How to Connect to Your Server Drives

(Access files at work on the H: & W: drives)

If you are connecting to the W: or H: drive from outside the Glenn College or while connected to OSU Wireless, prior to mapping your network drives, you will need to setup a VPN connection with the Glenn College servers. Those instructions are in a separate document.

Step 1)
Click on the Finder icon in the dock at the bottom of the screen.

Step 2)
On the menu bar at the top of the screen, click on “Go”.

Step 3)
Select “Connect to Server…” from the dropdown list.
Step 4)
In the Server Address field, type “smb://glennfile.glenn.it.osu.edu/jgcpa”. Click on the Plus Sign (+) to add it to the Favorite Servers list. Click Connect. This connects to the W: drive.

Step 5)
If you want to map the H: drive, repeat Steps 1-4, but this time enter “smb://glennfile.glenn.it.osu.edu/staffshares/name.##” in the Server Address field. Click on the Plus Sign (+) to add it to the Favorite Servers list.
Step 6) You will now see the newly-mapped drives. You can access the files on these drives. **YOU WILL NEED TO RECONNECT TO THE DRIVES EACH TIME YOU VPN IN TO THE GLENN COLLEGE NETWORK THROUGH “FINDER ➔ GO ➔ CONNECT TO SERVER”.**