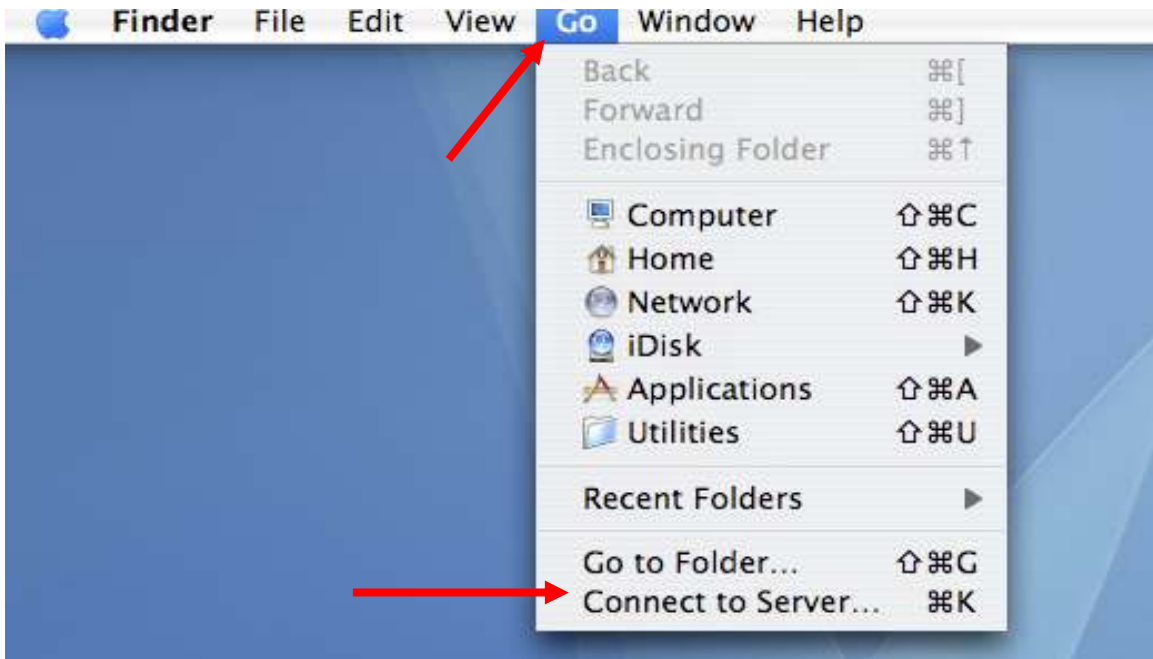


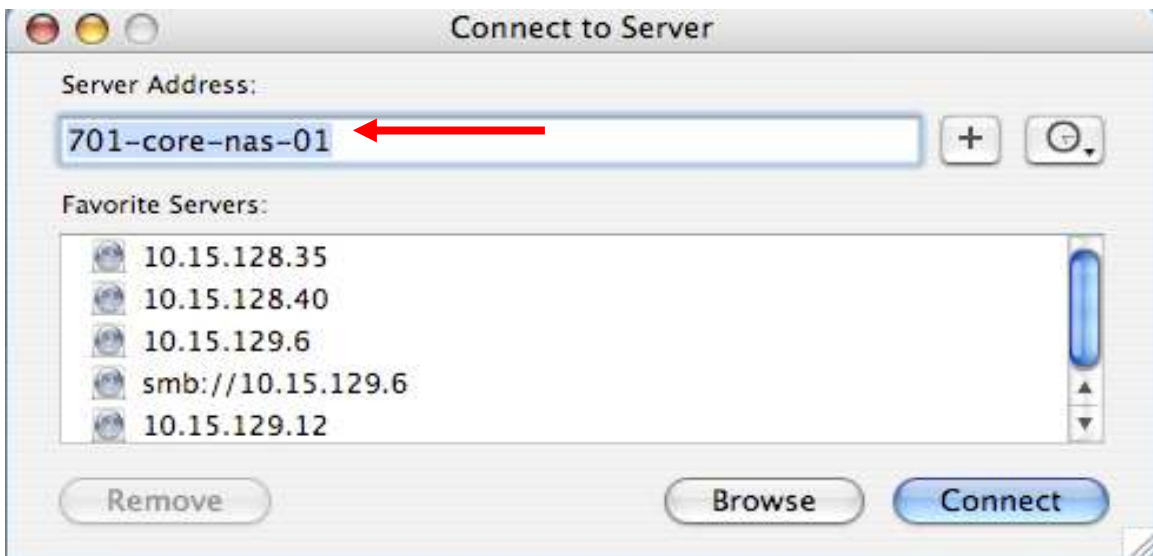
## How to save to the server

1. Click on the “GO” menu and select “Connect to Server” (You must be at the Finder for this menu to be available.)



**Figure 1**

2. Next you will see a Connect to server dialog box similar to figure 2 below.



**Figure 2**

3. Type 701-core-nas-01 as shown above in figure 2.

4. Next you will be asked for your user name and password as shown in figure 3.



**Figure 3**

5. Type first name underscore last name in the name field like figure 3.

