Macintosh - Adding a Share Drive

On the Dock, click the Finder icon.

1.) With Finder active, click Go on the menu bar.
2.) Click Connect to Server...

1.) In the new Connect to Server window, type in the Server Address text box
   
   smb://cas-fs[#]/[Dept]

2.) Click the + button to add the address to the Favorite Servers list.
3.) Finally, click Connect to connect to the share.