

## Map Network Shares – macOS

This Automator script will map the HWG network shares for you while you are working in the office.

1. Download the Map Network Shares utility from <https://hwg.tools/macOS>.
2. When the tool is successfully downloaded, open your downloads folder and expand the zip file.
3. You will see a file named Map Network Shares-macOS. Move this file to a permanent location.
4. From the permanent location, double click this file to launch the script.
5. You will see a gear turning in the toolbar at the top of your screen. When the gear disappears, the network shares will be mapped.
6. You may be prompted to allow access to access files on a network volume. Click OK.
7. Open Finder and look for the Locations section on the left side.
8. In the locations section, look for the server named dc-it-fs10 and click to see the available network shares.
9. You can now access the network shares to create, edit, modify, or move files and folders.
10. Any access permissions or screens that are in place for your user account will be mirrored here.
11. When you are about to leave the office, it is extremely important that you save your work before you pack up your laptop. Once you leave the office, you will receive a notification that the network shares are no longer available and you can disconnect them.

It is important to note that the first time you open a folder, especially one with many sub-folders, it will take a moment to populate your screen. After the first time, populating the screen will be much faster. This is due to the way that macOS reads all of the folder contents to create a cache.