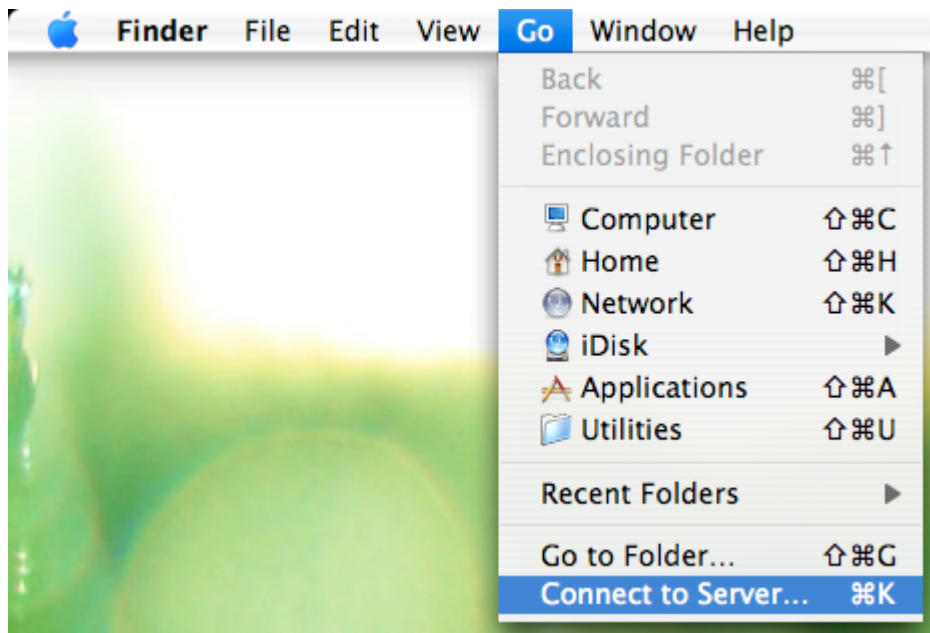


# Connecting to the Wyoming Seminary Upper School File Server

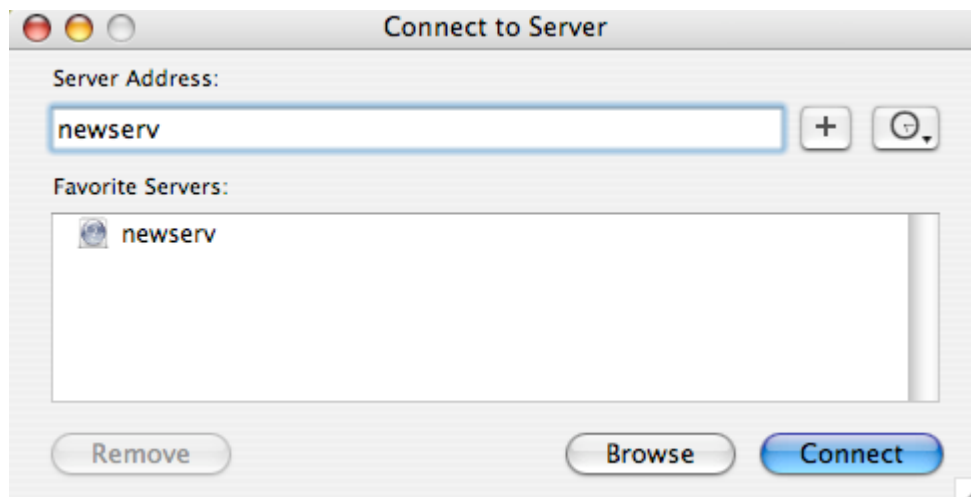
(using Windows – pg. 5)

**(using Apple OS X)**

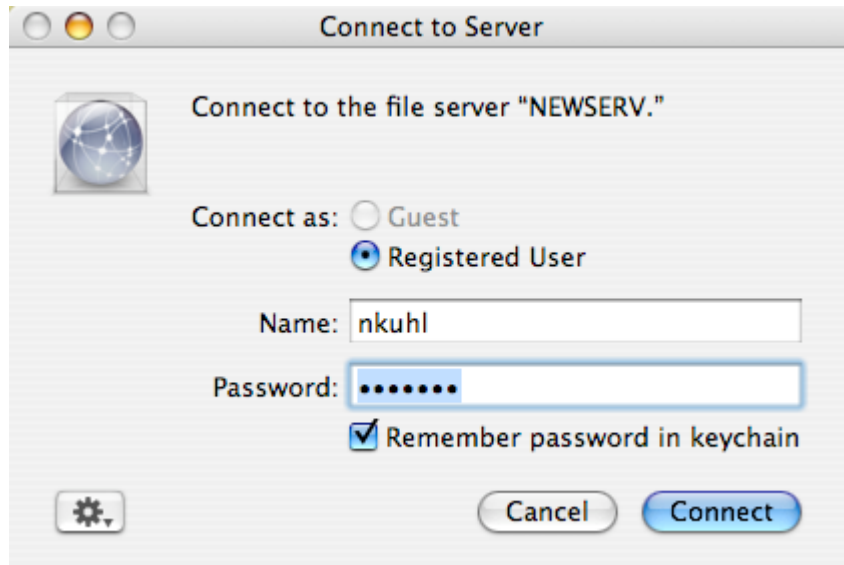
**Step 1:** Navigate to the top of the screen and click Go. Then select **Connect to Server...** from the drop-down menu.



