Setting up a Manual Connection in Contribute: Mac

Note: You will only be able to make manual connections to sites that you have been given permission to edit on the server. To request editing permissions; send an email to the TAC.

1. In the Finder, under the Go menu, choose “Connect to Server”

2. Under Server Address, type smb://uncweb.uncw.edu and click Connect.

3. A dialog box comes up asking you to authenticate. Under Workgroup or Domain, type UNCW. Under Name, type your UNCW domain username, and under Password enter your domain password. (These are the username and password you use for your email.)

4. A dialog box comes up asking you to Select the SMB/CIFS shared volume you want to connect to. Choose www-docs and click OK.

5. Open Contribute.

6. Under the Contribute menu at the top, choose “My Connections”

7. Click on the “Create” button to start the Connection Wizard.

8. On the first screen, choose Continue to enter your connection manually.

9. On screen #2:
   a. Under “What do you want to connect to?” choose Website
   b. Under “What is the web address (URL) of your web site?” type in the address of your site. For example, if you were trying to connect to the Admissions web site, you would type http://www.uncw.edu/admissions

10. On screen #3:
   a. Under “How do you connect to your web server?” choose Local/Network
   b. Under “What is the network path to your web site?” type www-docs: and then the name of the web folder that you are connecting to.

   Example:
   For Admissions, you would type www-docs:admissions
   If you web address was http://www.uncw.edu/stuaff/career/ you would type www-docs:stuaff:career

11. On screen #4, type in your full name and UNCW email address.

12. On screen #5, under “What role are you assigned to?” choose Publisher.

13. Screen #6 is a summary of you connection information. Click Finish, and Contribute should connect to the site.

14. Close the My Connections box. Contribute should take you to the home page of your site, and you should see an “Edit Page” button, meaning that you are connected to the site and can begin using Contribute. The new connection will also be on listed the first screen whenever you open Contribute.