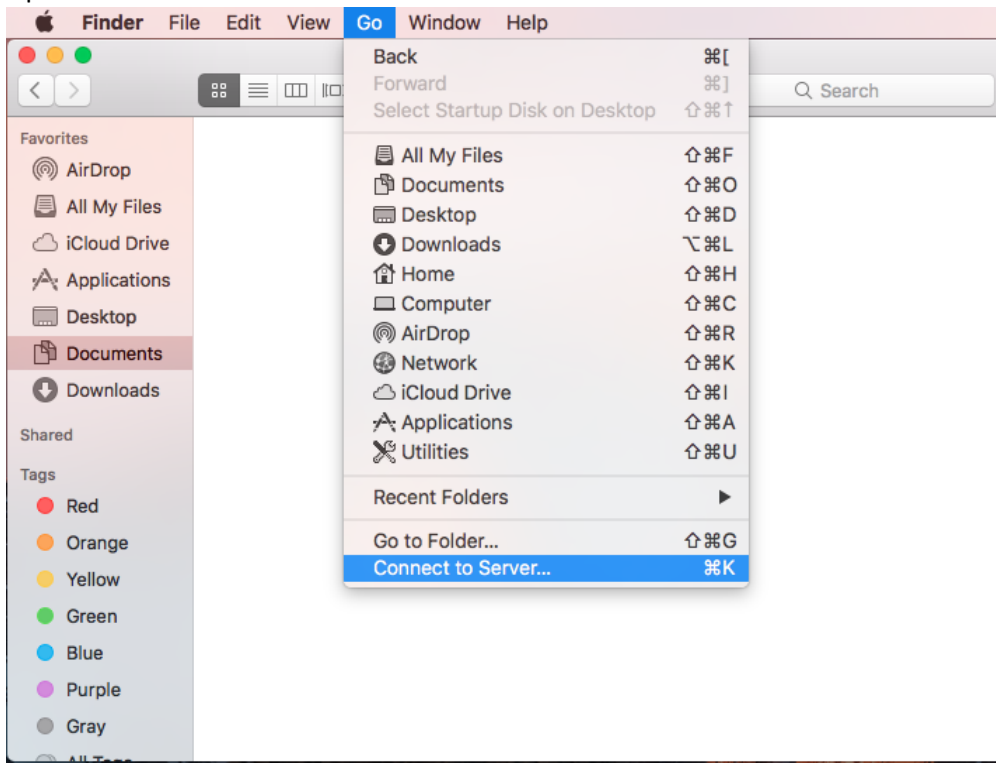
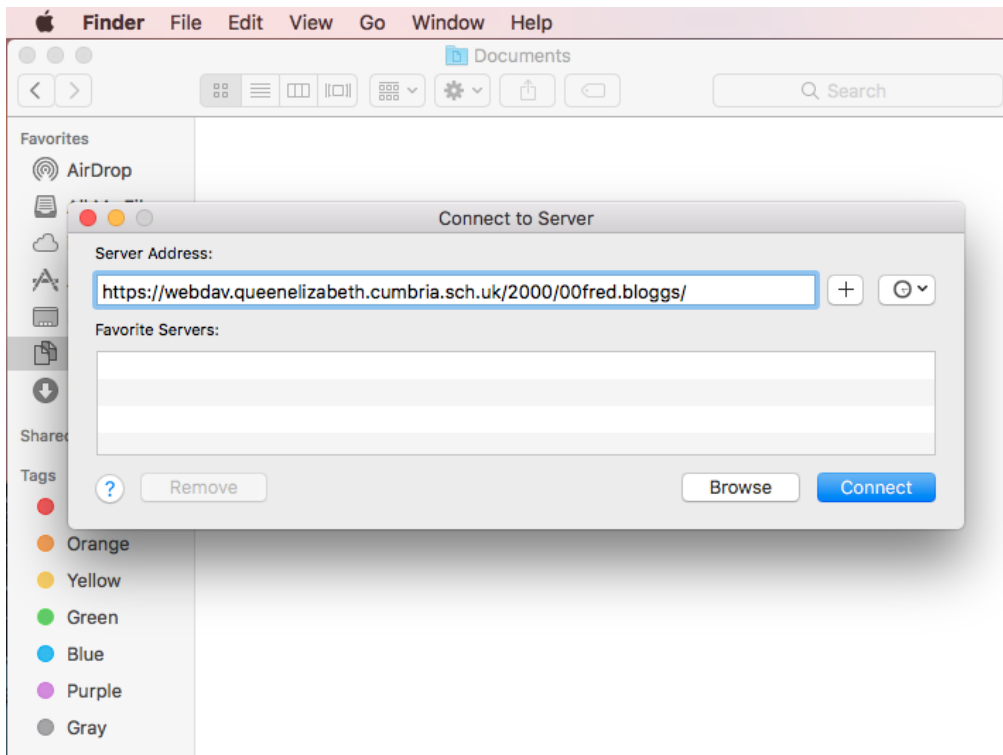


The following screenshots show the process of creating a network drive that connects to QES on MacOS 10.12. The process is very similar for older versions of MacOS and should be similar for newer versions.