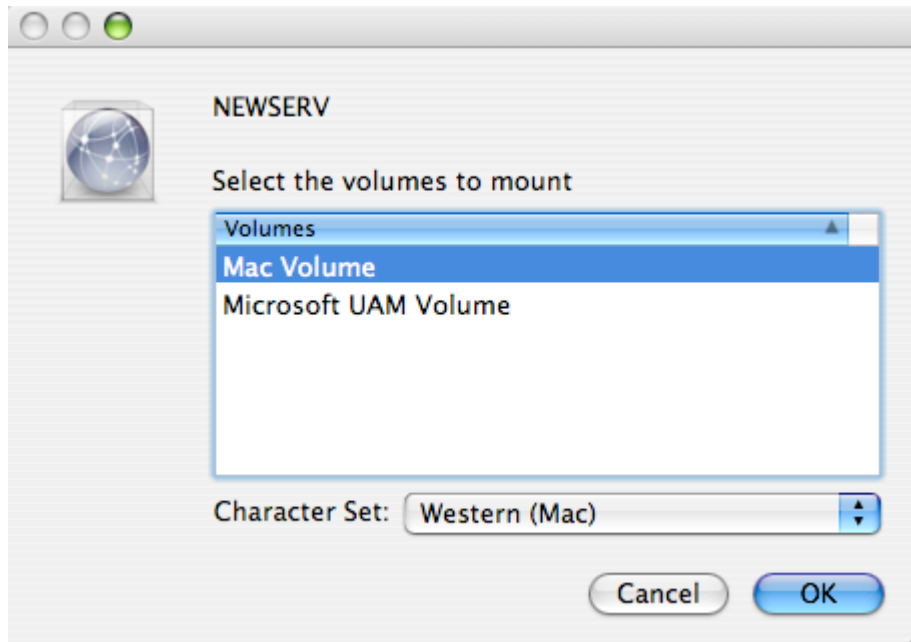
**Step 2:** In the Server Address text field, type **newserv**. This is the name of the file server used by Faculty/Staff/Administration.



**Step 3:** The next window will ask for your credentials. Enter your Wyoming Seminary **username** and **password** into the appropriate fields and then click **Connect**.

