Connecting to the Hofstra People Server (Mac)

Your People Server directory is a public space for you to store your website and its corresponding files. You can create simple HTML pages using any text editor (e.g., Notepad, Microsoft Word) or by using a web editing tool such as Adobe Dreamweaver. People Server directory also gives you the ability to run simple scripts such as those written in PHP and Perl. Upon request, you can password-protect any folder within your account.

Your People web site address is: http://people.hofstra.edu/firstname_lastname
(Note: some users have a middle initial as part of their account name. In that case the address would be http://people.hofstra.edu/firstname_m_lastname, where “m” is the middle initial.)

For help connecting to your People Server directory, please contact Faculty Computing Services at (516) 463-6894 or email us at FCSHelp@hofstra.edu.

Following are two options for connecting to your People Server web directory.

Option 1

You can connect to your web directory as a network drive. This means that your web directory will appear in Finder alongside other drives connected to your computer, such as your hard drive. This is the option to choose if you want to save files directly to your web directory on the People Server, without first saving them to your computer.

This option will only work if your computer is physically on-campus and connected to the Hofstra network.

Option 2

Alternately, you can connect to your web directory using a free program called Fetch. This program will let you transfer files back and forth between your computer and your web directory. With this option, you cannot save files directly to your web directory on the People Server; you need to save them to your computer first and then copy them to your web folder using the Fetch program.

You can use this option either on or off-campus.
Option 1: Connect to People as a Network Drive

Connecting while on Campus

1. From the Finder main menu along the top of the screen, click on Go > Connect to Server. If you do not see the Go menu at the top of your screen, first click anywhere on your Desktop to switch to the Finder.

2. Enter the following address on the Server Address field and click on Connect (see Image 1).

   \[\text{cifs://people2fs.resource.hofstra.univ/web/public}\]

   Image 1: Connect to Server window

3. Enter your Network (Portal) Login username in the following format: \texttt{employees\username}.

   Then enter your password and click on \texttt{Connect}.

   To have your Mac automatically enter your password for you each time you connect to People Server, check the box for \texttt{Remember this password in my keychain}. (see Image 2)
4. Once you are connected, a window will appear displaying the contents of the Public folder. You should see a folder in this window titled with your name; this is your web directory. All files associated with your website belong inside this folder.

You can copy files from this folder onto your computer or vice versa by clicking and dragging them.

Saving Files Directly to Your Web Directory

If you wish to save a file directly into your web directory (e.g., to save a currently open Word file) follow the steps below.

1. In the Save As window from the application you’re using, click on Devices in the left column.

2. Then click the icon representing your computer. For Hofstra-issued MacBook Pro laptops, the name will resemble Faculty-#####-MBP (where ##### is a number identifying your particular laptop).

3. Double-click the Public icon. (see image 3)

4. Double-click the icon for your web directory.

5. Give your file a name and click on Save.

Image 3: Save As window
Setting Your Mac to Reconnect Automatically to Your Web Directory

You can set your Mac to connect to People Server each time the computer restarts. This will save you from having to establish the connection each time you shut down or restart your computer.

1. From the Apple menu select System Preferences > Accounts. Then click the Login Items tab along the top of the window (see image 4).

![Image 4: Login Items](image)

2. Click on the [+] button at the bottom of the window to add a new item. In the window that appears, find the Devices on the left column and click on the icon representing your computer. Click Public. Then click the Add button.

From this point, anytime you restart, your Mac will connect to People Server automatically.

**Note:** If you are off campus or otherwise do not have a network connection, the Mac will not be able to connect to People Server. In that case, you will see a message alerting you that the connection has failed. To continuing using your Mac for other tasks you can simply dismiss this message.
Option 2: via SFTP using Fetch

Fetch is installed on your Hofstra-issued machine. You can find Fetch inside your Applications folder. For any other computer, you can download the free version of Fetch from the following website: http://fetchsoftworks.com/

In order to register your Fetch application, please contact the Faculty Support Center at 516-463-6896.

For an On-Campus or Off-Campus connection:

1. Launch Fetch and insert the following settings in the New Connection window (see Image 5). Then click on Connect.

   - Hostname: people2fs.hofstra.edu
   - Username: your Network (Portal) username
   - Connection Type: SFTP
   - Password: your Network (Portal) password

   Expand the window by click on the down triangle button.

   - Initial folder: people2fs/web/public
   - Port: 5010
   - Try to connect: 2 times

Image 5: New Connection window