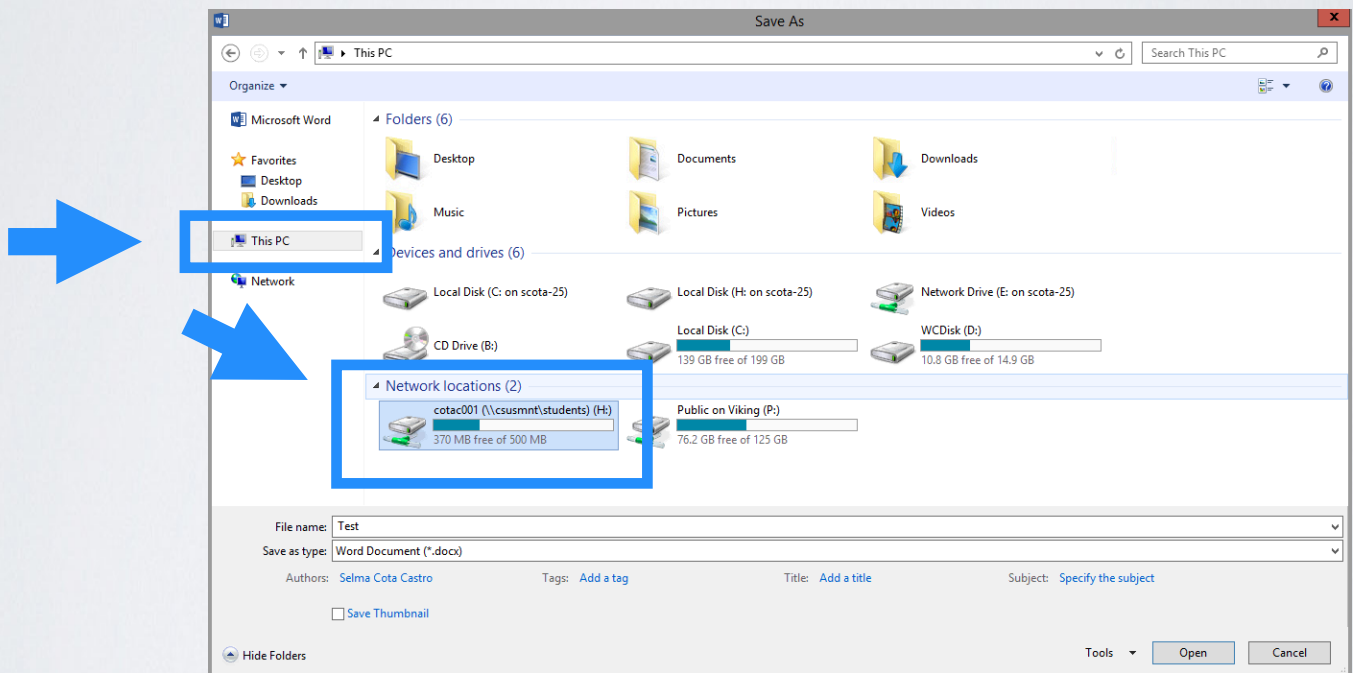# Accessing Files using CougarApps on a Mac

Accessing Files Saved to Your H-drive

Log into CougarApps

Find and click on Windows Explorer. The following window will come up.

Under Network locations, find the the drive with your username and double click on the icon
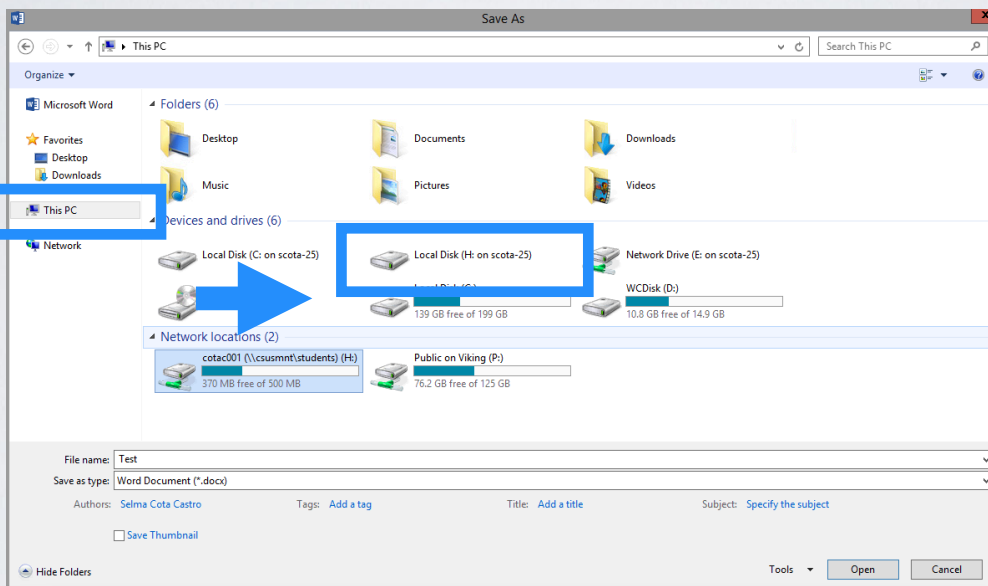

Click on Desktop and you will see the folders that have been saved to your campus H-drive.
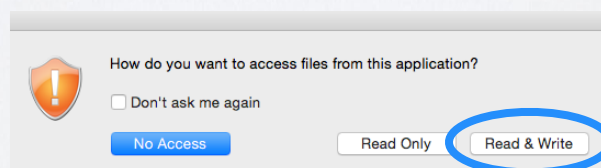
Accessing Files Saved on Your Local Computer

Log into CougarApps

Find and click on Windows Explorer. The following window will come up.

Click on This PC, under Devices and drives, find
Local Disk (H: on "name of your computer") double click on
that icon

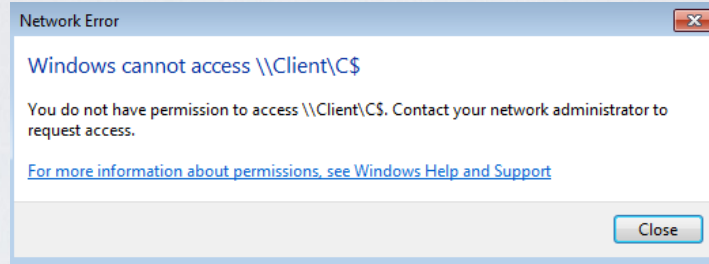The following message will appear. Make sure and select Read & Write

If you click on either of the other two options you will either have no access, or limited access to your files.

Select a folder where you want to save your file. Now it will be stored on your local computer

Troubleshooting Steps

If you get the following, or any other error message when trying to access your local files, please follow the instructions below.

Make sure you are logged into your CougarApps account.

Preferences $\longrightarrow$ File Access $\longrightarrow$ Read and write