Access Instructions for Printing and Mailing FileDrop Folder
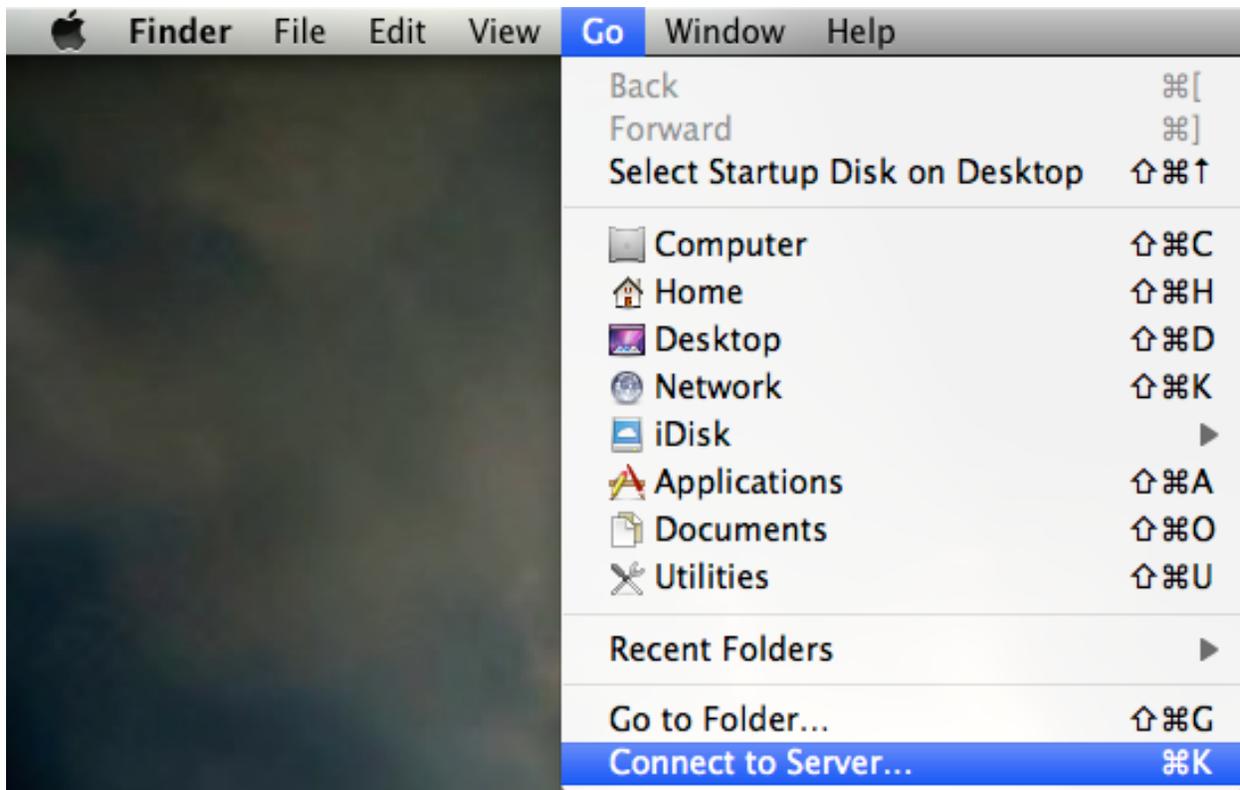
<u>Mac Computers</u>

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

Connect to Server

Server Address:

smb://print-filesrv

Favorite Servers:

? | Remove | Browse | Connect