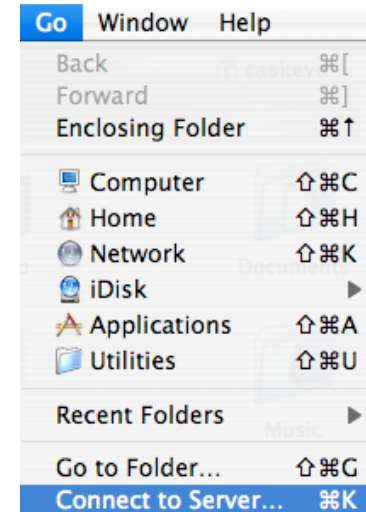


Accessing the Staff Server on a Mac

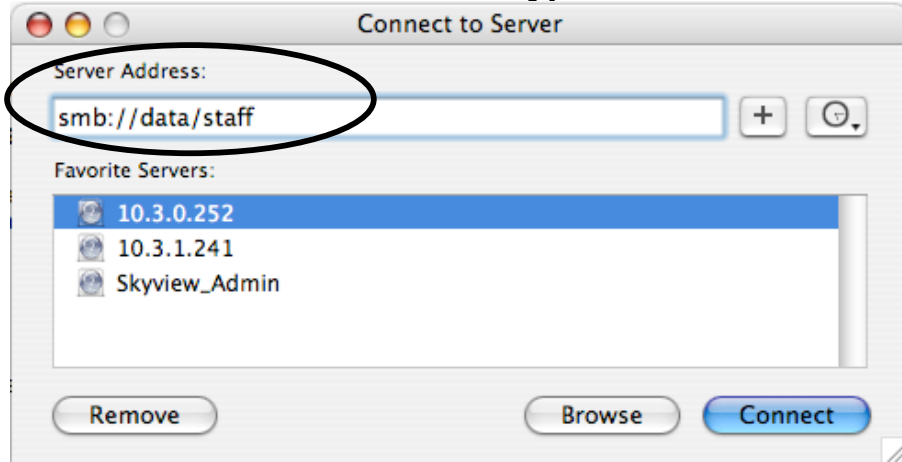
The Staff server is accessible over the Billings network. You will be able to access your staff folder from any building in the district.

To Access the Staff Server:

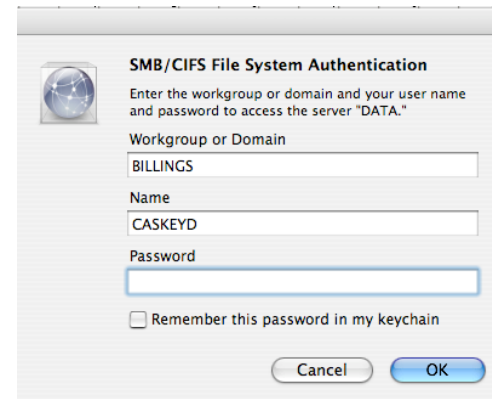
1. Make sure that you are in the Finder environment
2. Access the **Go** menu and choose **Connect To Server**



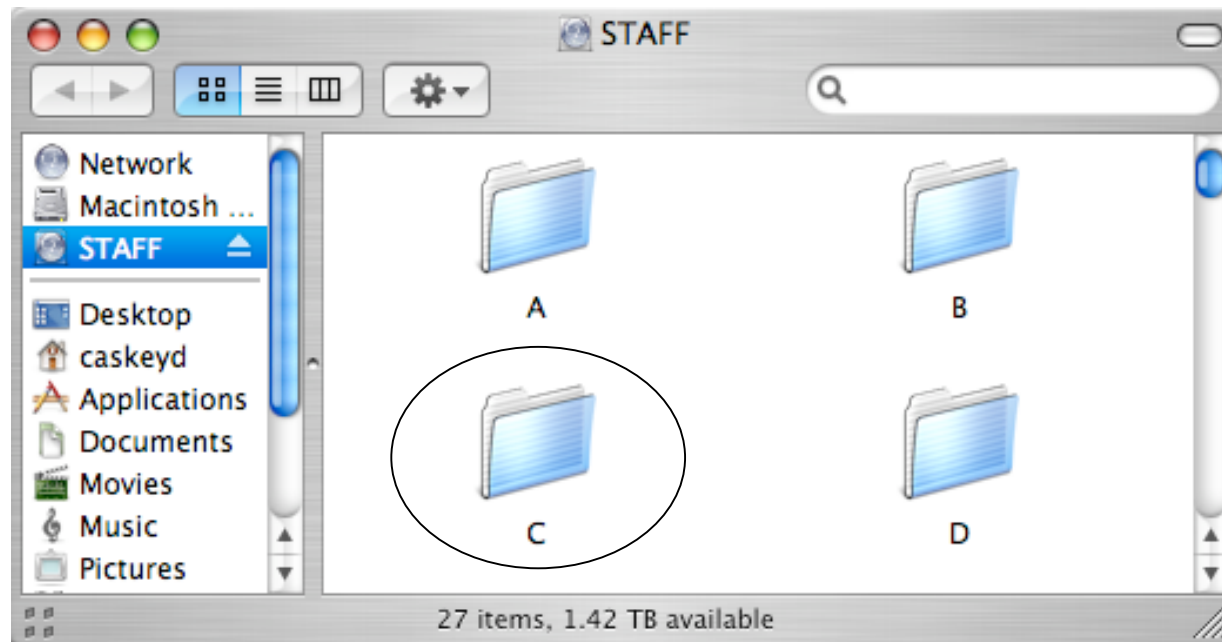
3. In the Server Address Line, type **smb://data/staff**



4. Fill in the following information, using BILLINGS as the domain and your username and password



5. Folders are organized in alphabetical order. Open the folder with the 1st letter of your last name. In this example, we will open the “C” folder:



6. Your folder is named the same as your username. In this example, we are looking for caskeym:

