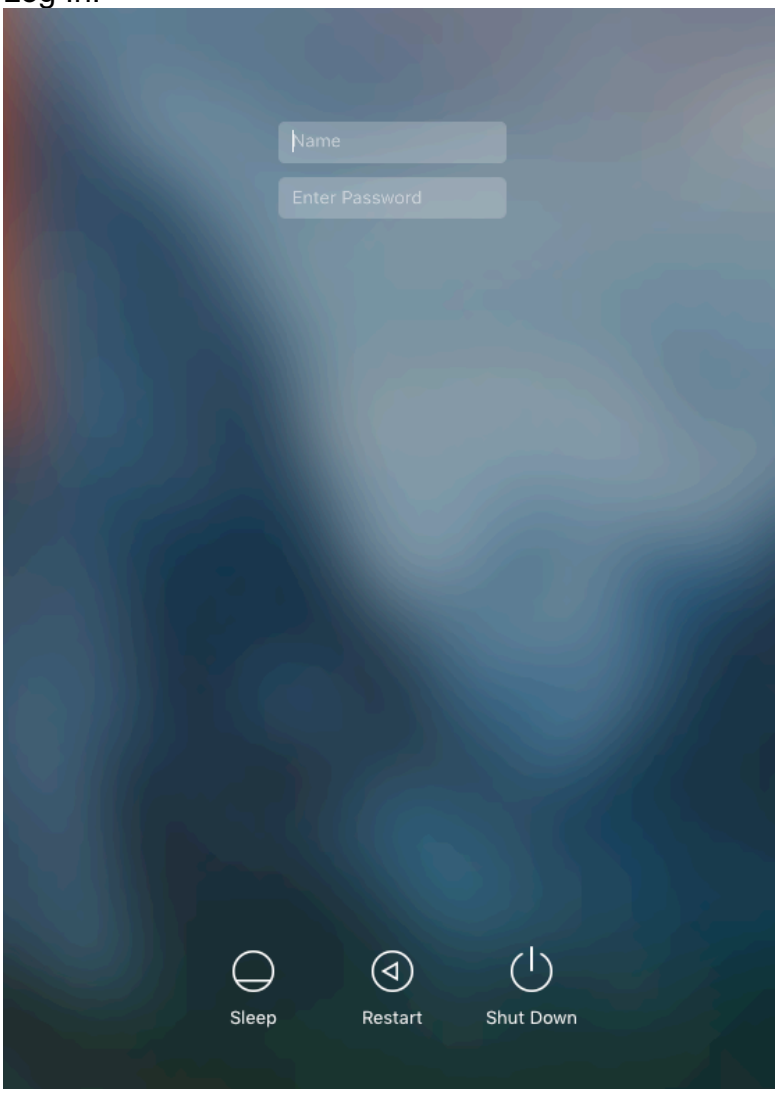
IMSServer – HOW TO

Log In:



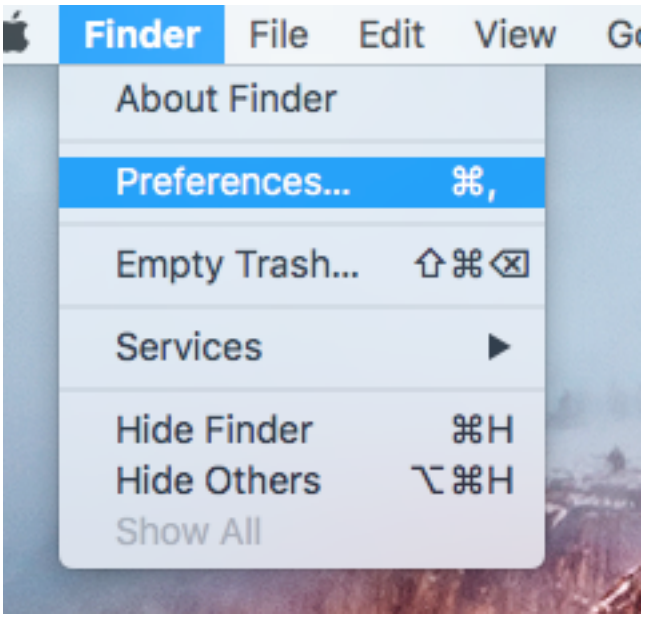
Pitzer Students
Name: your email username
Pswd: your email password (You will NOT be prompted to change your password.)

NON-Pitzer Students (The ***FIRST*** time you login – **ONLY**)
Name: your email username*
Pswd: Pitzer16 (*TEMPORARY* – You **WILL** be prompted to change your password.)

