



1. From the Finder, select "**Connect to Server**" from the **Go** menu.
2. On the screen you should see **Connect to Server** enter the server address in the box: <https://files.gccaz.edu/shared> then select **Connect**.
3. In the resulting box titled "**File System Authorization**" enter your eGCC username and password then select **Ok**.
4. A window will be opened displaying the file directories available to you in the shared space
5. A window will be opened displaying the files in your course folder..