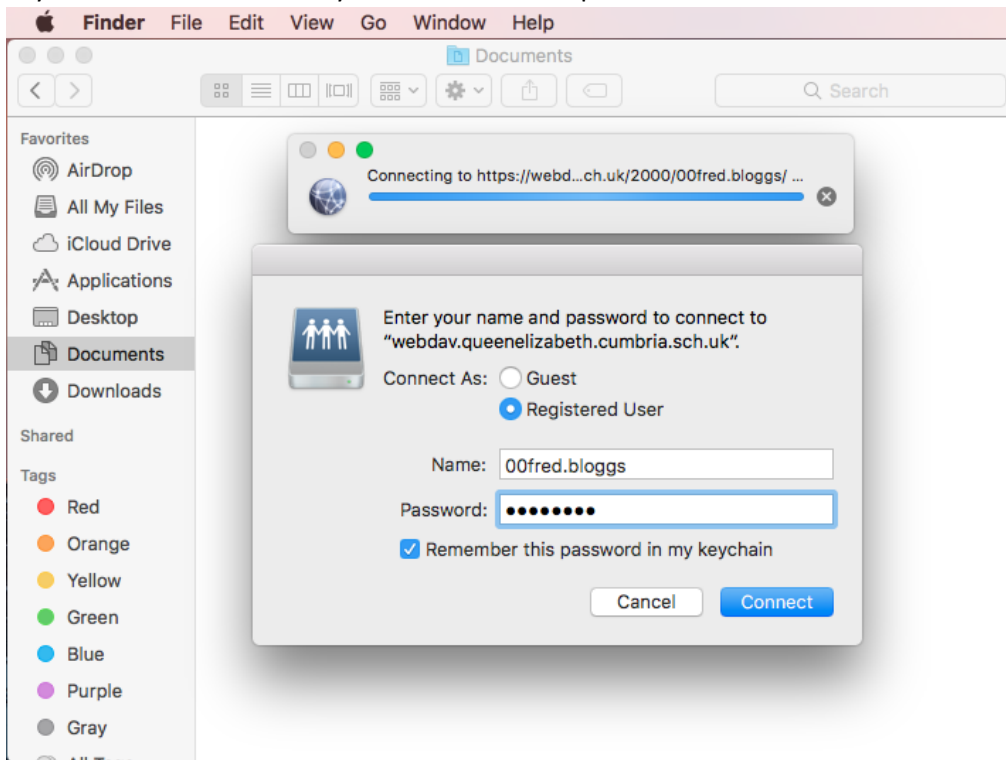
1. Open **Finder** and from the **Go** menu select **Connect to a server...**



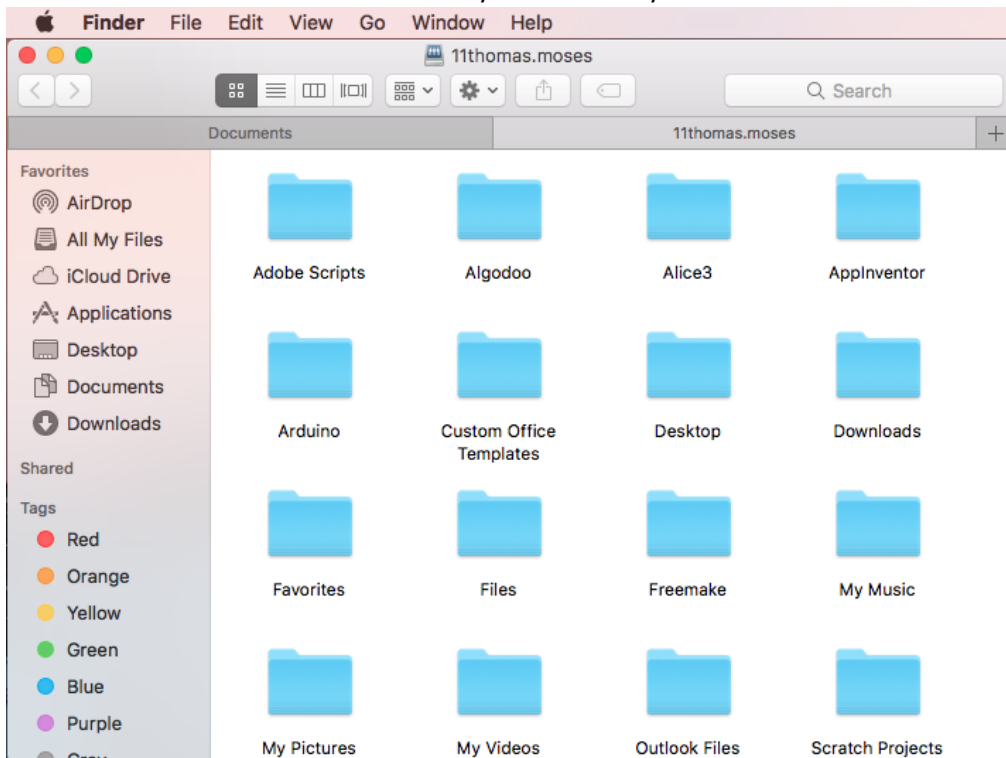
2. Enter the Server Address of your school Documents in the format .../Year of Entry/Username/  
Then click **Connect**



- When prompted, enter your **school** username and password. It might be useful to let keychain remember this so you can check that option if wanted. Then click **Connect**



- You are now connected and can access your files as if you are in school



5. Press **⌘↑**, or click **Go** and then **Enclosing Folder**, then drag your WEBDAV server connection icon into your **Favourites** bar for quick access in the future.