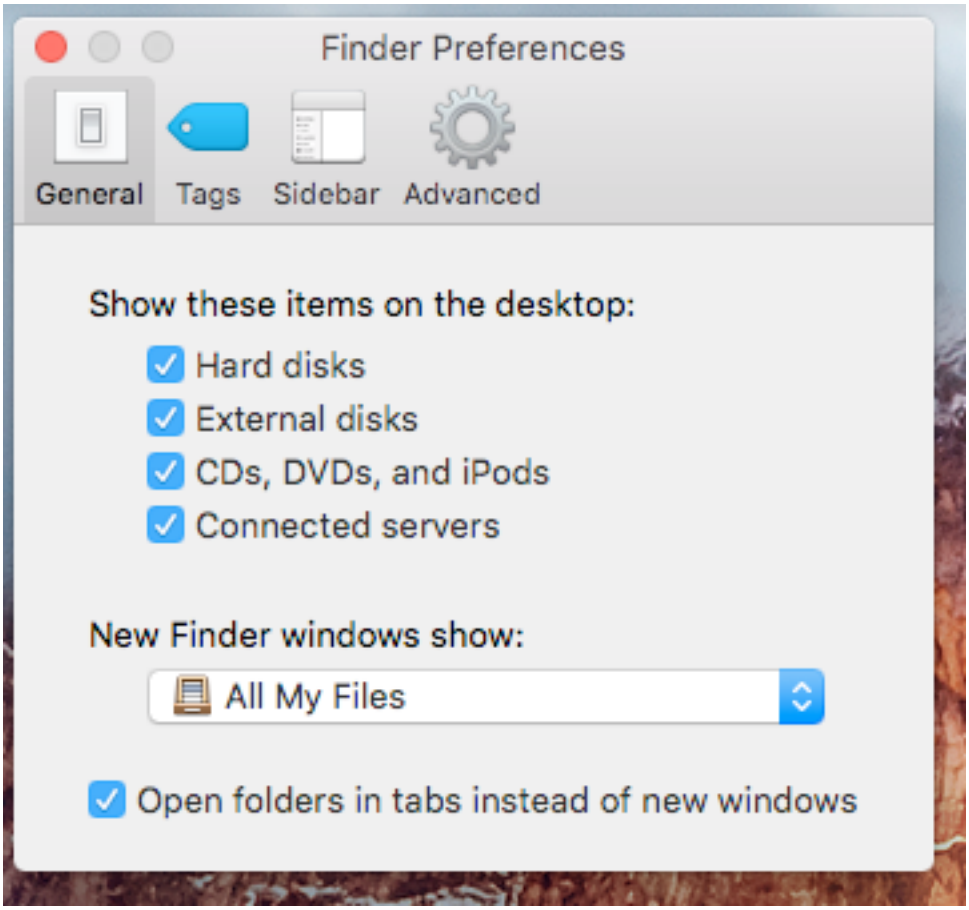
You will need to change the Finder Preferences in order to save your files. Do it this way:

IMSServer – HOW TO

FINDER >> PREFERENCES

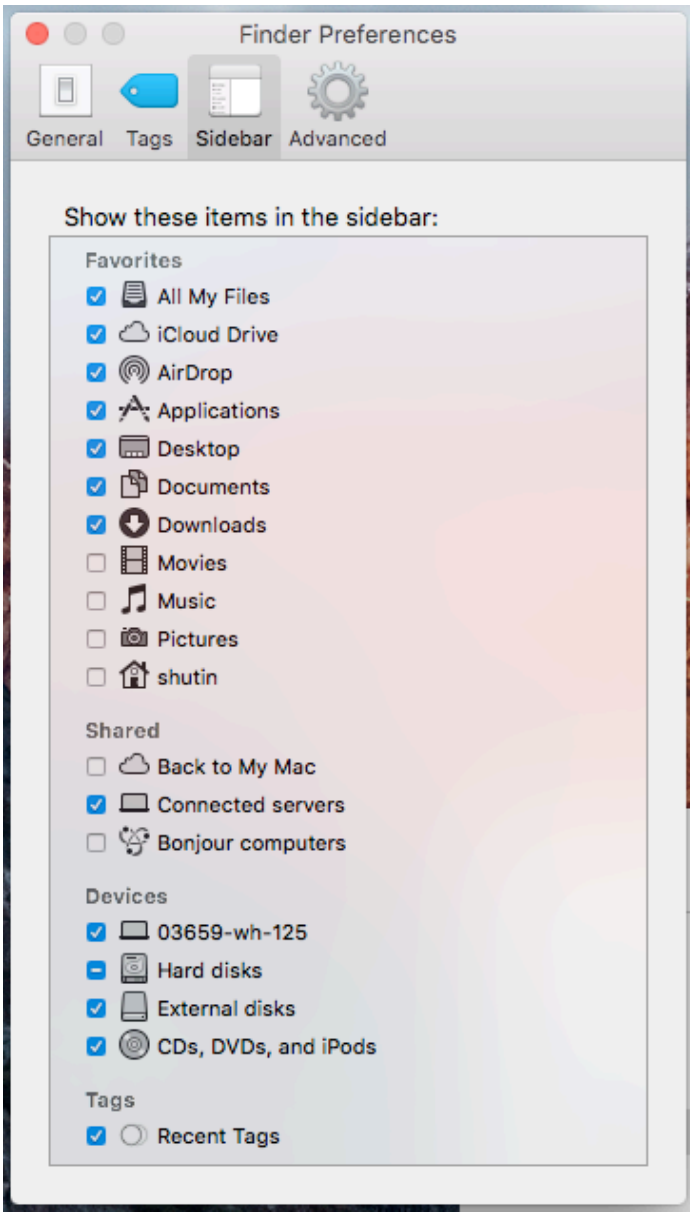


MAKE SURE THE TABS IN THE “GENERAL” TAB LOOK JUST LIKE THIS:

