

**Here are the instructions provided by the IT Leadership Team.
Enclosed is a spreadsheet to point you to where your share/s are located.**

1. On the Finder Menu Bar, Click Go, Connect to Server.
2. In Server Address box, type: smb://xxxx.lanecc.edu
Example: smb://shasta.lanecc.edu.
3. Find your department's server name in the attached spreadsheet. Find your department on the right and use the server it's associated with on the left.
4. Users live on Union.lanecc.edu – connect to it separately from your departmental share.
5. Before connecting, click the plus next to the server name to add it to your favorites list in the Go To Server window.
6. Click Connect.
7. Connect as: Registered User
8. Enter Novell login credentials for Name and Password
(lastnameFirstInitial)
9. In the "Select Volumes" dialog box, choose DATA1 (NOT ADMIN)

New Server	Department Folder(s)	
Mazama.lanecc.edu	FMP	
Adams.lanecc.edu	Apps Techs	
Union.lanecc.edu	Users	
Newberry.lanecc.edu	ABSE (DTC) Continuing Ed Noncreditcurriculum & catalog Massage OSBDCN Florence Cottage Grove BDC/Bizcenter	
Diamond.lanecc.edu	Printing & Graphics Disability Resources	
Ruby.lanecc.edu	Cocoarchive Programmers (progs) Research & Planning (rshplan) Archives	
Mazama.lanecc.edu	FMP	
Rainier.lanecc.edu	ABSE-MC	
	ABSEShareESL	HRFSCS
	ALS	HumanResources
	Apprenticeship	IRAP
	Art	Library
	ATD	LLC
	BCIT Division	LockerRoom
	Bookstore	Marketing
	C&ES	Math
	CCIL	Photo
	Classbuilder	Pres Office
	CollegeOps	ProCare
	Coop-Ed	ProCBT
	Councils	PrsnelSvcs
	Counseling	R25Access
	CPDT	SARS
	Diversity	SESDData
	ESL	Social Science
	Faculty	SODS
	FacultyPD	StudentsFstData
	Fitness	TopsBanner
	Foundation	WDD
	HealthCenter	Womens Program

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