



PROGRAMS

Connect to Evergreen's program space from Mac OS 10.3

1. **IMPORTANT! First disconnect** from any network connections to Calawah on the desktop (i.e. Scratch or Programs) drag them to the Trash to disconnect
2. From the Finder Menu Select the **Go > Connect to Server (CMD-K)**
3. In the Server Address field type Calawah
4. Hit Connect
5. Connect to Calawah as a Registered User
Note: (if that option is grayed out you probably still have Scratch or another share on the desktop and you'll need to drag it to the Trash)
6. Enter your Evergreen Username and Password *
7. Hit Connect
8. Select Programs from the list
9. Hit OK
10. You should now see the Programs network share on the Desktop
11. You can now open and save to the your folder within the Programs share as if it were a local drive on the computer
12. When you're done working, make sure to drag the Program icon to the Trash to disconnect



What's my Evergreen login(or username) and password?

See the Example for Ima Greener born July 05, 1980 then figure out yours...

Formula	Example	
1st 3 characters of your last name	gre	
1st 3 characters of your first name	ima	
2 digit day of the month you were born	05	
username =	greima05	
2 digit day of the month you were born	05	
1st 3 characters of the month you were born in (lower case)	jul	
2 digit year you were born	80	
default password =	05jul80	