

# Technology Corner Newsletter



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## Connecting to the server from outside of school

With all your documents in your home folder or in the Grade Folder, and our server configuration, you can work on your files at home, on the road, or anywhere where you have access to the Internet. Here's how.

With a Mac, connecting from home to shared volumes on the CP server is as easy as selecting the Go menu in Finder, selecting the Connect To Server item and typing



in 131.109.22.2, the IP address of our server. Alternatively, you can also hit ⌘K when Finder is active.

You will be asked for your login name and password.

Your login name is your name, as you would write it. (Firstname Lastname). If you have trouble logging in, you can also try using your first and last name, in lowercase, with no spaces (firstnamelastname). The password is the same as you use when logging in at school. You will then see a dialog box with the available shares. Select the shared folder you want to access: "Grade Folders" or "Users". The share will now appear in your Finder window.

Follow these instructions when you have a home PC running XP:



- 1) Select the Start Menu and My Network Places.
- 2) In the new window that shows the current connections, select in the Network Tasks on the left side: Add a Network Place.
- 3) A wizard will pop up. Click on Next.
- 4) The Service Providers dialog box

will come up: select Choose another network location and click Next.

- 5) The Internet or network address dialog box will come up. Type in the server address and the shared volume: \\131.109.22.2\Grade Folder<sup>1</sup>.

Note that the last part of the volume is what you would find in the "Connect to Server" menu on the school's Macs. The other available share is "Users".

Connecting may take a minute or two, be patient.

- 6) The system will ask you for your username and password. These are the same as if you were logging into a computer at school, so Firstname Lastname and the password you use at school.



This connection will now be present in the "My Network Places", which you can find in the Start menu.

If this procedure does not log you in to the share, try "GradeFolder" instead of "Grade Folder". Some versions of XP like this better.

<sup>1</sup> In some versions of XP, you'll need to omit the space, so the address would be: \\131.109.22.2\GradeFolder