

Logging on to the **Files Server**

The **Files Server** is a computer server for our class. It is the place where you will turn in assignments, and access files for in-class tutorials, lessons, etc.

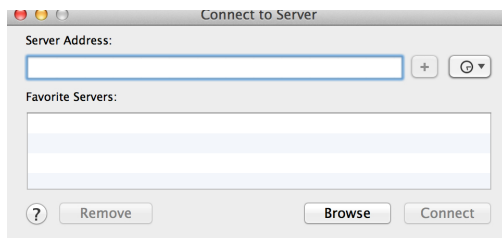
The **Files Server** can be accessed from the classroom or from **any Mac computer** connected to the Internet. Assignments can be turned in from other classrooms, your apartment, dorm, wherever!

CONNECTING

Logging on from a Mac computer on the PSU network is pretty easy:

From your desktop go to the top of the screen, and click Go>Connect to Server...

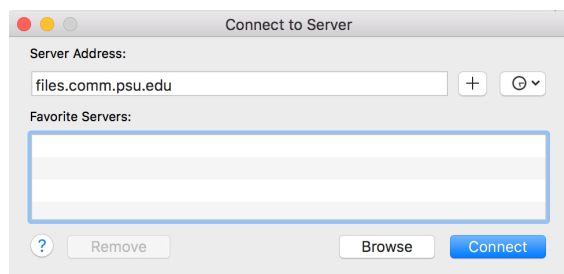
You'll see this window:



*In our lab there is a **quick shortcut**.
Click on the 'globe' on the tool bar to
immediately connect*

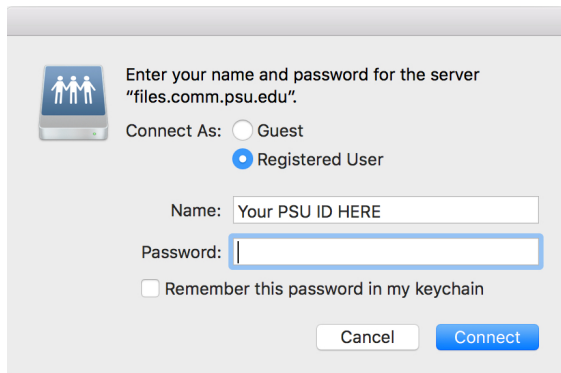


Type: **files.comm.psu.edu** into the Server Address window



note: click the '+' button to add this to your 'favorite servers' if you plan on logging in again from this computer.

Click **Connect**

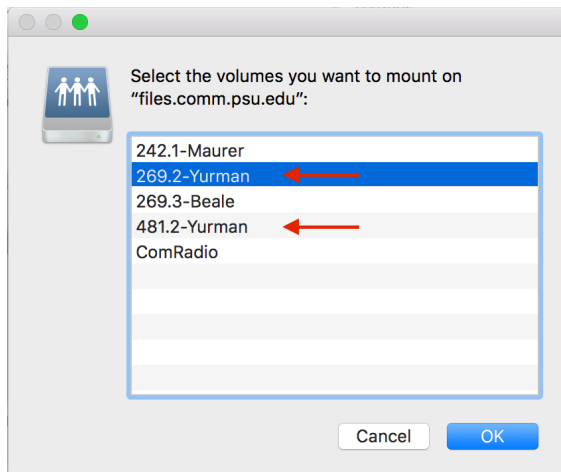


Login, using your PSU ID & Password

****NOTE**** Depending on what computer, in what lab use EITHER your PSU ID 'abcI' for example OR, your PSU ID plus @dce.psu.edu like this for example

abcI@dce.psu.edu

On your own computer definitely use abcI@dce.pus.edu

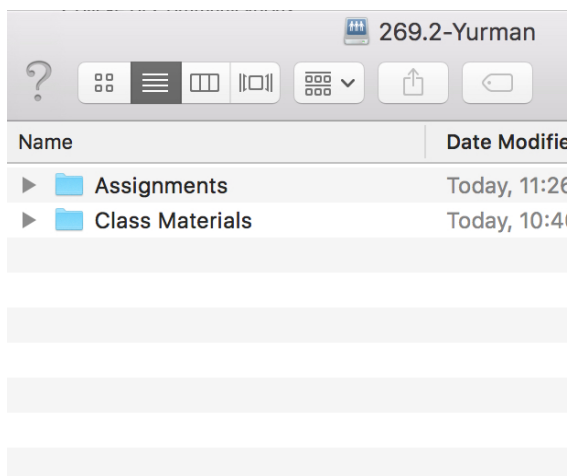


Double click on your class.

269 is photojournalism

481 is multimedia

****MAKE SURE YOUR FOLDER INCLUDES YOUR NAME AND THE ASSIGNMENT NAME****



There are two folders

Drop your assignments in the 'Assignments' Folder

I'll occasionally place materials you can download in the Class Materials Folder

****NOTE****

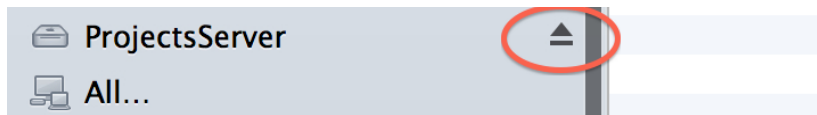
You can ONLY upload to the "Assignments" Folder

You can ONLY download from the "Class Materials" Folder

Your files and folders will be copied to the Assignments folder. IF you make a mistake and need to resubmit an assignment, rename the folder and submit it again. EMAIL me so I know to look for the newer version.

DISCONNECTING

When you're done, **disconnect** from the server by clicking the arrow next to the server name



LOGGING IN FROM OFF CAMPUS

To connect you first need to use a VPN Network (a more secure connection). Follow the instructions here <http://kb.its.psu.edu/taxonomy/term/208> to create a VPN network, and then use the instructions above to connect to the Project_Servers.