Cauxpublic

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1 Connecting to cauxpublic

1.1 Windows

Press `Ctrl-r` to open a *Run* dialog, and then enter \\icserver\cauxpublic. This should open a new explorer window with the contents of cauxpublic listed.

1.2 Mac

You can do this by clicking on the desktop or a Finder window and pressing `Command-k`. Once there, connect to the server by entering *icserver/cauxpublic*. Select *Guest*.

2 Creating a desktop shortcut to cauxpublic

2.1 Windows

Right click on the desktop and select *New*, and then *Shortcut*. A dialog box will appear asking for a location. Enter \\icserver\cauxpublic. Click *OK*, and then *OK* again, and a shortcut will be created on the desktop.

2.2   Mac

Connect to the cauxpublic share as described in the *Connecting to cauxpublic* section. Then, once the window is open, hold `Command-alt` and drag the current year's directory to the desktop. This will create a link on the desktop to that directory. Once it is there, rename it to *cauxpublic*.