How to Connect to File Servers (2/95)

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TOPIC ---

This article gives basic instructions on how to work with file servers or
"shared disks" as they are also called. Its topics include:

• Connecting to file server (shared disk)

• Logging on as a guest

• Logging on as a registered user

• Setting your password

• System 7.0 hints and help

• Where to get more information

DISCUSSION --

Connecting to a File Server (Shared Disk)

Follow these steps to connect to a file server:

Step 1
From the Apple menu, select Chooser. The Chooser window appears.

Step 2
Click the AppleShare icon in the upper-left part of the Chooser window.

Step 3
Scroll the list of AppleTalk Zones to find the one you want.

Step 4
Click the name of the AppleTalk Zone to select it. A list of shared disks (also
called file servers) in that zone appears in the right-hand window.

Step 5
To select a shared disk, click its name.

Step 6
Click the OK button (or you can double-click the shared disk name, which does
the same as steps 5 and 6).

Step 7
Click the Guest or Registered User radio button. Read the instructions that
follow for the radio button you've chosen.

Logging on as a Guest

If Guests are allowed to log on, the word Guest appears in regular type. If
Guests are not allowed, the word Guest appears dimmed (grayed out). Follow these
steps to log on as a guest:

Step 1
If you want to log on as a Guest, and Guests are allowed, click the Guest radio
button.

Step 2
Click the OK button to see the volume list.

Step 3
If the name of the volume is not already selected, click it.

Step 4
Click the OK button and the shared disk (server) icon appears on your desktop.

When you're finished with the shared disk, drag its icon into the Trash.

Logging on as a Registered User

Follow these steps to log on as a registered user:

Step 1
If you are a Registered User, click the Registered User radio button.

Step 2
Type your name and password.

Step 3
Click the OK button to see the volume list.

Step 4
If the name of the volume is not already selected, click it.

Step 5
Click the OK button, and the shared disk (server) icon appears on your desktop.

When you're finished working with the shared disk, drag its icon to the Trash.

Setting Your Password

If you are a Registered User, you need to set up your Password initially
and occasionally change it. Here's how:

Step 1
Follow steps 1-6 of Connecting to a Shared Disk.

Step 2
Click the Set Password button.

Step 3
Click the OK button, and a dialog box appears.

Step 4
Type your old password.

Step 5
Press the Tab key.

Step 6
Type your new password.

Step 7
Click the OK button (or press Return).

Step 8
Click the OK button (or press Return).

Step 9
Type your new password again.

Step 10
Click the OK button (or press Return). Your password is changed.

System 7.0 Hints and Help

• To move between sections of the Chooser, press the Tab key.

• To move to an item quickly within any section of the Chooser, type one or more
characters that begin the name of the desired item.

Where to Get More Information

• Macintosh Networking Reference by Apple Computer, Inc. (030-3936-A)

• Macintosh Reference (System 6.0.x) by Apple Computer, Inc. (030-4015-A)

• Macintosh Reference (System 7) by Apple Computer, Inc. (030-3934-A)

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