

Network Drives for Mac OS

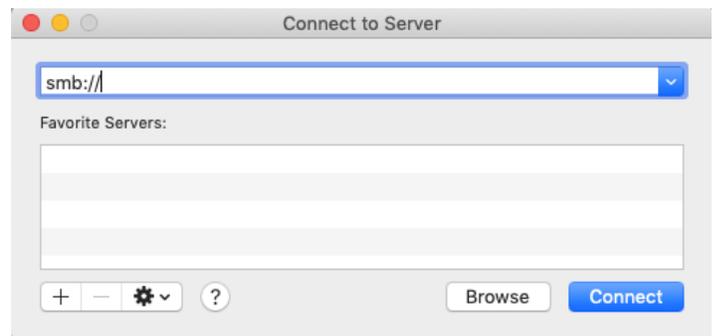
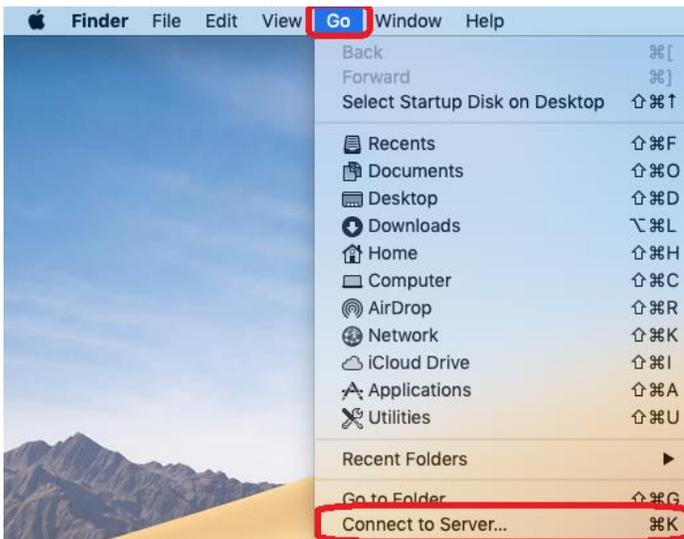
Objective: To allow the user to locate necessary district network resources while using a Mac device. These are commonly referred to as “Network drives”, “Network shares”, “I drive”, “J drive” “home directory” and several others. The most common thing we’ve referred to them as has typically been “Network Drives”, so, we’ll just call them that in this document.

This document assumes one of the following two scenarios:

- A. You are working with your Mac OS device either from your Home, or, somewhere NOT within the school district buildings. AND you are connected to the internet. AND you have already went through the document “GlobalProtect for Mac OS” and have GlobalProtect installed, running, and connected on your Mac.
- OR -
- B. (Once the COVID-19 situation has passed). You are working with your Mac device within school district buildings, and you are connected to the “MSD” Wi-Fi network. GlobalProtect is not necessary in this case.

Procedure:

1. To connect to a network drive, first minimize anything that you have open and just click on a blank area of your desktop. You will need to see the menu options like in the picture on the left below, in the upper left hand corner. (The Apple logo, File, Edit, View, Go.) Click on Go, then, the bottom choice, Connect to Server. ALSO, notice the key short-cut of “Command K”. This means that any time you like, you can just hit Command & the K key and it will accomplish the same thing. Whichever way you do it, that will bring up the window on the right, below.



This “Connect to Server” dialog box is your friend. It may seem intimidating but it really is not. The first six characters are always the same, as you can see in the above picture on the right, it is, without the quotes, “smb://”. The main thing is to remember that it is two “Forward-Slashes” (/) and that “Back-Slash” (\) will not work here. Once you have that entered you’re halfway there.

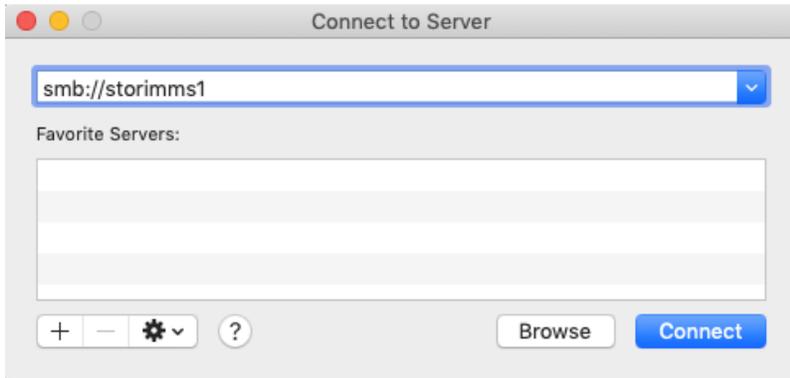
After the “smb://”, you just need the name of the server. (You can then add them to that list of “Favorite Servers” below it if you choose to.). Which server name should you connect to? Read on to see which ones you’ll need.

