Sheffield Hallam University

Online File Access via a Mac

How to access your networked files off campus and on your own devices using the Webdav service.
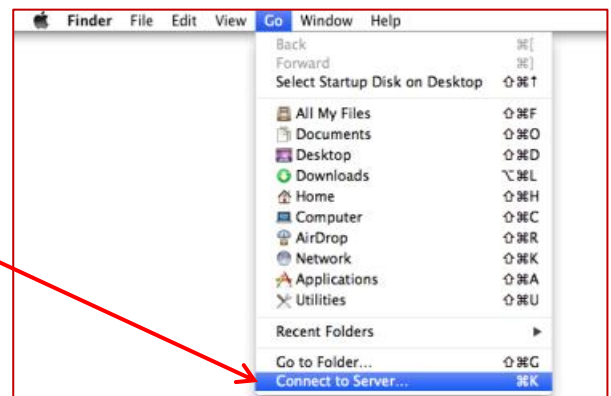

Data protection:

If you work with sensitive or personally-identifying data, you must encrypt it before storing, sending or working with it anywhere other than on the University networked drives.

For details about IT security and data protection, please see the documents on Use of Personal Data by students: Your Responsibilities, the University's Data Protection Policy, and Data Encryption.

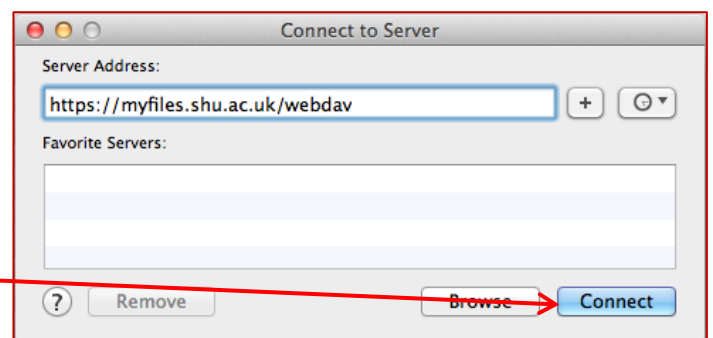There is advice about keeping files and information secure in our Guide to staying safe online.

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1. Select **Finder** then **Go** then **Connect to Server**.

2. Enter the following address into the **server address field**:

   https://myfiles.shu.ac.uk/webdav

   Click **Connect.**

For More Help: ✉ IThelp@shu.ac.uk ☎ 0114 225 3333 👤 Learning Centre Helpdesk

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3. Select **Registered User** and enter your SHU Username and Password.
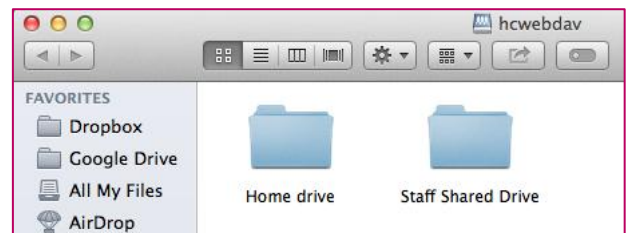
4. **You must leave this box EMPTY so that your files are not left available to other people and so that password changes do not stop you accessing the service.**

5. Click **Connect**.

6. Once connected you will see your Home drive and any Shared Drives you have access to e.g. N.

You can open and edit files from the SHU Network or you can copy them between your device and the SHU Network by dragging and dropping or copying and pasting.

You can save files straight to your Home drive or Shared Drive on the SHU Network from applications such as Word.