Mac Computers

1. On the Mac upper toolbar choose “Go”
2. Scroll down and choose “Connect to Server...”
3. In the “Connect to Server” dialog box enter the following: `smb://pms-fs/FileDrop`
4. If prompted for credentials enter your email name and password in the following format: 
   `UserName: ad\Webmail name`
   `Password: Webmail password`
Access Instructions for Printing and Mailing FileDrop Folder

Server Address:

`smb://pms-fs`

Favorite Servers:

`smb://pms-fs`