



Apple Mac - How To Access The File Server for Lanview

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APPLE MAC - ACCESSING THE FILE SERVER

THE FILE SERVER

Lanview has a file server for storing company based documents on the network. This is a Windows based file server that uses the SMB file sharing protocol.

RECOMMENDED WAY TO ACCESS THE FILE SERVER

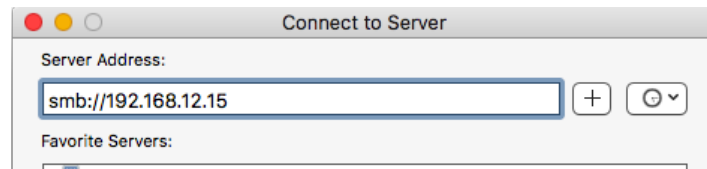
NOTE: If you are out of the office and need to connect to the file server you must connect the secure VPN connection first - see the separate help document "Apple Mac – macOS VPN Configuration".

Although there are several ways of accessing the file server the recommended way to access the server is:

Step 1: Go the Finder / click on your Desktop

Step 2: Go to the "Go" menu > Connect to Server...

Step 3: Enter "smb://192.168.12.15"



NOTE: To save retyping the server every time you can click on the "+" button which will add the server as a favourite.

Step 3: You will then be asked to connect and enter your company user name and password:



User name = usually this is your first name and last name with no spaces, full stops or underscores but check with your network administrator if necessary

Password = as given to you by your network administrator

NOTE: If you don't want to keep entering your password tick "Remember this password in my keychain".

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RECOMMENDED FINDER SETTINGS

So that servers show up properly on your Desktop / in the Finder it is best to set the Finder to show all connected servers:

Step 1: Go the Finder / click on your Desktop

Step 2: Go to the "Finder" menu > Preferences... > General tab

Step 3: Make sure "Connected servers" us ticked



NOTE: In fact, it is recommended that all four of these items are shown on the desktop (tick all four options).

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ADDING QUICK ACCESS FOLDERS

Once you are connected to the file server you can add quick access folders to several places on your Mac.

FINDER SIDEBAR FAVOURITE

Step 1: Locate the folder on the server that you want to add to the sidebar

Step 2: Drag the folder to the section under "Favorites" on the left in the Finder Sidebar

NOTE: If the Finder Sidebar is not visible open a new Finder window and select "Show Sidebar" from the 'View' menu.

NOTE: If the Favorites section is not visible in the Sidebar hover your mouse pointer over the word "Favorites" and then click on the "Show" text that appears to the right.

NOTE: You can control what appears in the Finder Sidebar (including connected file servers) by going to the "Finder" menu > Preferences... > Sidebar tab and ticking/unticking what you want to be visible/not visible.

DESKTOP ALIAS/SHORTCUT

Step 1: Locate the folder on the server that you want to add to your Desktop

Step 2: Drag the folder to your Desktop while holding the cmd+alt (Apple + Option) keys down – note the little curved arrow on the icon as you drag it. This will create an alias/shortcut to the folder on your Desktop.

DOCK FAVOURITE

Step 1: Locate the folder on the server that you want to add to the sidebar

Step 2: Drag the folder to the right of your Dock (anywhere between the vertical line and the Trash can – do not drag it to the Trash can.)