

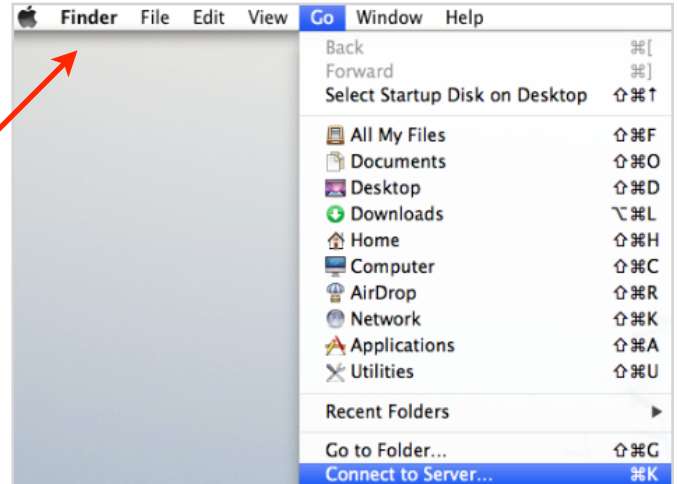
## Connecting to the new District Staff Server - 08/2014

Due to hardware upgrades and the need to simplify things, the staff and elem servers have been combined into the new Staff-File server. Please follow the directions below for connecting to the new district staff server.

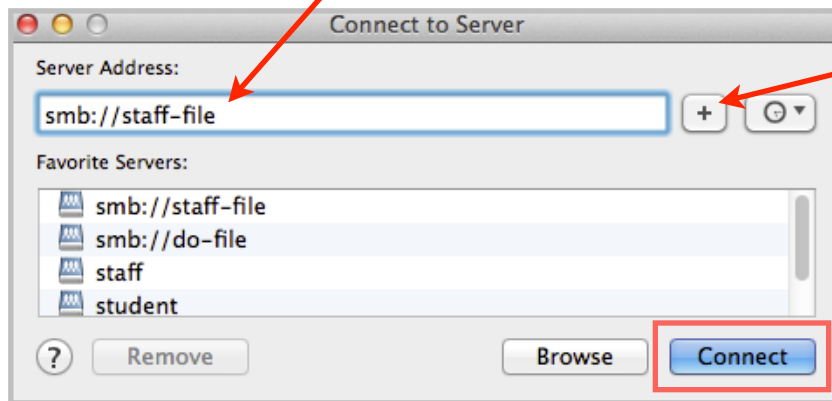
### To connect to the new Staff server:

From Finder, click **Go** and then **Connect to Server**. You may also press the Command and K keys from the Finder screen.

HINT: Click your desktop picture to change the application to **Finder** or click the Finder Face icon in the Dock.

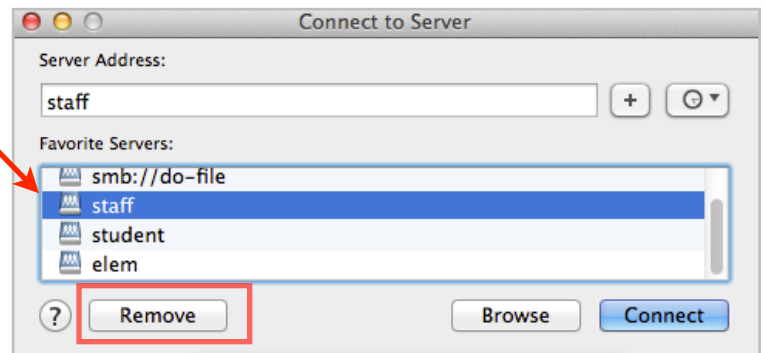


Type the new server address "**smb://staff-file**" into the server address field and then click **Connect**.



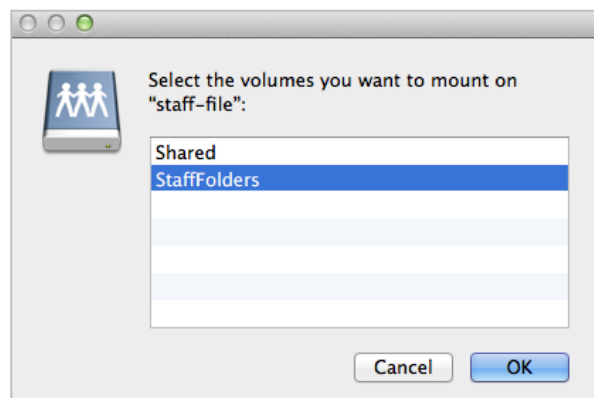
HINT: Click the plus (+) sign to save the new server address into the favorite server list. You will be able to select it from the list from then on and won't need to type it each time.

HINT: Remember to delete the old staff and elem servers from the saved list because those connections will no longer work. Highlight the server and then click Remove.



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Enter your district username and password when prompted. Select **Shared** or **StaffFolders** and then click **OK**.



- **Shared:** Each district building has a shared folder on the staff-file server where staff members can share files. Please keep in mind when sharing files on the Shared server that ***All district staff members can view ALL files within the shared folders for ALL buildings. Also, all staff members may copy files off of the shared server.*** Only staff members of a particular building will have access to save files to and delete files from the shared server for their building.

***Please Note: ALL district staff members can view ALL files within the shared folders in ALL buildings. Please consider privacy before saving confidential documents to the shared server.***

- **StaffFolders:** Each staff member has access to a folder on the staff-file server to back up their district computer files. Select StaffFolders to view and access your staff server folder.