The P Drive can be accessed manually on Macs by completing the following steps:

1. Click on the **FINDER** application located on your dock menu.

![Finder application](image1)

2. In the menu bar choose the **GO** dropdown.

![Menu bar with GO dropdown](image2)

3. Select **CONNECT TO SERVER**.

![Connect to Server menu](image3)

4. In the Server Address field type `smb://ucofs/P`.

![Server Address field](image4)

5. Click **CONNECT**.

![Connect button](image5)

**NOTE:** If prompted for credentials type in UCO computer username and password.

![Username and password input](image6)

6. A folder will appear with a specific username. This folder will contain all files and folders.

![Folder with contents](image7)