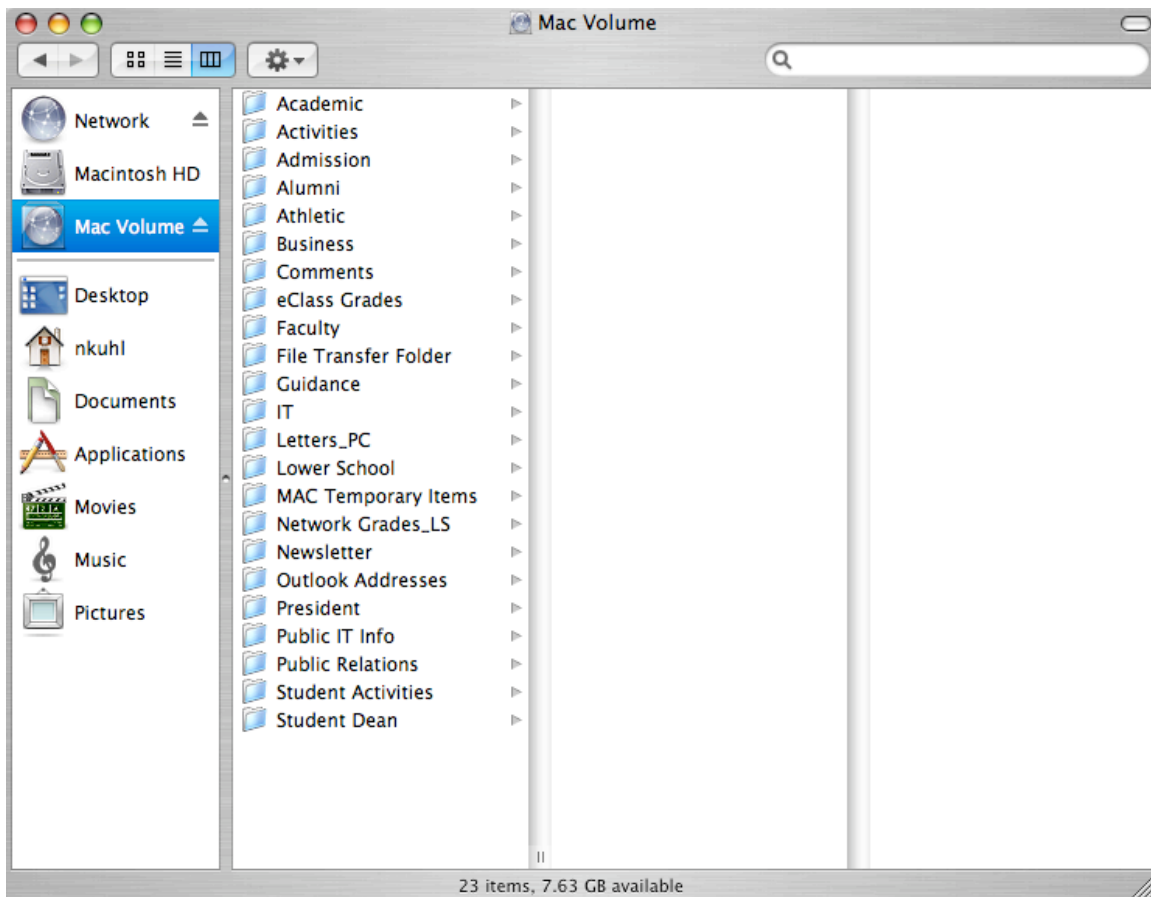


**Step 4:** Choose **Mac Volume** from the list of choices and click **OK**.



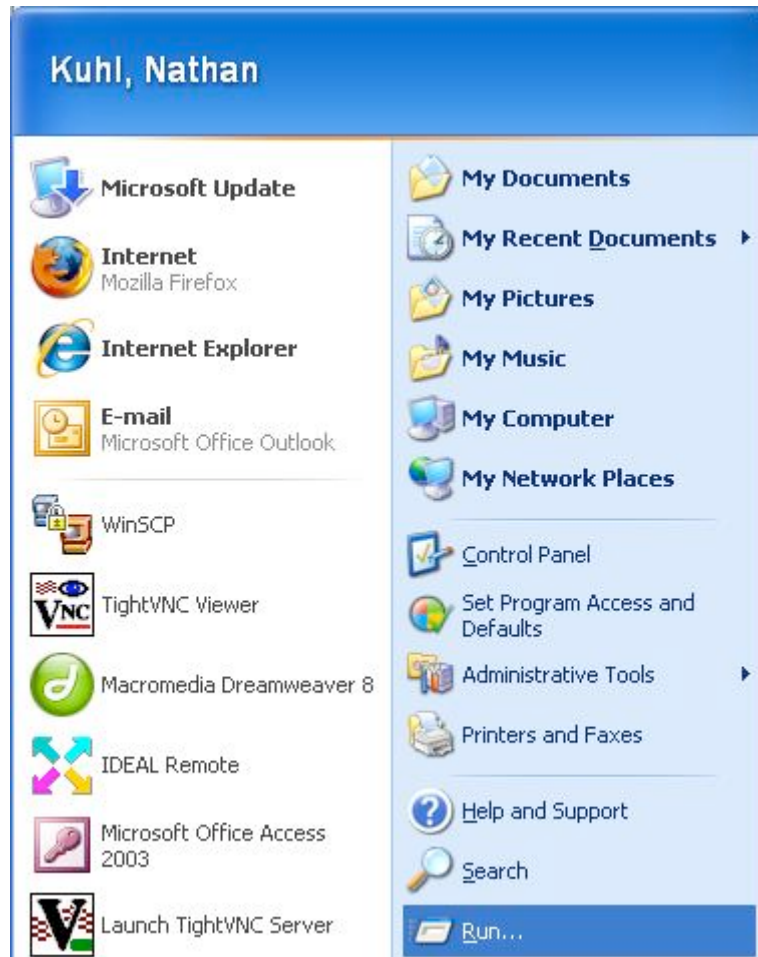
**Step 5:** Now a list of folders will be visible. Depending on your particular network access permissions, you will only have access to certain folders. Everyone has access to the folders **Faculty** and **File Transfer Folder**. Use the File Transfer Folder when sending another colleague files. It's easier and more efficient than through e-mail.

For backup purposes, you may create a folder within the Faculty folder and store important documents for safe keeping. Please do not use this space for storing music and/or video.

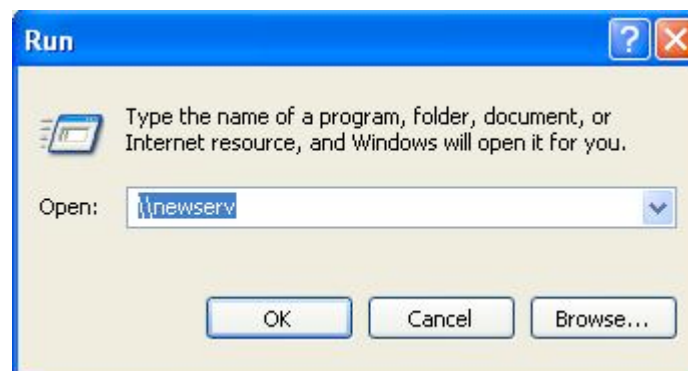


(Using Windows)

Step 1: Click Start then Run.



Step 2: Enter [\\newserv](http://newserv) into the text field and press Enter or click OK.



Step 3: If an authentication box appears, enter your Wyoming Seminary username and password. Then follow the directions on page 3. That's it.