

How to Access Jupiter Space from Faculty & Staff Office Computers

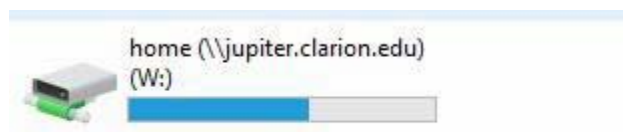
As a faculty or Staff member you can access your Jupiter drive space from a standard office computer on campus by performing one of the ways listed below.

1. Windows 10:

a. Connect to Jupiter:

- i. Click [Start], [Clarion Applications], then select **“Jupiter Connect”**.

Note: This will create a drive (W:) under “This PC” which will allow you access to your Jupiter drives space and data.



b. Disconnect from Jupiter (*When finished using your Jupiter Space*)

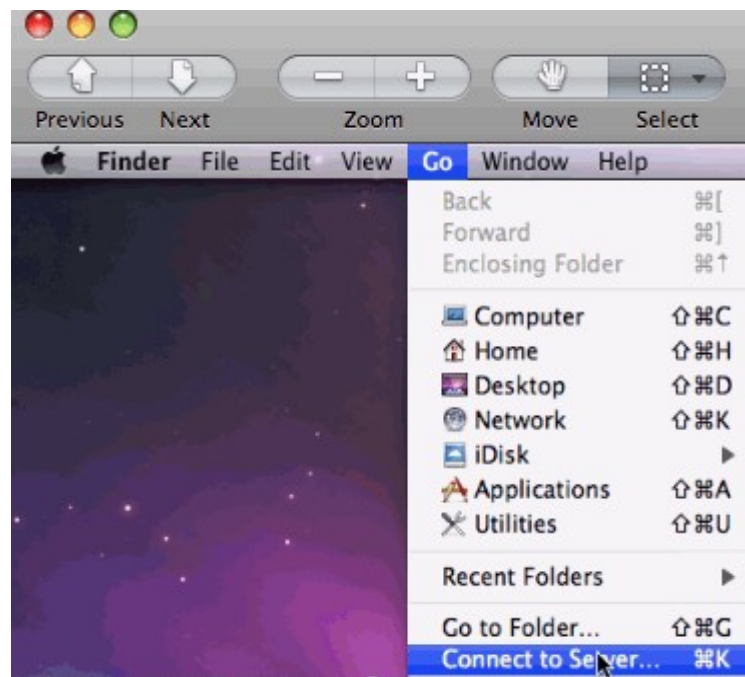
- i. Click [Start], [Clarion Applications], then select **“Jupiter Disconnect”**.

Note: This will disconnect (or remove) drive (W:) from your computer under “My Computer” .

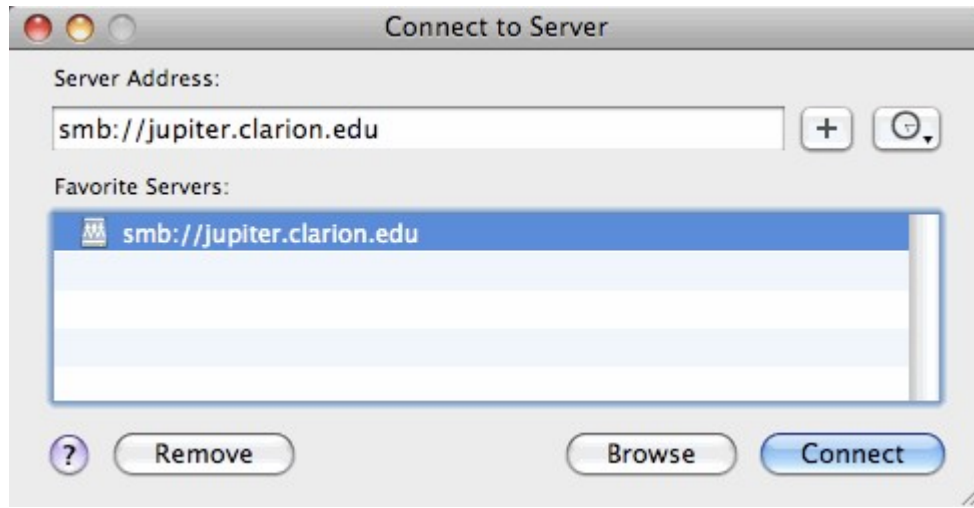
2. Macs (OS 10.x versions):

a. Connect to Jupiter

- i. Select “Go” then “Connect to Server” from menu bar



ii. Type in: "smb://jupiter.clarion.edu"



iii. Type in your Clarion username & password (make sure "Registered User" is checked) – then click "Connect".



iv. Select "Home" volume option – click "ok"

v. You should now see your Jupiter "Home" folder. From here you can copy/paste, drag and drop, or backup files and folders to this location.

b. Disconnect from Jupiter (When finished using your Jupiter Space)

i. To disconnect from Jupiter you simply have to drag your 'home' folder to the 'trash'.