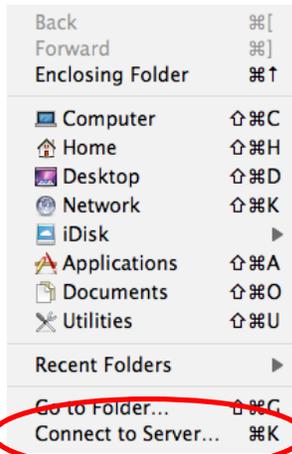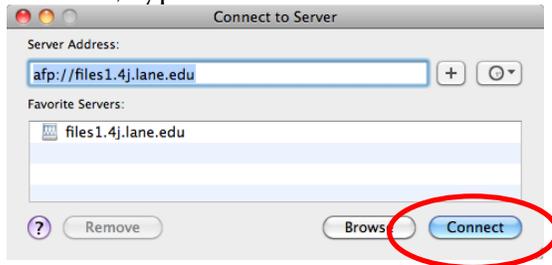# Connecting and Saving to the 4J Files1 Server

1. In the "Finder" Menu bar select "Go" in the drop down menu you will see;
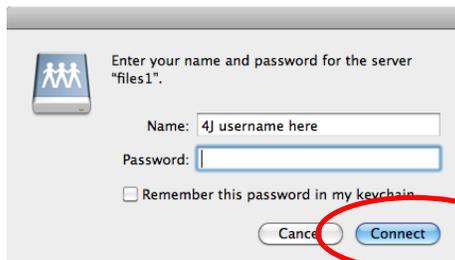
HINT: When in the Finder you can press 'Command'+'K' to get to step 2

Select "Connect to Server"

2. Next you will see this window. If the server address "afp://files1.4j.lane.edu" is not shown, type it in and click "Connect" at the lower right of the window
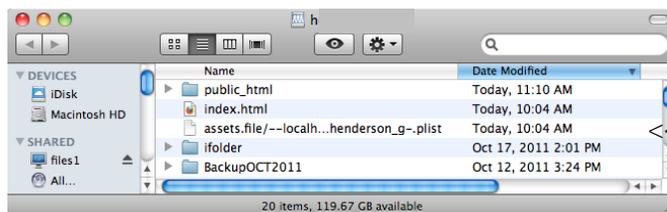
3. Enter your 4J username and password and click "Connect"

4. At this point you may be asked which volume you would like to mount. Select your 4J username. You should now see a server icon on your *desktop

5. Double-click the disk icon and your server window will open. Drag and drop important files and folders into the server window.

<<<< Drag files/folders in here

6. Once you see the files/folders in your server window drag the server icon to the trash to disconnect from the server.

*If you do NOT see the server icon on your desktop, check that "Connected servers" is selected in Finder preferences