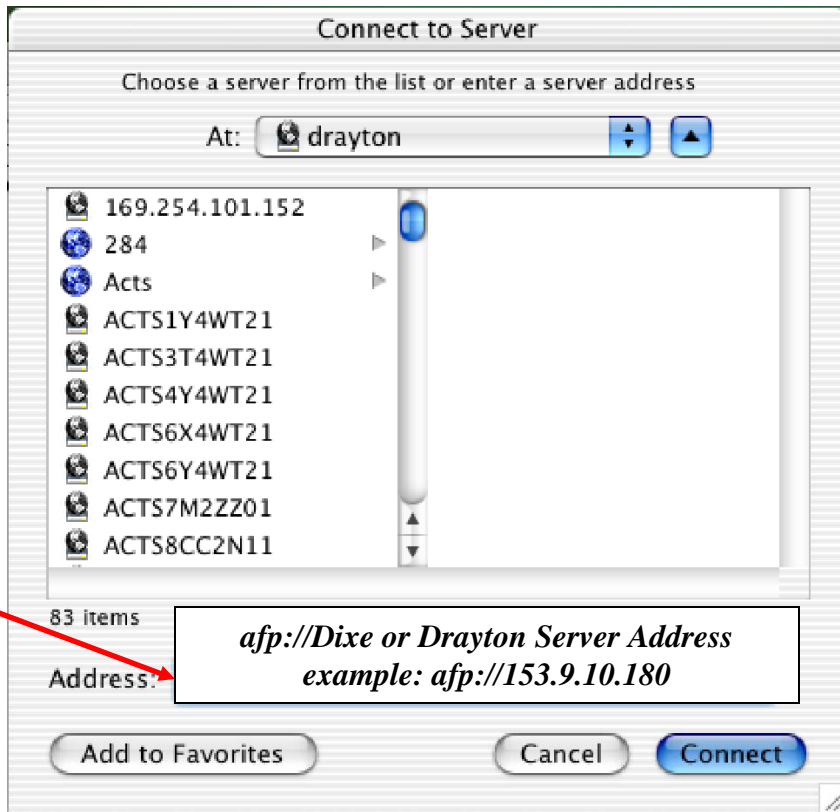
If you are logging on to a Smart Classroom computer with your Cougars username and password you will automatically be able to access your user folder on the network. If you are logging on the Smart Classroom Computer with the generic login information you will need to follow the instructions below to access your user folder on the College of Charleston network.

