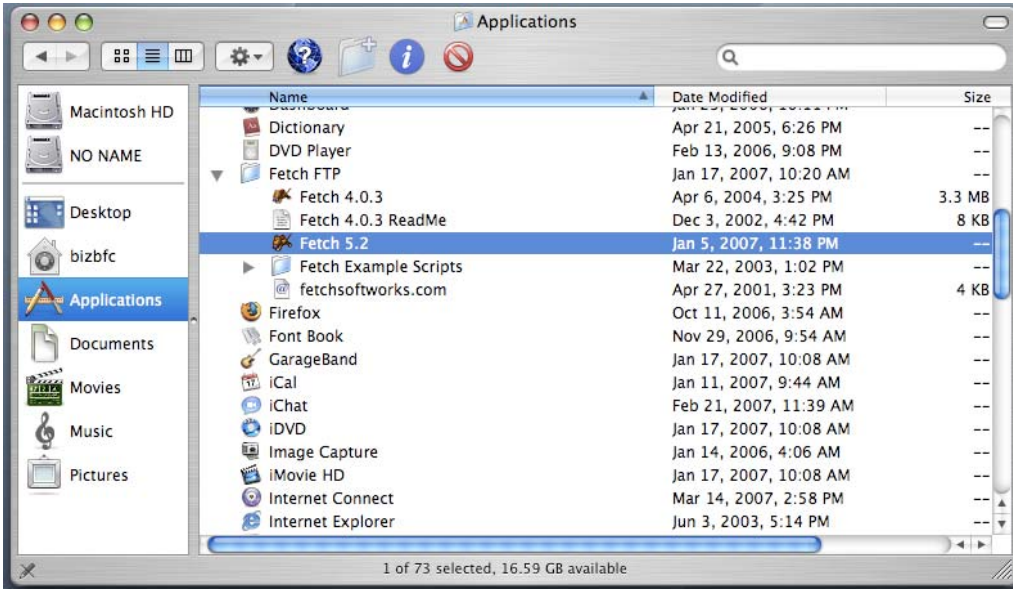


Accessing your Personal web drive on your Mac (People Server)

1. Launch Fetch 5.2 from your Applications folder in your Macintosh HD. *Fetch is included on the new Hofstra-issued MacBooks, or is available for download from: <http://www.fetchsoftworks.com/downloads.html>*



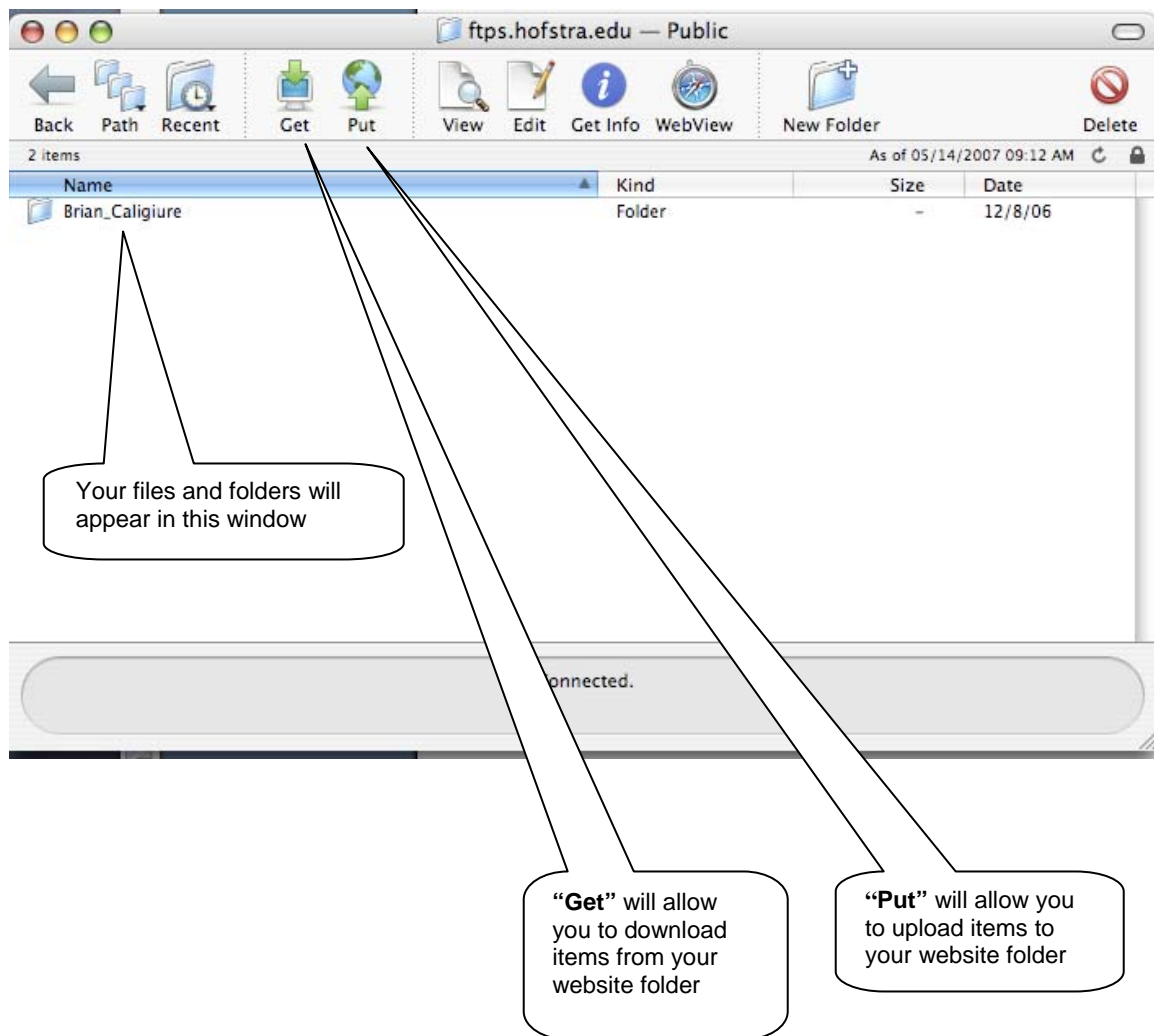
2. Choose File > New Connection and the window below will appear:

The 'New Connection' dialog box is shown with the following fields and callouts:

- 1. Enter ftps.hofstra.edu for the Hostname** (points to the Hostname field)
- 2. Enter your Network ID** (points to the Username field)
- 3. Choose FTP with TLS/SSL for the "Connect Using" field** (points to the Connect using dropdown menu)
- 4. Enter your Network password** (points to the Password field)
- 5. Enter \\people1\web\Public for "Initial folder"** (points to the Initial folder field)
- 6. If you click on the Heart icon, you can save these settings as a favorite for future use** (points to the Heart icon)
- 7. Click Connect** (points to the Connect button)



3. You will now see your web folder in the Fetch 5.2 window.



***Please Note: Your Private folder is now located within your "FirstName_LastName" folder.