How to Connect to a Network Volume using Mac OS X

This guide is intended to help users connect to network volumes on their profile. The following steps will show you how:

1. Be sure you are in Finder when trying to connect to network volumes. Look in the upper left hand corner of your screen to make sure the word Finder is to the right of the apple icon.

2. At the top of the toolbar, find “Go” then choose “Connect to Server”.

2.1. You can also press ⌘K as a shortcut on your keyboard.
3. In the Server Address bar, type in the server address that you wish to connect to (i.e., gispw3test), then click Connect.

![Server Address bar with server address entered]

3.1.

4. In the following window, make sure that the Registered User radio button is selected and then enter your Otis network username and password in the appropriate boxes. Check the box “Remember this password in my keychain” if you plan to visit this network volume frequently. Click Connect to move on.

![Password entry window]
5. The next window will show you a list of volumes. Highlight the volume(s) that you wish to connect to, then click OK.

5.1.

6. Your newly connected volume should open in a new Finder window. To save this volume for future use, you can drag the volume icon at the top of the Finder window to your tool bar.

6.1. Volume icon in Finder Window.
6.2. Icon in Mac OS X toolbar.

You have now created your own network volume to your profile. If you should have any questions or run into any problems, please contact the IS department at helpdesk@otis.edu or call ext. 6914. Thank you.