

# Mapping Network Locations – Mac

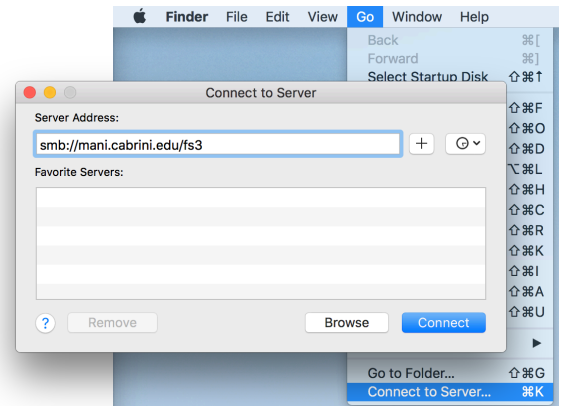
Cabrini University, Office of Information Resources & Technology

Note: If you are attempting to map to Cabrini University's network folders from off-campus, you must first start a VPN session. You do not need a VPN connection if you are on Cabrini's network on campus.

With Finder open, navigate to **Go >> Connect to Server...**

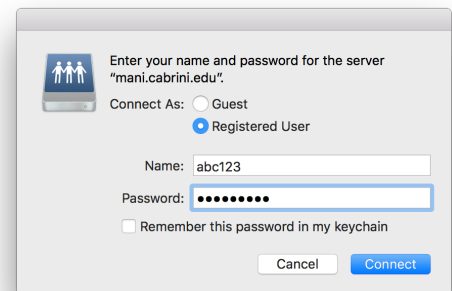
The server address is **smb://cabrini.edu/fs3**.

After you type this in, you may click on the "+" symbol to the right to add it to your list of favorite servers for quick access. Click "Connect" to continue.



You may be prompted to sign in. Choose "**Registered User**" and sign in using your Cabrini Domain username and password. Click "Connect" to continue.

**Do not** check the box to save the password in your keychain. Domain passwords expire every 180 days, so future login attempts with an old password saved may cause your account to become locked out.



The "fs3" folder should open automatically, but a shortcut will also be added to your desktop.

Within FS3, you will typically need either the "**Interdepartmental**" or "**Departments**" folders.

Your personal folder (a.k.a. "H drive") can be found in one of the four "**FacultyStaff**" folders.

To disconnect "FS3", you can controlclick/right-click the shortcut on your desktop and choose "Eject FS3", or you can drag the shortcut to your Trash Bin.

