



Accessing the Denver Server

Background

- Please read the “Denver Server Guidelines” before accessing the Denver Server for the first time.
- Contact the IT Data Manager (triciar@miracle.org) if you have any problems logging in.

User Name and Password

- Below is how your User Name and Password are setup in Synology.
 - **User Name** = First and Last name with a **space** and **capital** first letter for each name. (example: John Smith)
 - **Password (no spaces)** = Capital first letter of your first name first 4 letters of your last name (no spaces) % full year of your first Intensive. (example: Jsmit%1996)
 - Please write these down in a safe place.

Access for Mac Users:

- Click on the Finder icon in your Dock (the two men sharing the same face) or click somewhere on your desktop.
- In the Finder menu bar at the top of your computer, click on “Go” then select “Connect to Server.”
- A box will appear titled “Connect to Server”. Enter the address below and then click “Connect”:
 - `afp://files.miracle.org`
- Enter your Synology User Name and Password as described above.
- Click on the “Connect” button.
- You will be asked to “Select the volume(s) to mount”. Select “DenverServer” and then click the “OK” button.
- The folder structure of the server will now appear to you. At this point, follow the procedures outlined in the “Denver Server Guidelines” and from your manager or supervisor on what to do from here.
- **NOTE:** You have been given access only to certain folders. If you think you need access to other folders, please contact Tricia Randall (triciar@miracle.org).
- **IMPORTANT:** Once you are complete using the Server, do the following:
 - Close all folders so only the top level folders are visible – this makes it simple and clean when the next person enters the server.
 - Drag the server icon from your desktop to the “Trash” or “Eject” for Mac Users.

Access for Windows Users: (there may be slight variations depending upon your operating system):

- To access the Denver Server via Windows, map a network drive as outlined below (for Windows 10).
- Open Windows Explorer.

- Click on “This PC” from the side bar.
- From the toolbar at the top, click on “Map network Drive”. If the toolbar isn't showing, click on the down arrow (Expand the Ribbon) button at the top right of the Explorer dialog or press Ctrl+F1.
- In the Map Network Drive dialog:
 - Choose any drive
 - Folder: <https://files.miracle.org:5006>
 - **Do NOT** check "Reconnect at sign-in". This will protect the server by you manually logging in each time you want to access it.
 - Check "Connect using different credentials"
 - Enter your Synology User Name and Password (credentials) as described above.
- “Disconnect” from the server when you are finished using the server – you can always come back later and sign-in again, as needed.
- **Note:** The first time you open a Word or Excel document, you may be asked to enter your credentials again (this will be your Synology user name and password).

Good Luck!