

Using Drop Box with AFP

Conrad McGarry updated July 11, 2014 at 12:59 PM

Questions Addressed

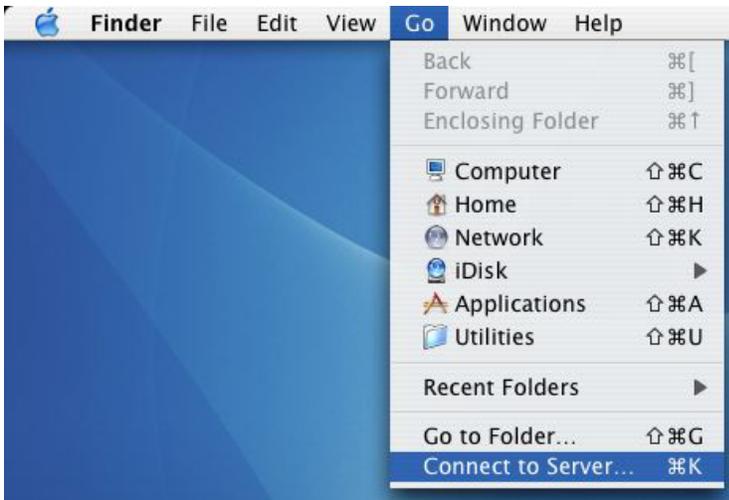
- How can I place files from my computer into another user's drop box?

Drop Box Access Page

Files can be picked up or dropped off using **AFP** from a Mac **anywhere** with an internet connection. Files that are placed in the **"Public"** folder can be viewed by anyone with a web browser. The procedure for this can be found [here](#). However only you, the **account owner**, can place files there. On the other hand, **anyone** can write to your **"Drop Box"** folder but only you, the **owner**, can view its contents.

How to Place files for another user in their Drop Box

1. Select **"Connect to Server..."** from the **"Go"** menu.



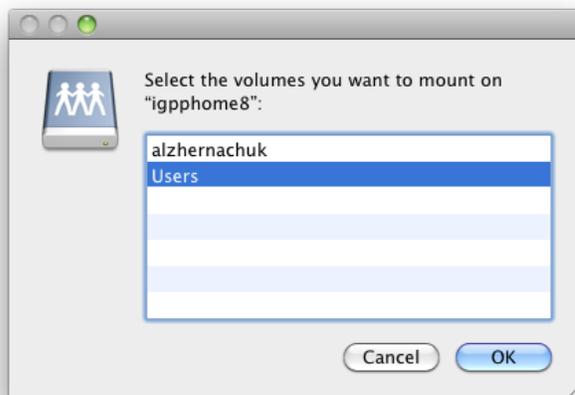
2. Type in **"igppnethome.ucsd.edu"** in the Server Address field:



3. Type in your **username** and **password**. If you do not have an account on **igppnethome**, then logging in as a guest will suffice.



4. Select the **Users** volume and press **OK**.



5. A Finder window should open up displaying the home directories of all of the accounts on igppnethome. If not you will see an icon on your desktop titled **"Users."**
6. Find the folder of the User who you wish to give the file to. Open it and open their **Public** directory.



7. **Drag and drop** any file you wish to leave the user in the **"Drop Box"** folder.
8. If someone leaves you a file in your **"Drop Box"** folder, you can retrieve it by following **steps 1-5** making sure to log in to **igppnethome** with your network username and password. For **step 6** go to your own folder and open up the **Public** directory. You can now open up **Drop Box** because it is your own folder and you now have the correct permissions. Anything anyone else left you in that folder can now be accessed in this way.

If you need further assistance, please [contact IGPP Net Ops](#).