

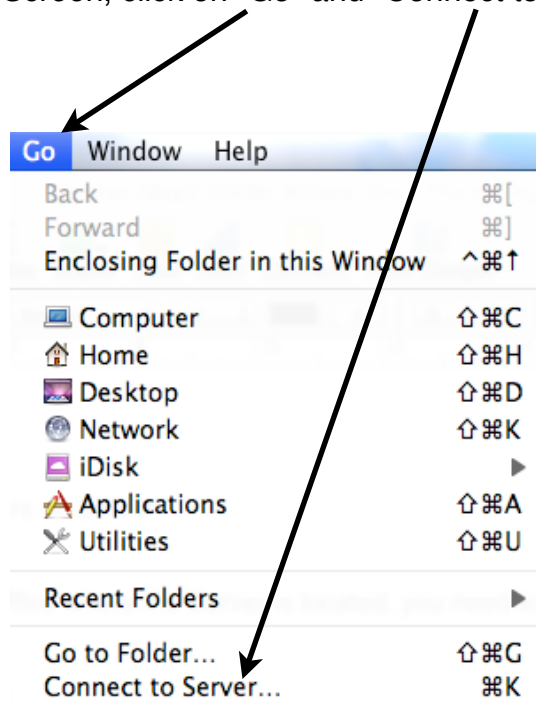
Step 2 - Access Folders on Server

Note:

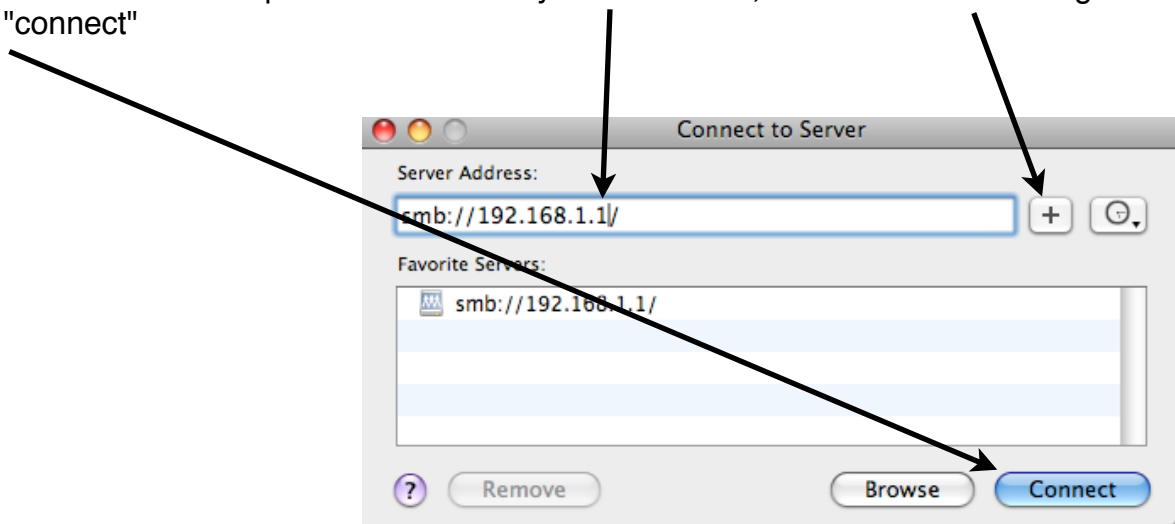
If you are not in the Office where the Server is located, you need to start the VPN connection first.

Afterwards as follows:

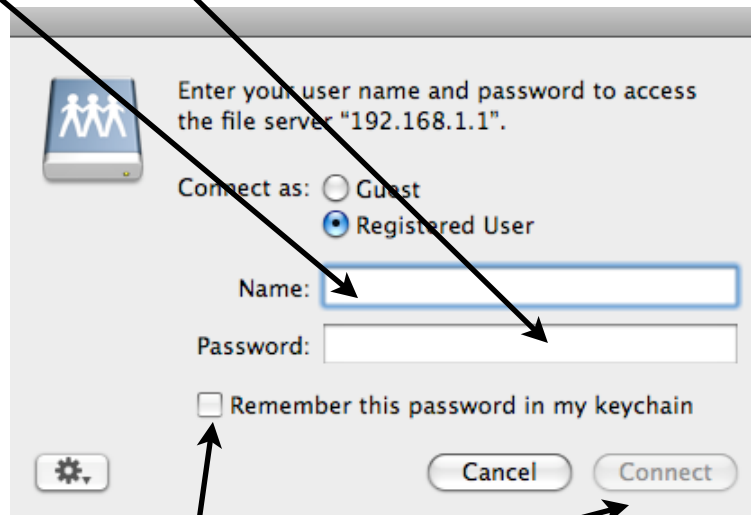
1. Click on "Finder" in your Dock Bar
2. On the Top Bar of your Screen, click on "Go" and "Connect to Server"