1. From the Finder, click on *Go* menu item & select *Connect to Server...*

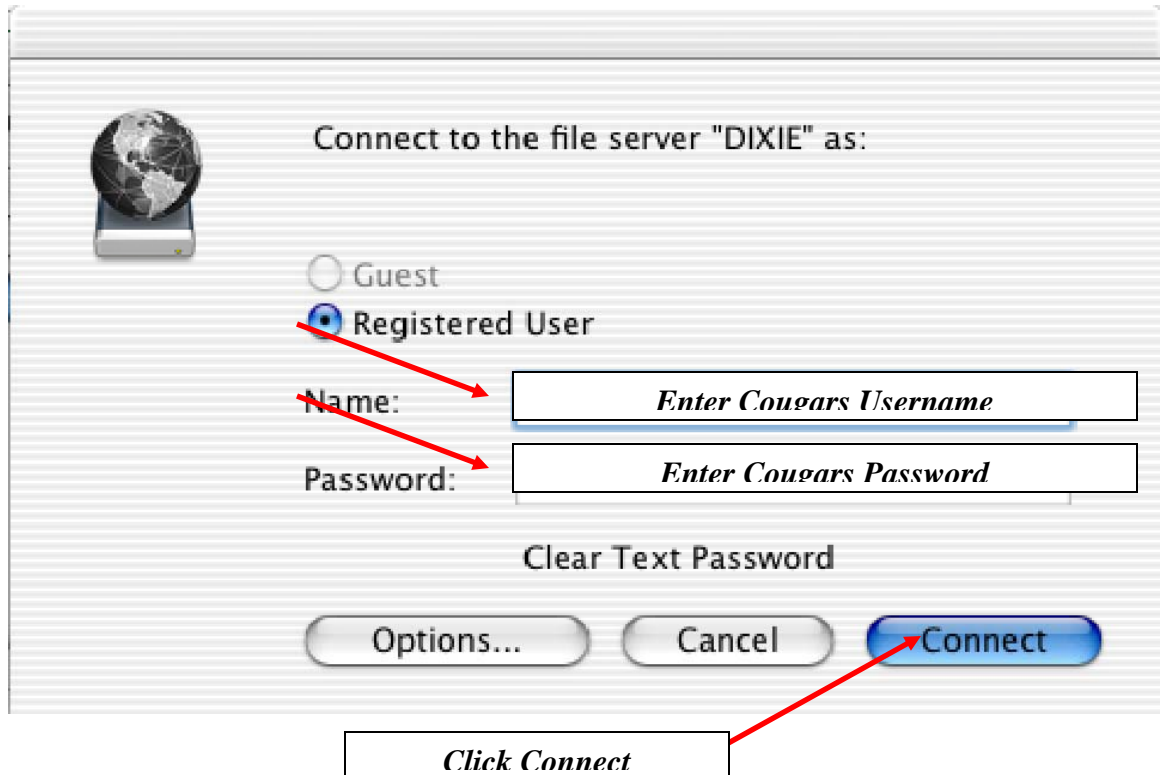


2. Type either Drayton or Dixie server IP number in the *Address:* field. Click *Connect*.

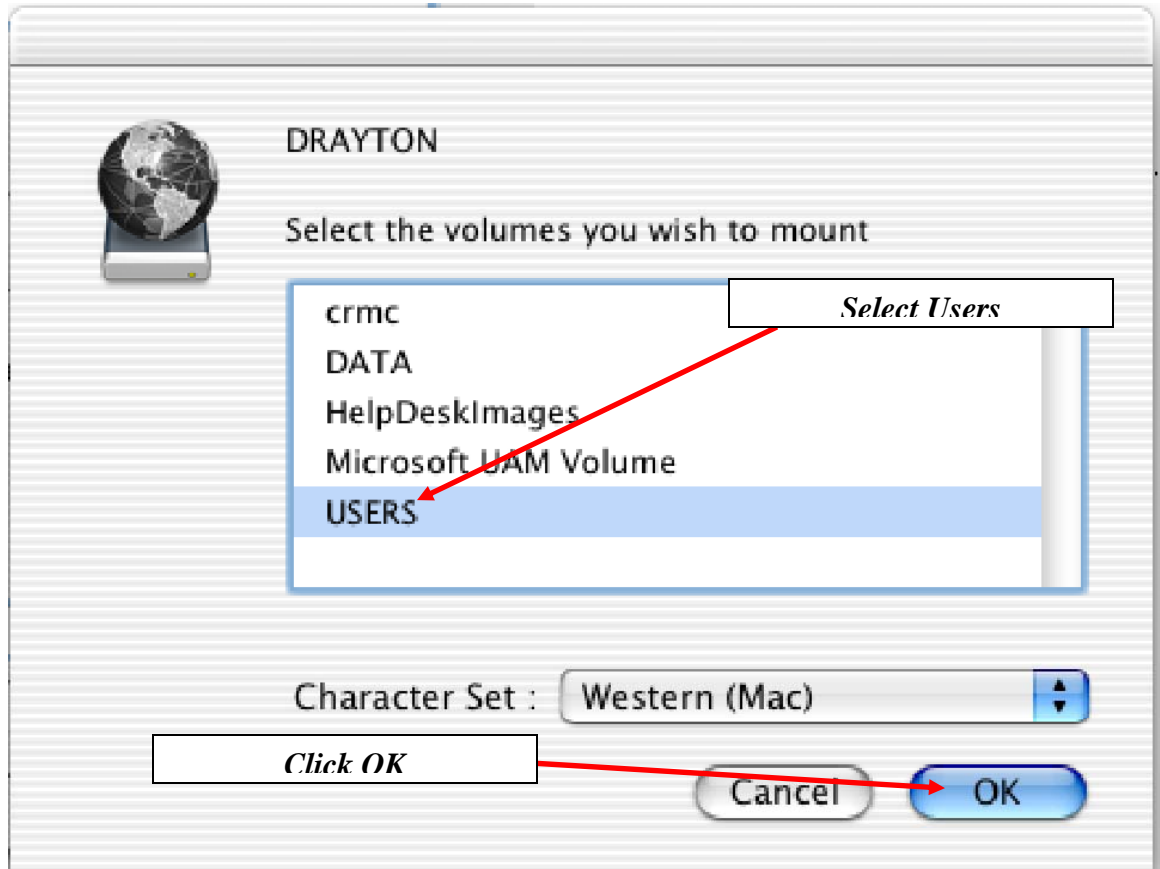
- **Dixie**
153.9.10.180
- **Drayton**
153.9.10.100



3. Enter your Cougars username in the *Name:* field & your Cougars password in the *Password:* field. Click *Connect*.



4. Select the *USERS* volume from the list. Click *OK*.



5. An icon called *Users* will appear on your desktop. Double click on it.



6. Find the folder with your username on it & double click on it. If you cannot find a folder with your name on it, try the other server. Once you have found your folder you may want to create an alias for it on your Desktop. You may accomplish this by holding down both command & option & then dragging your folder to the desktop.
7. You now have access to your network user files in the smart classroom.
8. **MAKE SURE TO THROW YOUR USER FOLDER IN THE TRASH BEFORE YOU LEAVE THE CLASSROOM.**