**Instructions to access an external server via Mac**:

* Ensure that you are either connected to the on-campus MUSC Wifi network OR that you are connected to the MUSC VPN.
  + Further instructions for connecting via the MUSC VPN [here](https://portal.musc.edu/ocio-is/infrastructure/Network-Systems-Team/Pages/Remote%20Access.aspx).
* Open a Finder window.
  + In the top left toolbar, click “Go”, select “Connect to Server” at the bottom of the list.
  + In the top search bar, enter the server address.
    - (You can also click the plus (+) button in the bottom left corner of the connection box in order to add this address to your list for easier access next time.)
* Click “Connect” and enter your netID and password when prompted.
  + You can elect to have the connection tool remember your net ID for easier access next time.

**Instructions to access an external server via Windows**:

* Ensure that you are either connected to the on-campus MUSC Wifi network OR that you are connected to the MUSC VPN.
  + Further instructions for connecting via the MUSC VPN [here](https://portal.musc.edu/ocio-is/infrastructure/Network-Systems-Team/Pages/Remote%20Access.aspx).
* On the sidebar, navigate to “Network”, right click, and select “Map network drive…”
  + In the folder search bar, enter the server address.
  + Click the checkbox “Reconnect at sign-in” for easier access next time.
  + Click the checkbox “Connect using different credentials”
  + In the credentials window, click “More choices” and select “Use a different account”.
  + Enter “clinlan\[your netID]” and your netID password and click “Connect”.

**If you have any connection issues, check the following**:

* Your VPN connection (if applicable) – ensure that you are connected to the VPN.
* The address of the server – make sure that the address is entered correctly and that there are no spaces or extraneous characters.
* Your internet connection – ensure that you are connected to the internet.