The Crown College
Faculty/Staff File Server Instructions

(Personally owned laptop/PC, Mac instructions on reverse)

The steps in the guide below only need to be followed once to provide easy access to the Crown College file server.

> Note: There are too many different versions of Windows to provide a guide for each. Therefore, I've taken the path most consistent between the various versions. The text labels referenced in the images and text may not match exactly what you see. Feel free to visit the IT office for assistance.

1. To access Crown College network resources, your computer must be connected to the network via an Ethernet cable in a wall jack, or via the wireless connection labeled "CC – Faculty".

2. With the Windows Desktop displayed, press ⊞ + R, type "Explorer" and press the Okay button.

3. In the explorer window, click on the address bar, remove any text there and type `\\10.0.0.5` to display the various shared folders on the file server. You MAY see a notification that File Sharing or Network Discovery is turned off and requires an administrator to enable. If you see this, you must enable it since you are most likely the administrator of your own PC.

4. At this point you should be prompted to enter your network credentials. This is not your wireless login info. If you don't know the username and/or password, contact the IT office at extension 144.

5. The next window should be a list of shared folders. If you're a faculty member, you'll probably want to scroll down to "Faculty Common" or find your personal folder. Your personal folder will be named "LastnameFirstname" with no space (ie: SmithPamela). If you've been employed here prior to August 2015, your folder name is "FirstInitialLastName" with no space (ie: psmith). Your personal folder is private.
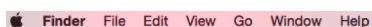
Note: Although the changes between versions of OS X are minimal, the text labels referenced in the images and text may not match exactly what you see. Feel free to visit the IT office for assistance.
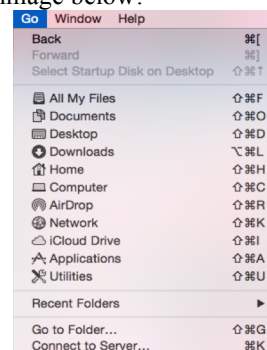
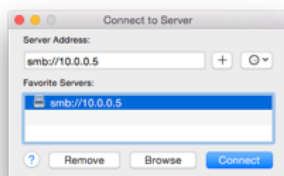1. Open a Finder window. The icon looks like this:

2. With the Finder window selected, click "Go" at the top of your screen as seen below.


3. Click "Connect to Server…" at the bottom of the list, as seen in the image below:

4. In the "Connect to Server" window type "smb://10.0.0.5". Hit Connect

5. The next window should be a list of shared folders. If you're a faculty member, you'll probably want to scroll down to "Faculty Common" or find your personal folder. Your personal folder will be named "LastnameFirstname" with no space (ie: SmithPamela). If you've been employed here prior to August 2015, your folder name is "FirstInitialLastName" with no space (ie: psmith). Your personal folder is private. Hit OK
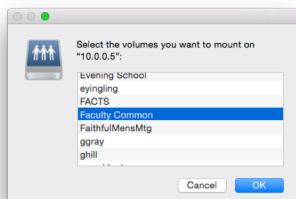
6. In 5-30 seconds, a new Finder window will open in the Folder you chose. Make a shortcut in your Finder Favorites (Sidebar) by clicking and holding on the folder icon in the title bar and dragging it to your favorites.
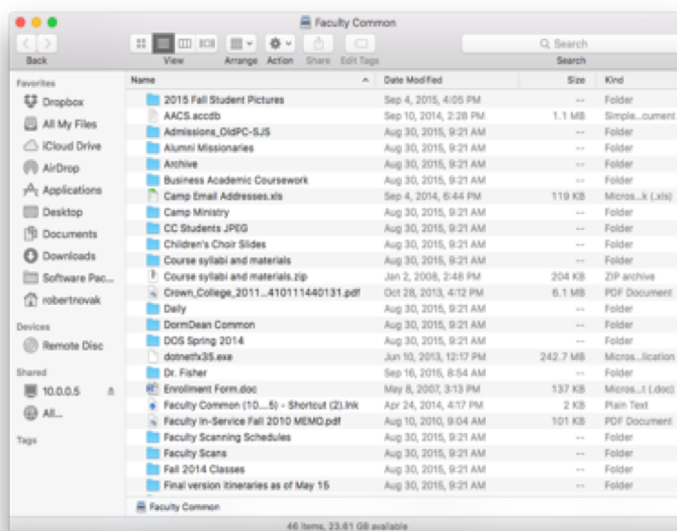
6. To add additional folders, click on 10.0.0.5 in the sidebar under "Shared". Double click the folder you want to add, and repeat the process of clicking on the title bar icon and dragging to favorites. If the folder won't open, you probably don't have permission to access it. Contact it@thecrowncollege.com to request permission.

7. Congratulations, you are now set up for file sharing!