How to Connect to the COE and ITEC Servers

This is a step-by-step guide on how to connect to the College of Education and Instructional Technologies servers. Connecting to these servers gives the access to the resources and courses maintained by the faculty members of COE and ITEC for use of the students.

Follow these steps to get connected:

1. Hold down the cursor on the Apple icon () the left hand corner of your computer.

2. A drop down menu will appear. From here, double click on Chooser. The Chooser box as shown below will show on your screen.

3. Double click on Apple Share.

4. Wait for the following box to appear.
5. Double click on COE (or ITEC SERVERS, if you want to connect to ITEC)
6. Log on as shown below:

For COE servers
For ITEC SERVERS

NB. Your instructor will give you the log-on information and password.

7. Once connected, choose which item you want to use: 218 & 219 or Just for Today.
8. If you are successfully connected, the icon of the server you selected will show as so:
9. If you are using the **Just for Today server**, your Instructor will tell you which folder to open or which folder to put your files:

![Just for Today server folders]

10. Or if you are using the 218 & 219 server, you could put your files on any of the folders:

![218 & 219 server folders]