Access Instructions for Printing and Mailing FileDrop Folder

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: 
   \textbf{Smb://Print-Filesrv}.
4. If prompted for credentials enter your email name and password in the following format:
   \textbf{UserName}: ad\Webmail name.
   \textbf{Password}: Webmail password.