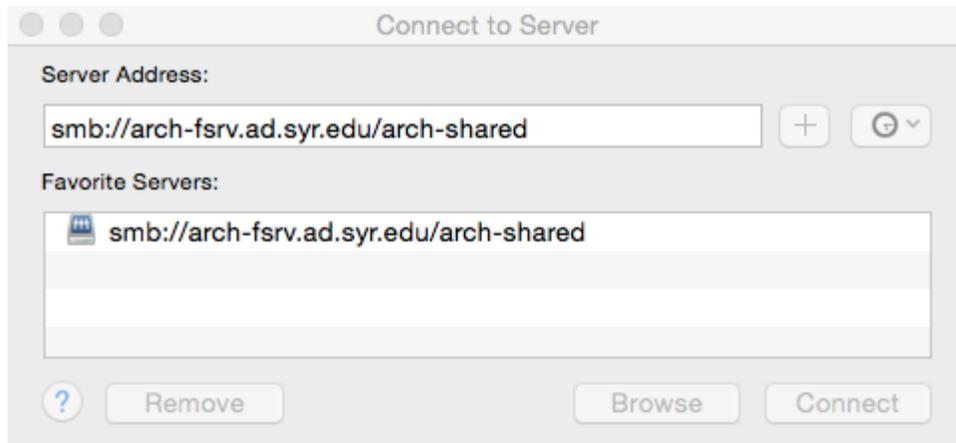


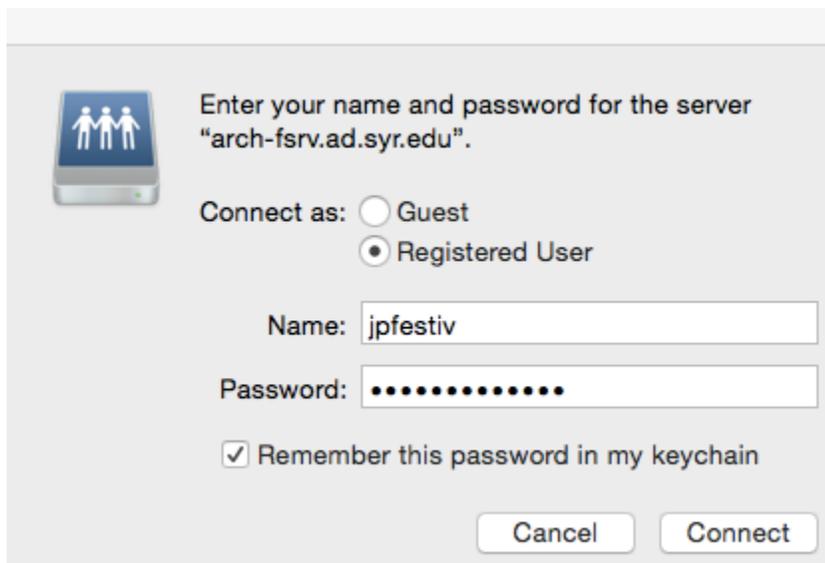
How to add the school network folders on your laptop (for students)

Macs

1. This method works ONLY on campus (connected to AirOrangeX).
2. With the Finder showing, click Go > Connect to Server, or type cmd-K
3. For address, enter smb://arch-fsrv.ad.syr.edu/arch-shared then click Connect. (Before clicking Connect, click the '+' sign to add it to your favorites for quick future access.)

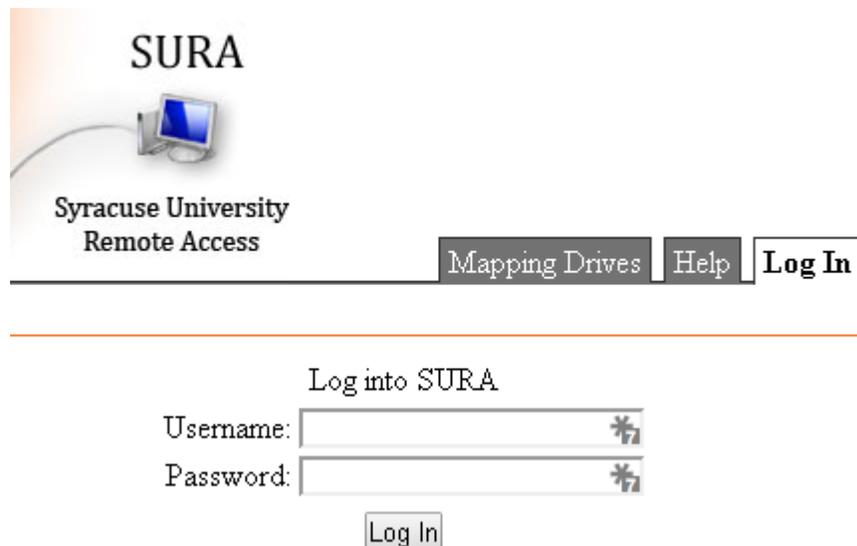


4. In the authentication box that shows up, enter your NetID and NetID password, then click Connect. If you want to save your password, enable 'Remember this password in my keychain.'



5. You should now see the school's shared network folders (known as the 'G' drive), which includes the following:

- Archive - This is where you turn in your work at the end of the semester (the folder will not appear until later in the semester). There will be folders set up for each course and you can drop your files in the appropriate locations.
 - Student Courses - Contains shared course folders, if your professor asked for one to be set up.
 - Student Drop - Use this area to submit your files for the 3D printers, CNC mill and Cinema 4D render farm.
 - Student Resources - Here you can find software such as V-Ray for Rhino, the Drawing and Map Archive, printer color palettes, laser cutter templates and the Architects Slide Collection.
 - Student Scans - After scanning a large format document or image on the printer Luma in the plot room (which has a built-in scanner), the files show up in this folder. Files in this folder are read-only and are auto deleted after 24 hours. You may need to use the file timestamps to determine which ones are yours.
 - Student Scratch - This temporary, shared space is accessible to all students in NYC and Syracuse. Files can be stored here for up to 24 hours, but may be deleted earlier if the drive runs low on space. Files are automatically deleted after 24 hours.
6. Lastly, if you want to access your personal Documents folder (H drive) on the server, go back to Step 2 and add a new server entry. To determine the new server entry, follow these steps:
- a. Open a web browser and login at <http://sura.syr.edu>.



SURA

Syracuse University
Remote Access

Mapping Drives Help **Log In**

Log into SURA

Username:

Password:

Log In

- b. On the Mapping Drives tab, write down or copy the Mac Path, which should be similar to (but not the same as) `smb://hd.ad.syr.edu/03/852334/Documents`.

Location	Platform	Path
Home Directory (H:)	Windows	<code>\\hd.ad.syr.edu\03\8520334\Documents</code>
	Mac	<code>smb://hd.ad.syr.edu/03/852334/Documents</code>

- c. Now go back to Step 2 and use this Mac path as the Server Address and continue with the steps.
- d. When done you should have a connection to your Documents folder on the server. This enables you to easily move files back and forth between the lab computers and your own laptop.
- e. One problem you will run into is that when you try to save a file to your Documents/H drive by selecting the `hd.ad.syr.edu` location on the sidebar under Shared, you won't actually be inside your own folder. Rather than try to figure out which numbered folder is yours, use this alternate method:
 - i. When saving the file to a location, on the sidebar look under the Devices heading and click on your computer name. Apple hides the computer name by default so you will first need to unhide it by going into `Finder > Preferences > Sidebar`, and placing a check next to your computer name under Devices. Now it will appear on the sidebar when saving a file. Click on your computer name and in the center area double click Documents. Now you will be saving the file directly to your Documents folder on the network.

