

**This document describes how to access CVA's servers from the Macs on the network. The servers are not accessible from outside CVA's network.**

CVA has two 'file' servers in the Summit Computer Labs which allow anyone on the network to store and access digital files. It is important to understand that for any given file, only one person can be using the actual file at a time. So, the appropriate way to use the files on the server is to bring a copy of the document you want to your machine, and then open that copy.

The servers are places where students can store copies of their files so the files can be accessed from any computer at some later point. This requires users to develop good file management habits. For example, if one has a file on the server, and wants to work on it, good procedure would be to access the server and transfer a copy of the file to a computer on CVA's network, make the desired edits, and then, upload the updated copy back onto the server. This means paying attention to the file names, locations and dates\* so as not to accidentally copy an older file over a newer one.

1. From the Finder, access the **GO** menu, and choose *connect to server* (Command + K).

This brings the **Connect to Server** dialog box onto the screen.

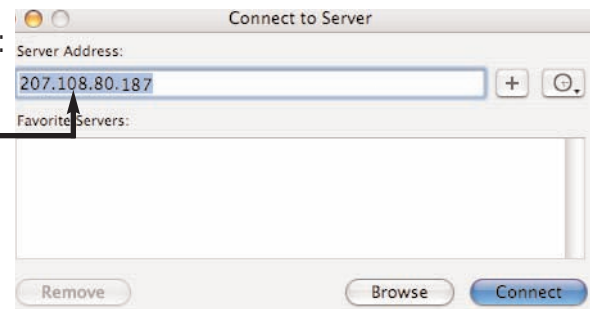


CVA's two servers each have a unique IP address:

**301** Server's address is **207.180.80.187**

**302** Server's address is **207.108.80.32**

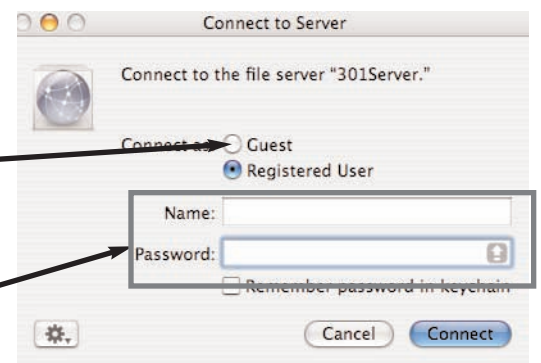
2. If not visible in the dialog box, enter the number for the desired server, and click **Connect**.



If the number is visible in the lower part of the dialog box, double-click on that number. This will automatically initiate a connect and bring up the server log-in screen.

4. If you do not have a class log-in, you can log onto the server as a guest by clicking on the radio button immediately left of the word "Guest" and then clicking connect.

If you do have a class log-in name and password, use them to access your class folder on that server.



5. To disconnect, or log-off a server, drag the server icon to the eject/trash icon in the dock.

**Server Tip:** Remember that any of CVA's servers are public spaces. Think of them as 'temporary parking spaces' for your files and be sure to back up your files often on *your own media*. Servers—like any other devices in the lab—are subject to breakdowns and data failures and sadly at these moments, all data on the servers is irrecoverably lost.

*\*File details can be viewed by single-clicking on a file [at the Finder level], and selecting Get Info (Command + I).*