

Connecting to the Server

Method One

- 1 Double-click the desktop icon named “To the Server.”
- 2 Enter the password **carillon**. An icon for the server named “Campanile” will appear on the desktop.
- 3 Open the icon and drag your files from the server to the desktop. This will copy them to the computer you are working from.
- 4 When you have finished editing your work, drag all your files back into the appropriate folder on the server. This will overwrite the old versions.
- 5 Once you have copied the files, drag your desktop files as well as the “Campanile” icon to the “Trash” at the bottom righthand corner of the desktop. This will disconnect you from the server.

Method Two

Open the Apple Menu at the top left corner of the screen. Select “Chooser” from the pull-down menu. Change the settings to match the example below. Select “OK,” then continue with step two of Method One.

