

# How to create an alias to open a network location in Mac OS

## Summary

The following steps indicate how to create an alias of a home or department share (folder) on bsp-nas. This allows you to access your files without having to navigate through the **Go** menu and **Connect to Server...** each time you wish to connect to a certain share (folder) on bsp-nas. For information on how to access files on bsp-nas please reference the following [KB article](#).

## Details

1. Using the following [KB article](#) connect to the share (folder) you wish to create an alias to.
2. Once the desired directory has been located in the Finder hold down following key combination: **command + option** (or **alt**).
3. While holding the above **key combination** select the appropriate folder and **drag** it to your desktop.
4. Release the **mouse button** and the **key combination** to create the alias on your desktop.
5. The alias icon that is created should have a arrow next to it. If the arrow is not there they the files were moved and an alias was not created. If this is the case please repeat **steps 2-4**.