- Finder Preferences view:** Another piece we will need, is to verify we can view connected server shares on the desktop. Click on the Finder menu. Then, Preferences. In the General section on there, you should see four checkboxes. Hard disks, External disks, CDs, DVDs, and iPods, and, Connected Servers. Make sure All four boxes are checked, and then you can close out of that window.
- Network Drive Server Names:** There are not all that many shared drives, on an even smaller amount of server names, that teachers and staff utilize, so the first step to this is for everyone to know which server names they will need to connect to. Below is the list of server names, and the Shared Drives that reside on them. Now, do not worry, only specific users and groups have access to some of these. Just because someone “sees” a share name on their list when trying to connect, does that mean that they can access what is inside of the share. The same people that would normally have these as their “network drive letters” are the same people that would be able to browse to these folders over the network on a Windows or Mac device. The rest will be denied access.

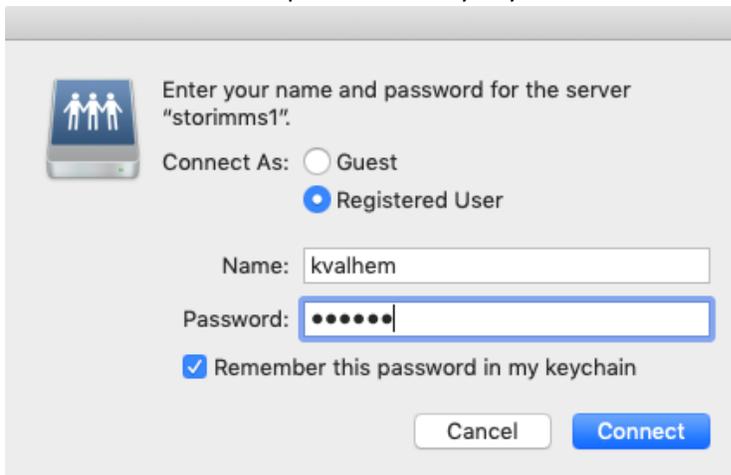
<u>Server Name</u>	<u>Share Name</u>	<u>Details</u>
MSD-STOR1	Pictures-and-HR	The “P drive” – all staff access
MSD-STOR1	ELEM	CEPS building “J drive”
MSD-STOR1	WIS	WIS building “J drive”
MSD-STOR1	Business-Office	Only Business Office has access
MSD-STOR1	ACouncil	Only A-Council has access
MSD-STOR5	Software	The “S drive” – all staff access
MSD-STOR5	Training	The “T drive” – all staff access
MSD-STOR5	USVideo	Some staff use this still
MSD-STOR5	IMMS	IMMS building “J drive”
MSD-STOR5	Curriculum	Curriculum sharing network share
MSD-STOR5	BGShare	Only B&G department has access
MSD-STOR6	HS	HS building “J drive”
MSD-STOR6	TAG	Only TAG staff have access
MSD-STOR6	SpecEd	Only specific Special Ed staff
MSD-STOR6	Foods	Only Food Service
STORDO1	Health-Services	Health Services shared drive
STORDO1	<username>	“I” drives of District Office staff
STORELEM1	<username>	“I” drives of CEPS teachers & staff (some)
STORHS1	<username>	“I” drives of HS teachers & staff
STORIMMS1	<username>	“I” drives of IMMS teachers & staff
STORWIS1	<username>	“I” drives of WIS teachers & staff
MSD-STORELEM	<username>	“I” drives of CEPS teachers & staff (some)
MSD-STORELEM	<username>	<all soon migrated to STORELEM1>

- Ok, so let’s assume I am a teacher at IMMS, Marty Kvalheim, and, I would like to get into, my i: drive, the IMMS j: drive, and, the district p: drive. Since on Mac OS these do not have “drive letters” per se, this would mean I would need, these 3 network shares: I can see in the chart above that the “I” drives of IMMS teachers, are on STORIMMS1. The IMMS Building J drive is on MSD-STOR5, and, the P drive is on MSD-STOR1.

5. I want to connect my I-drive first. So, I would hit Command-K to bring up my Connect to Server window. And I would enter in "storimms1" after the "smb://". So it reads "smb://storimms1" and would appear like below. (Obviously this will display whichever server name that you were trying to connect to, it may not necessarily be "storimms1").



