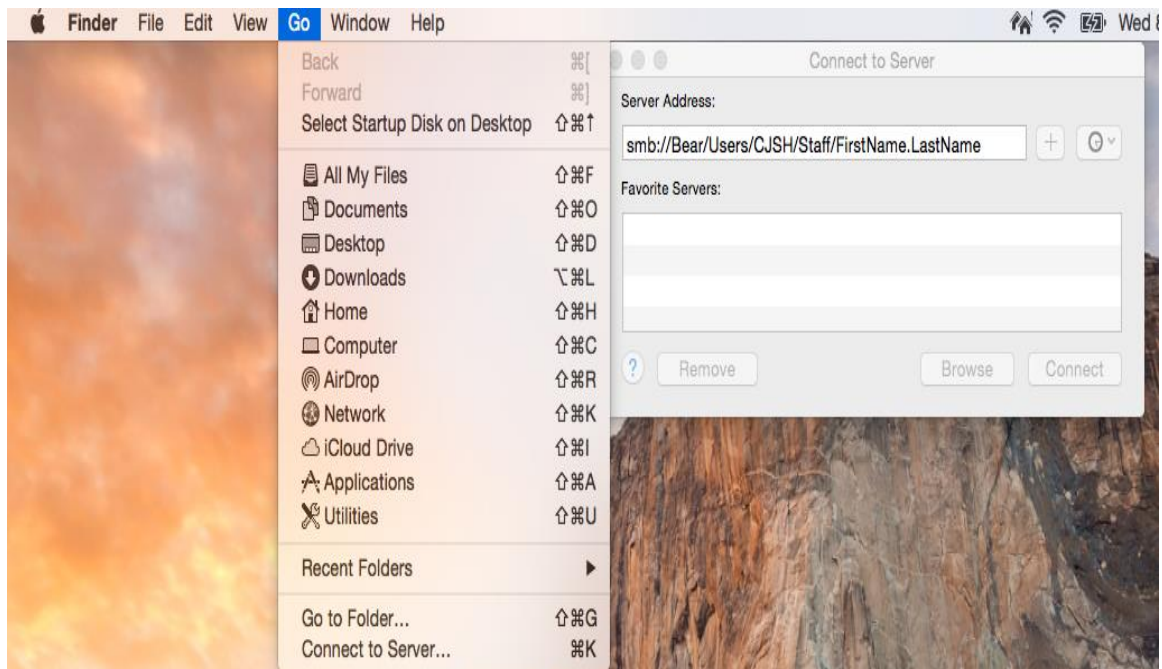
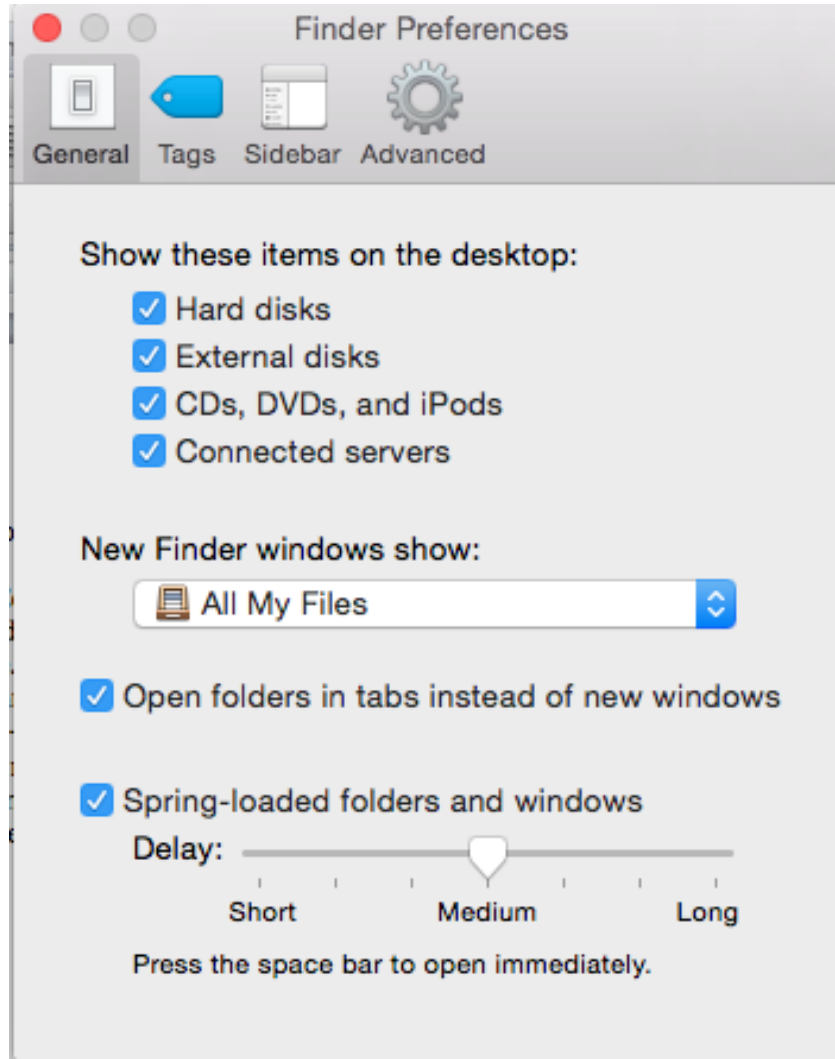


Connect to your H Drive on MAC OS X

1. From the Finder menu at the top of the screen click Go → Connect To Server
2. Server Address = smb://Bear/Users/School/Staff/UserID
 - a. i.e. smb://Bear/Users/CJSH/Staff/John.Smith**If you are unsure on what you're H Drive path is, contact someone from Technology.
3. Click the + symbol to add it to your Favorite Servers List
4. Click Connect



5. If you don't see the icon for your H Drive on the desktop, you will need to go to Finder → Preferences
6. Make Sure Connected Servers is checked. Then close out of Finder Preferences



7. Right Click on your H Drive connection
8. Choose Make Alias
 - a. This will give you a quick connect to your H Drive connection.
 - b. Alias will be located on your desktop

Every time you login to your computer, simply double click on the H Drive Alias and it will connect to your H Drive. After you reconnect, you can save files from any program right into your H Drive by selecting the Alias on the desktop or your username (FirstName.LastName) on the left Sidebar.