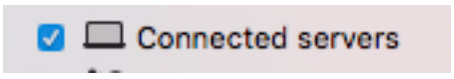


IMSServer – HOW TO

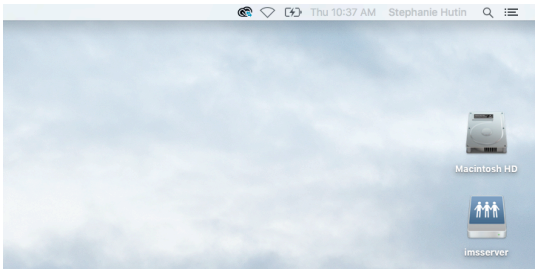
MAKE SURE THE PREFERENCES IN THE “SIDEBAR” TAB LOOK JUST LIKE THIS:



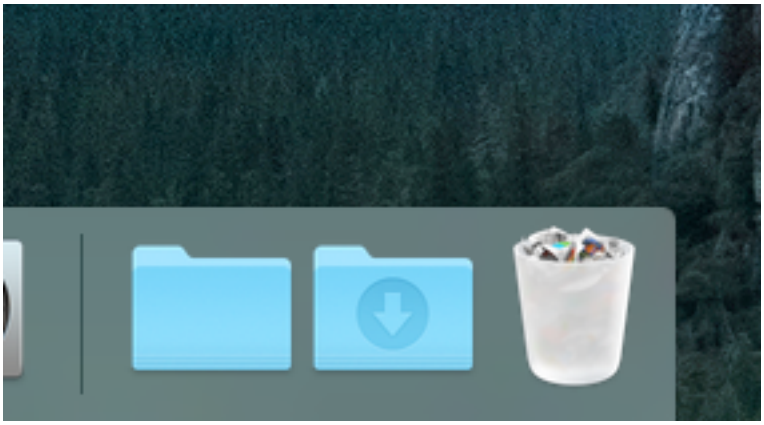
ESPECIALLY THAT “CONNECTED SERVERS” IS CHECKED:



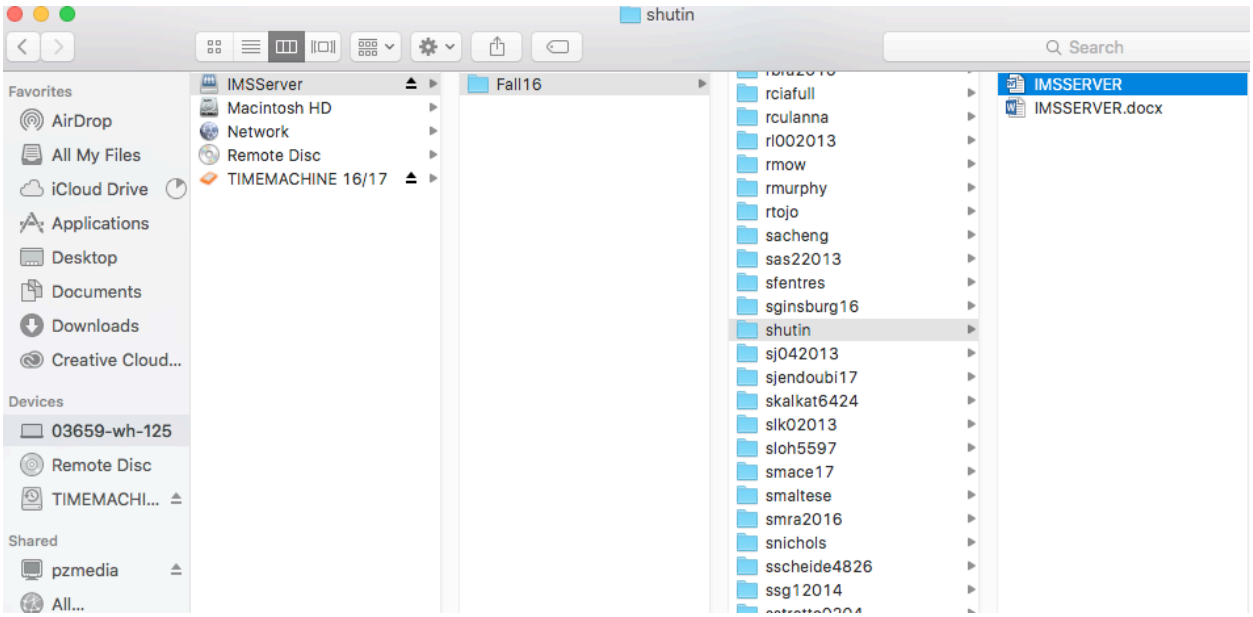
IMSSERVER WILL LOAD ON YOUR DESKTOP



YOU WILL BE ABLE TO ALSO SEE YOUR USER FOLDER ON THE DOCK.



The Finder Window will look like this. You will only have access to your own folder.



YOU ARE READY TO GO.

* Ask your professor for your “user ID” if this doesn’t work.