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.

A. Windows 7:
   1. Connect to Jupiter
      i. Click [Start], [All Programs], [Clarion Applications], [Help Desk], then select “Jupiter Connect”.
      
      **Note:** This will create a drive (W:) under “My Computer” which will allow you access to your Jupiter drives space and data.

   ii. Click [Start], [All Programs], [Clarion Applications], [Help Desk], then select “Jupiter Disconnect”.

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

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

   ii. Click [Start], [All Programs], [Clarion Applications], [Help Desk], then select “Jupiter Disconnect”.

      **Note:** This will disconnect (or remove) drive (W:) from your computer under “My Computer”.
B.  Macs (OS 10.x versions):
   1.  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”.

![Connect to Jupiter](image)

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.

2. **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’.