

Connecting to the Ararat server (staff)

- 1- In the Finder window, click **Go > Connect to Server ...**
- 2- In the **Server Address** field, type:

smb://ararat/ararat_users/mtastaff/lastnameinitial

... and click **Connect**.

Using Jane Doe as an example, here is how the information would appear:

smb://ararat/ararat_users/mtastaff/doej

Connecting to the Campus server (students)

- 1- In the Finder window, click **Go > Connect to Server ...**
- 2- In the **Server Address** field, type:

smb://campus/users/YOG/##lastnameinitial

... and click **Connect**.

Using Jane Doe, Class of 2010 (YOG = Year Of Graduation), as an example, here is how the information would appear:

smb://campus/users/2010/10doej

- 3- Enter your **MTA user name and password** to connect to your folder on the Campus server. (Be sure to use your **MTA username and password**, which are not necessarily the ones you use to log on to your laptop.)