6. Type your **Email password** in the password field and click the [Connect button](#).

7. If you have **Mac OS 10.4 or later** then you will also see figure 4, Click Continue.



**Figure 4**

8. Next you will be asked to select a folder from a list. Choose the Employee folder.

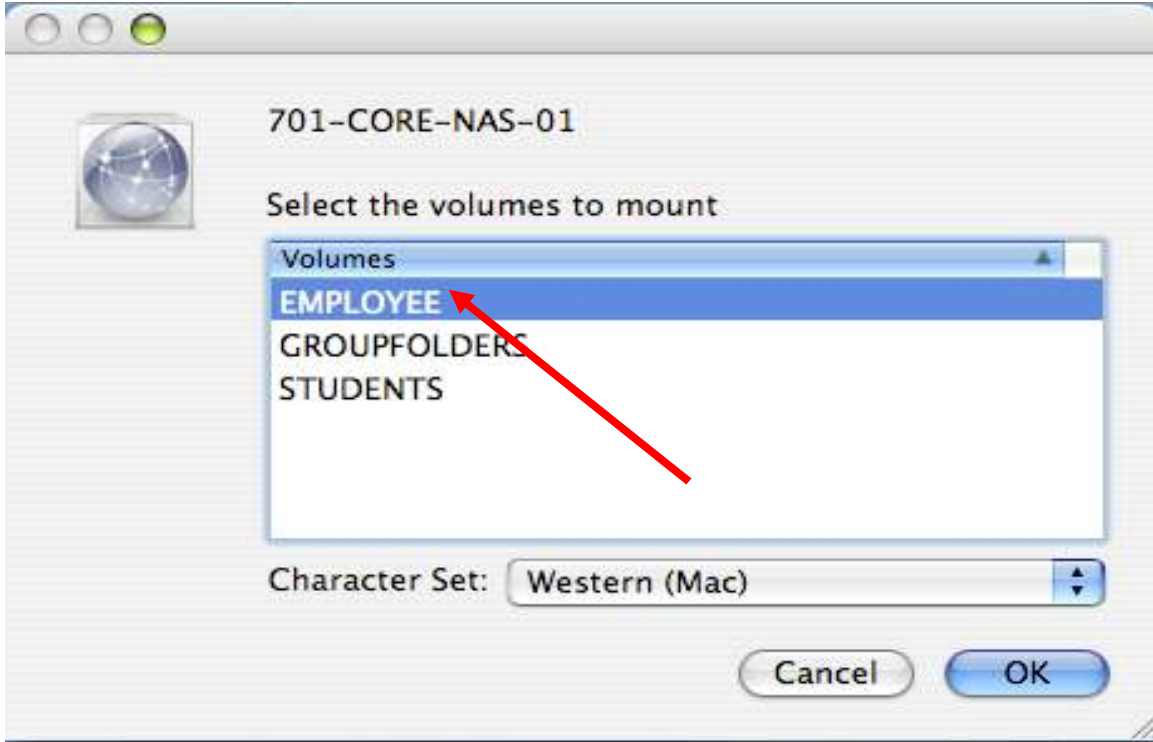


Figure 5

9. Finally choose the folder with your name out of the list of folders. Copy any files you would like to save into your folder.

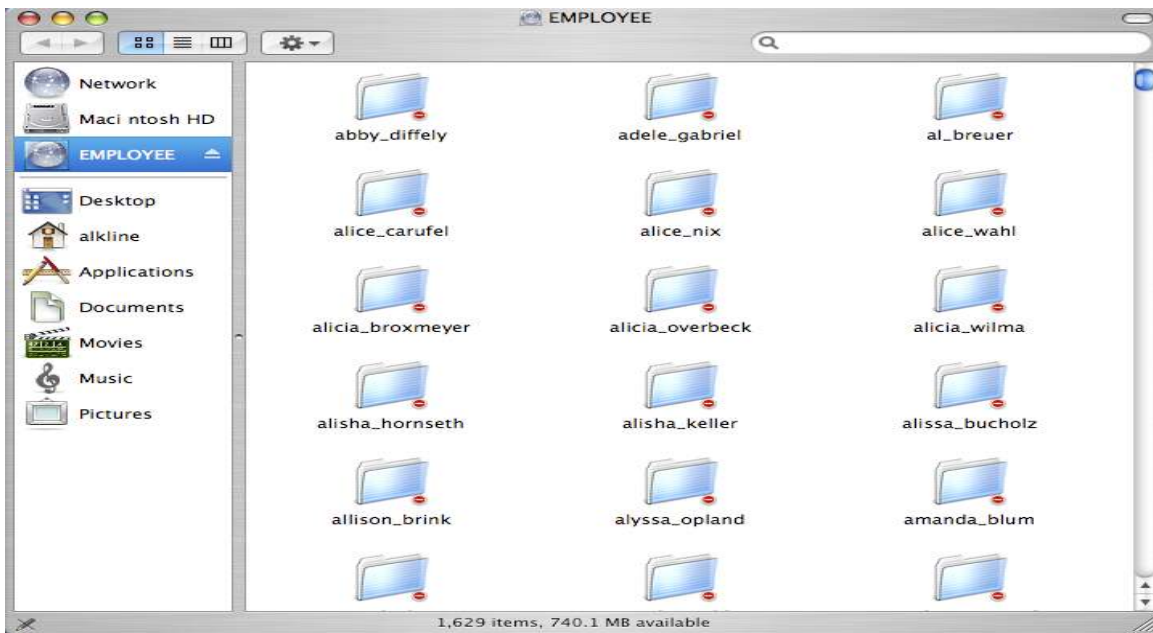


Figure 6