3. In the next Windows please enter `smb://yourIPaddress` ,then click on the "+" sign and then "connect"



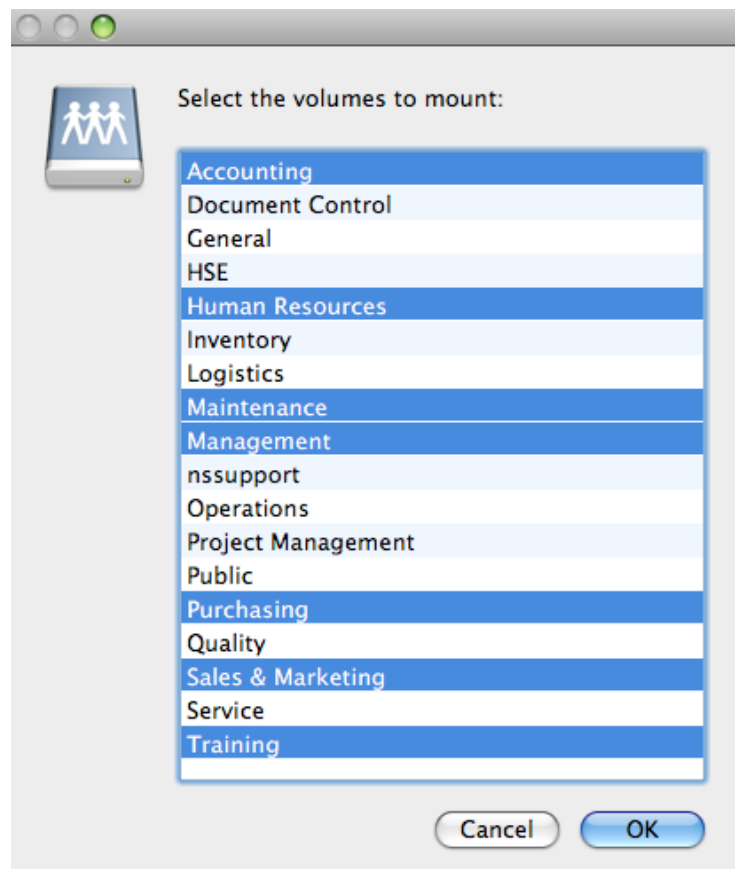
4. Enter Username and password as provided in the next Window.



To avoid entering Username and password every time, you can checkmark to remember your password.

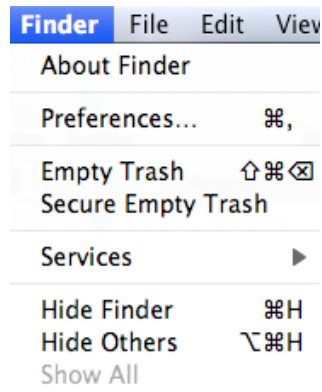
Afterwards click "Connect"

5. Select the Folder to which you have access too by pressing and holding down "Command key" + "left click" on each account you need. Then click "OK".

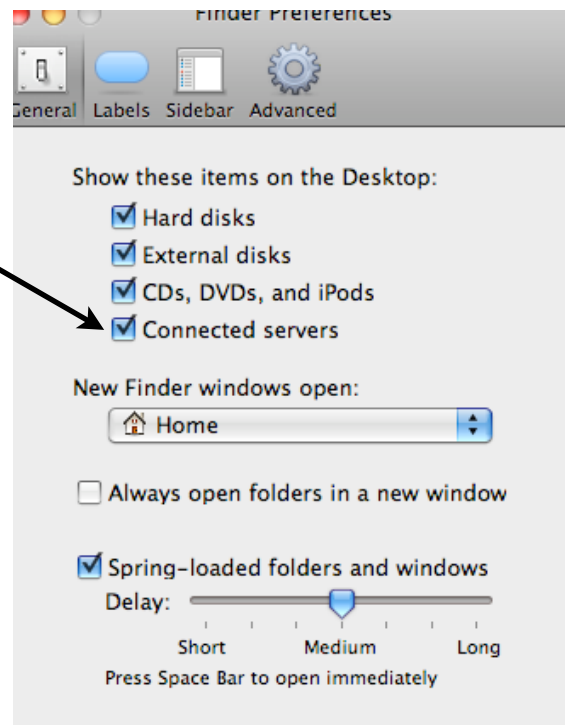


6. Create a new Folder on your Desktop, give it any name like "Server" or "Thailand Server", whatsoever.

7. Click on Finder, then in Finder on the Top Bar of your Screen, then "Preferences".



8. Enable "Connected Servers"



9. When you go back to your Desktop, you can now see all Network Folders. Drag and Drop them all into the previously created Folder (6.) Then go back to the Finder Preferences and uncheck "Connected Servers" again.

Everytime you would like to access a Server folder, you will then click on "Server" on your Desktop and then the appropriate folder.

If you are within a program and would like to save to the Server, just click "File", "Save as" and then point to Desktop. There you click on "Server" and then the desired "Folder".