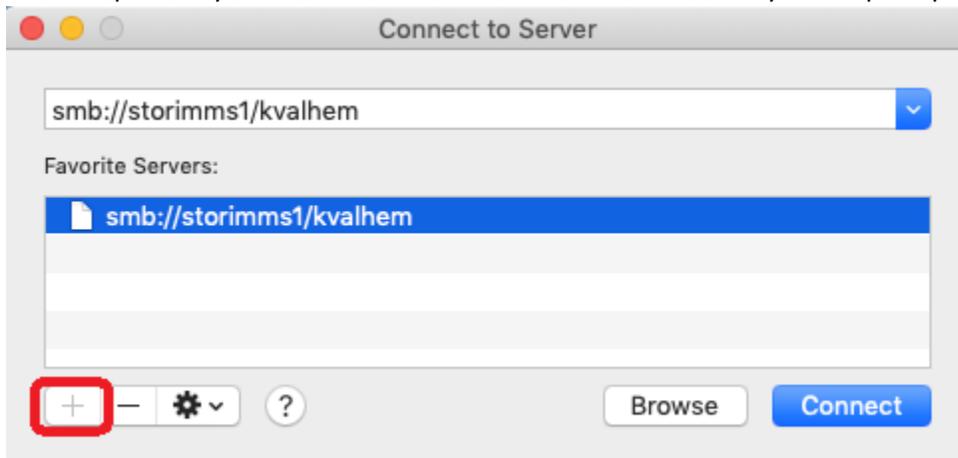
6. Click Connect. A message saying "You are attempting to connect to the server "storimms1"". Click blue Connect button. The next window that comes up, needs to confirm my NETWORK CREDENTIALS, the same username and password I would sign into district computers with. Enter the username, password, and, you can check the box to "Remember this password in my keychain". It should look like the window below. Then click Connect.



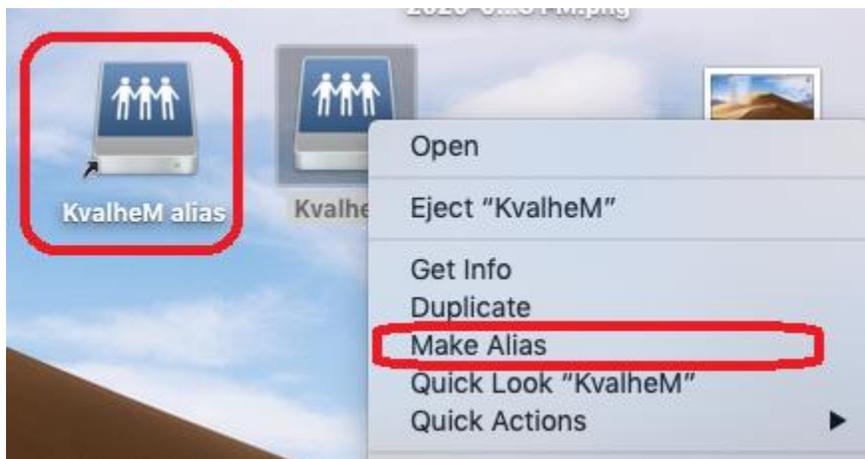
7. That will bring up a window stating "Select the volumes you want to mount on "storimms1"". I would scroll down to the KvalheM name, select it, and, hit OK. That will mount my network share. You should see an icon on your desktop now that looks like the one below circled in red. This is essentially your network share or, "your I drive"



8. That network drive will stay right there as an option on your desktop until you have done a restart of your Mac or power off, or hibernates or sleeps. Now, there are two things you can do to make it easy to pull up this network drive again the future when it is no longer mounted there. One option, is to bring up that Connect to Server window again. After the server name, put your username there, and then press the “+” sign below it. That will put it in your Favorite Servers list on that screen which you can pull up quickly in the future to connect



Alternately, you can make what’s called an “Alias” of it which is basically a shortcut, which will remain there after a restart. To do that, do a Right-click or a Two-finger tap on the mounted shared drive, to bring up the sub-menu. Then locate in the sub menu the “Make Alias” option and click on it. (see image below) Then, after clicking that, you’ll see a similar icon but with a shortcut arrow, such as the one in the image below.



9. To then mount the “J” drive, and the “P” drive, I would then basically just do the same steps 5 through 8 above, but with different server names and clicking on different shared folder options, to get those ones mounted. Refer to the chart in Step 3, to mount any Network Drives that you will need by just going through steps 5 through 8 again.

For any questions with this or if you need further assistance, please send an email to TechSupport@mcfsd.org