1. Click on the **Finder** icon in your dock.

![Finder icon](image)

2. In the **Finder** menubar, click on **Go > Connect to Server**. Alternatively, in Finder, you can use the keyboard shortcut Command+K to get to this window.

![Finder menubar](image)

3. Under **Server Address**, enter `smb://192.168.30.67/shared`, then click the “+” to add this to your list of favorite servers. Then click the highlighted blue **Connect** button.

![Connect to Server dialog](image)
4. When prompted, enter in your network credentials (which are the same as your email login). If you are on your own computer, check the box to “Remember this password in my keychain”. By doing this, you will not have to enter in your username and password every time you connect to this server.

Finally, click **Connect** and within a minute, you’ll have access to the “shared” drive.

If you have any additional questions, please contact the Help Desk.