



1. From the Finder, select "**Connect to Server**" from the **Go** menu.
2. The last 3 directories you input will be related to your eGCC username, the first will be the first letter of the username, the second will be the second letter of the username and the third will be your eGCC username.

This address is a little tricky, so we'll explain here:

The first part of the address is <https://myfiles.gccaz.edu/home/>

The rest of the address is related to your eGCC username: the *first directory* will be the first letter of your username, the *second directory* will be the second letter of your username and the *third directory* will be your entire username.

For example, the rest of the address for student Adam Johnson might be *a/j/ajohnson*.

On the screen you should see "**Connect to Server**" enter the server address in this box:

<https://myfiles.gccaz.edu/home/a/j/ajohnson> (change the "/a/j/ajohnson" to reflect your own username) then select "**Connect.**"

3. In the resulting box titled "**WebDAV File System Authorization**", enter your eGCC username and password then select "**Ok.**"
4. A window will be opened displaying the files in your home directory.