



# Manual: How to configure access to shared Folders

---

**Author:** IT Services

**Date:** 18 of October, 2018

**Objective:** describe the steps of how to configure the access to shared describe os procedimentos para a tarefa de configuração do acesso remoto aos ficheiros da área pessoal dos utilizadores da ENSP-NOVA em ambiente OS X

**Pré-requisitos:** Sistema Operativo OS Xe ligação por VPN à ENSP-NOVA configurada e ligada

## Version control:

Version	Date	Author
1.0	18/10/2018	Nuno Bento

## 1 Overview

---

This tutorial will walk you through connecting your Macs to SMB shares, hosted on Windows servers.

Mac OS X allows you to connect to different network shares using the Connect to Server utility. Although this tutorial covers SMB, it can be used for other protocols too.

First, you must have the VPN connection to the ENSP-NOVA configured and connected. For help, refer to the documentation provided by our services.

## 2 Configuration

---

### Launch Connect to Server

1. From the Finder menu, click **Go**.
2. Click **Connect to Server** from Go's drop down menu.
3. Alternatively, you can also press **Command+K** to launch **Connect to Server**.

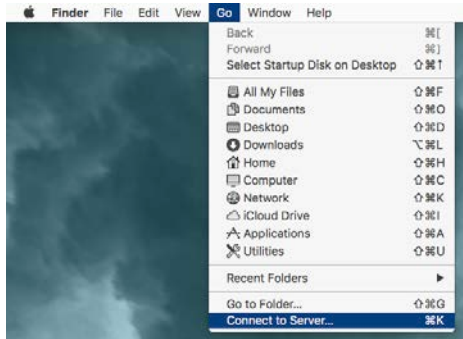


FIG 1 – OS X Finder – Connect to Server

## Connect to a SMB Share

1. In the Server Address field, enter **smb://** to define the network protocol for SMB, and then enter either the IP address or the hostname of the server.
  - o Public area:  
[smb://fs.ensp.local/public\\$](smb://fs.ensp.local/public$) - access to all ENSP-NOVA users
  - o Student personal area:  
[smb://fs.ensp.local/users\\$/alunos/YEAR/COURSE/USERNAME](smb://fs.ensp.local/users$/alunos/YEAR/COURSE/USERNAME)  
(ex: [smb://fs.ensp.local/users\\$/alunos/2012/CEAH/aluno.exemplo](smb://fs.ensp.local/users$/alunos/2012/CEAH/aluno.exemplo) or, for PhD students, ex: [smb://fs.ensp.local/users\\$/alunos/doutoramentos/aluno.exemplo](smb://fs.ensp.local/users$/alunos/doutoramentos/aluno.exemplo))
  - o Staff personal area:  
[smb://fs.ensp.local/users\\$/internos/username](smb://fs.ensp.local/users$/internos/username)  
(ex: [smb://fs.ensp.local/users\\$/internos/interno.exemplo](smb://fs.ensp.local/users$/internos/interno.exemplo))



FIG 2 – Connect to Server dialog box

2. To add the server to your Favorite Servers list, click the '+' button.
3. Click **Connect** to connect to the share.
4. When prompted, enter your ENSP-NOVA user name and password to connect to server. You have to type as
  - Username: **ENSP.local\USERNAME** (ex: **ensp.local\aluno.exemplo**)
  - Password: the password you use in the e-mail and ENSP computers

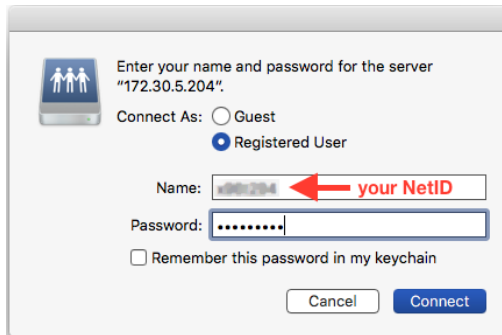


FIG 3 – User and password prompt

5. Click **Connect** to connect to the server.
6. Once the connection is made, the share you have access to will appear on your desktop.

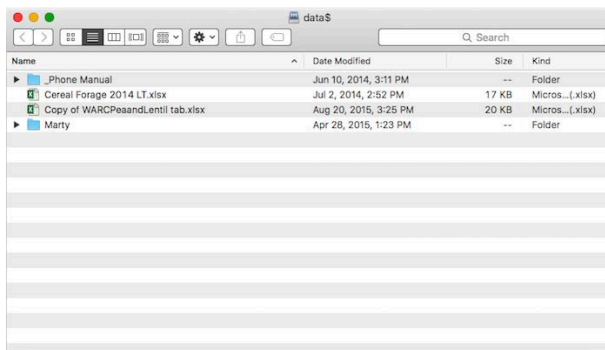


FIG 4 – Mounted share volume in OS X