



## How to Connect to the PHSPPhoto server

Follow the steps listed below to be able to connect to the PHSPPhoto server getting access to your folder on the server. This folder is not the same folder as you have for your PHS folder.

1. Make sure you are on the desktop by clicking on the desktop.
2. Click on "Go" on the Command Line and the top of the screen.
3. Click on "Connect to Server".
4. In the "Connect to Server" window there is a box to type called "Server Address:"  
Type the following into that box. `afp://phsphoto`
5. Click on the blue "Connect Button".
6. Locate your class (Web Design) and double click on it.
7. An icon named the name of your class should show up on the right side of the screen.  
Now you are connected and you should have access to your folders that you will need for the class.
8. Locate your folder and make sure that it is the only folder that you can get into.

### **Making and "Alias" (or for Windows users a "Shortcut"):**

1. After you have connected to the PHSPPhoto server click once on the icon for your class to highlight it.
2. Go to "File", click, and go to "Make Alias". An "Alias" icon should appear on the Desktop. By double clicking on this icon you should be able to connect faster to the server.
3. The "Alias" should always be there when you login.