To begin, Click “Go” and the click connect to server
Type faculty.millikin.edu if you are faculty or staff and students.millikin.edu if you are a student for the server address as shown here
Then log in using your username and password

Select TheMUNWFILE2.DATA as the volume to mount
Then double click the Home Folder then double click on your ID number-this is your home directory, if you are accessing the G-Share folder double click on share as this is the G-Share Folder.

Finally, when you are done accessing your Home Directory or G-share, log out of the server, to do so go to the desktop and drag the icon titled either faculty or share to the trash bin.