

ACCESSING the ART FOLDER

(Re)connecting to the ART FOLDER

There should be an ART FOLDER icon on the desktop that will automatically connect to our server and open the ART FOLDER. It is possible that someone may have deleted that icon.

click on the ART FOLDER icon to open it

If the Art Folder is not on the desktop or in the toolbar of a Finder window, then you need to connect manually.

go to the Finder by clicking on the grey desktop
connect to server FILE> CONNECT TO SERVER [CMD] K
type in TUCC318-TT.local
that file name might already be in the window
a connect to server progress window will open
then a log-in dialog box will open
type in your TU ID and Password
a file selection dialog box will open
click on the ART FOLDER and it will open

You can then access the files in that folder.

There is a limit of 10 people who can be connected to the ART FOLDER at one time. If you cannot connect, the computer will tell you that the maximum number of students connected has been exceeded. Talk to the people working in the Lab and ask that anyone not currently using the ART FOLDER please disconnect.

To disconnect from the Art Folder:

open a finder window
locate TUCC318-TT under SHARED
click on the EJECT icon to the right of server name [⏏]