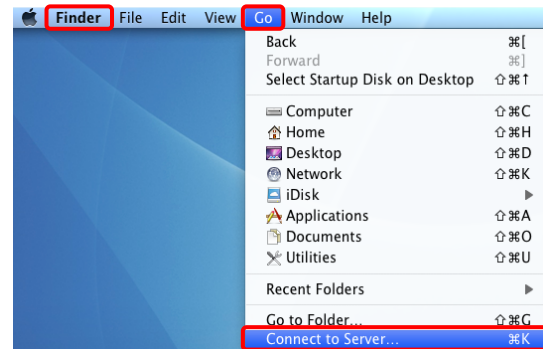


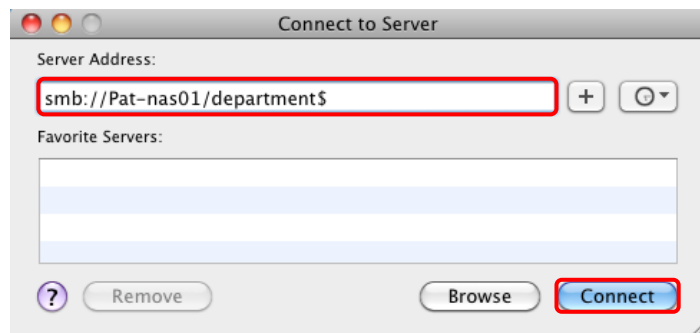
The following instructions will help you map a network drive if you are using the mac OS, 10.6 – 10.8. If you are trying to access a network drive from home, you will first need to create a [VPN connection](#) to the ACU network.

Mapping a network drive

1. Ensure that you have **Finder** selected as the current application. Click on the **Go** menu and select **Connect to Server**.



2. In the window that pops up, type the filepath of the required share in the **Server Address** field. Please refer to the following page for more detailed information about servers and filepaths for your campus.



The image on the right is an example of the St. Patrick campus departmental share, often referred to as the N: drive.

Once this is typed in, Click the **Connect** button.

3. You will now be presented with a prompt for a secure username and password. Please note this requires your ACU network username and password, not the local mac password. Connect as **Registered User** and enter your ACU network username, using the acustaff\ prefix:

acustaff\josmith (Based on a fictional 'John Smith')

Type in your ACU network password in the **Password** field.

Tick the box **Remember this password in my keychain**.

Finally, click the **Connect** button.



Your newly mapped drive should now appear as a new window.

Faculty or Department drive information (N: drive)

Each campus has a server for storing files for their department or faculty that is shared by many of the staff. In most cases for windows users, this is mapped to the letter 'N'. Each campus at Australian Catholic University has a different server, so when mapping the departmental drive in the **Server Address** field, use the following for your respective campus:

Ballarat (Aquinas) –	smb://aqstaff2/department\$
North Syd (Mackillop) –	smb://mak-nas01/mackillop
Brisbane (McAuley) –	smb://Enterprise
Strathfield (Mt. St. Mary) –	smb://nsw-st/data\$
Melbourne (St. Patrick) –	smb://pat-nas01/department\$
Canberra (Signadou) –	smb://sig-data

Personal drive information (H: drive)

Some staff will have a personal drive which is accessible by them only – no other staff, including managers have access to personal drives. Windows users use the letter 'H' for these drives so personal drives are often referred to as 'H:' drives. Each campus has a different location for personal drives, so when mapping these, use the following for your respective campus:

Ballarat (Aquinas) –	smb://aqstaff2/josmith\$
North Syd (Mackillop) –	smb://mak-nas01/users\$/users/josmith
Brisbane (McAuley) –	smb://Enterprise/josmith\$
Strathfield (Mt. St. Mary) –	smb://nsw-st/users/josmith
Melbourne (St. Patrick) –	smb://pat-nas01/home\$/users/josmith
Canberra (Signadou) –	smb://sig-data/josmith\$

These drive location examples are based on a fictional 'John Smith' who would have the login name 'josmith'. When mapping your own personal drive, please substitute your own ACU login name.

Note: The H: drives are very small in size – they are not designed to be a primary storage area.