Step 1

In the finder bar click on go and "connect to server"
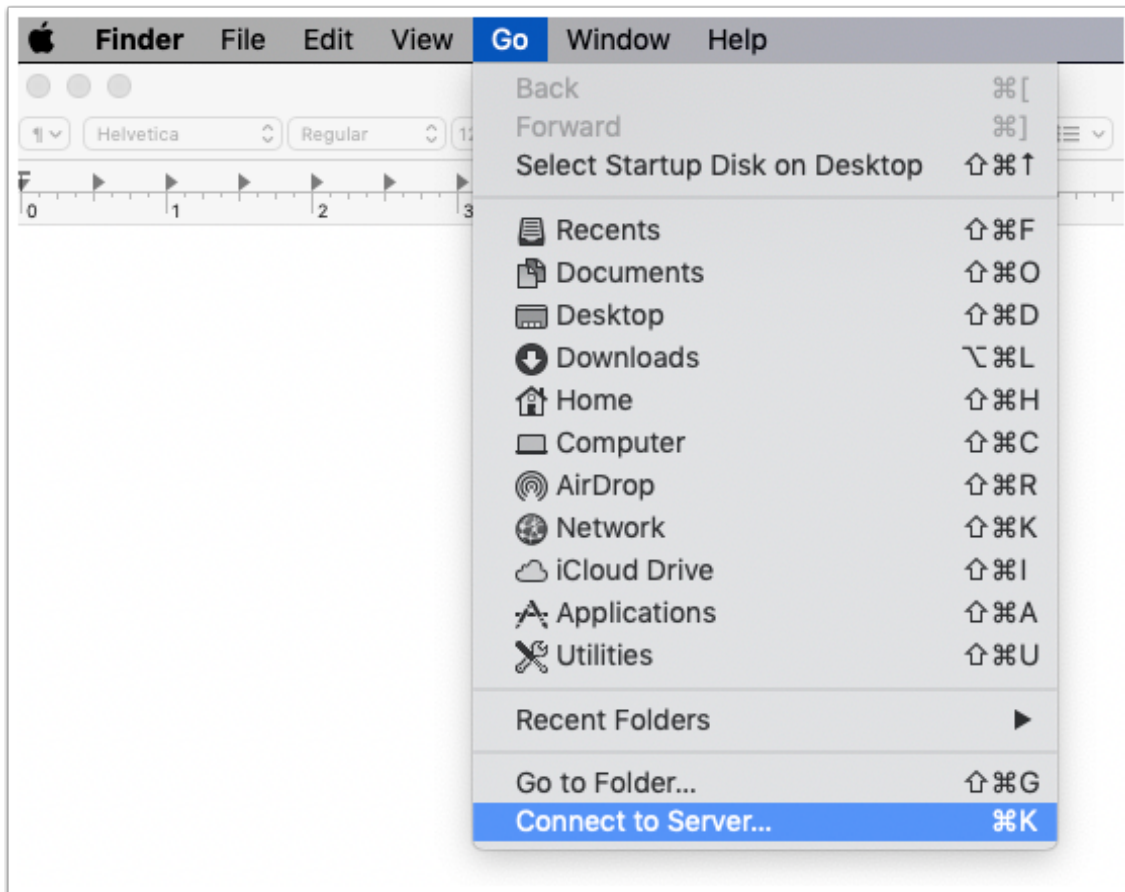
Step 2

Type in smb://files-www.cpp.edu/your-bronco-name/ and click connect. NOTE: If you are connected off-campus, you will have to VPN in.
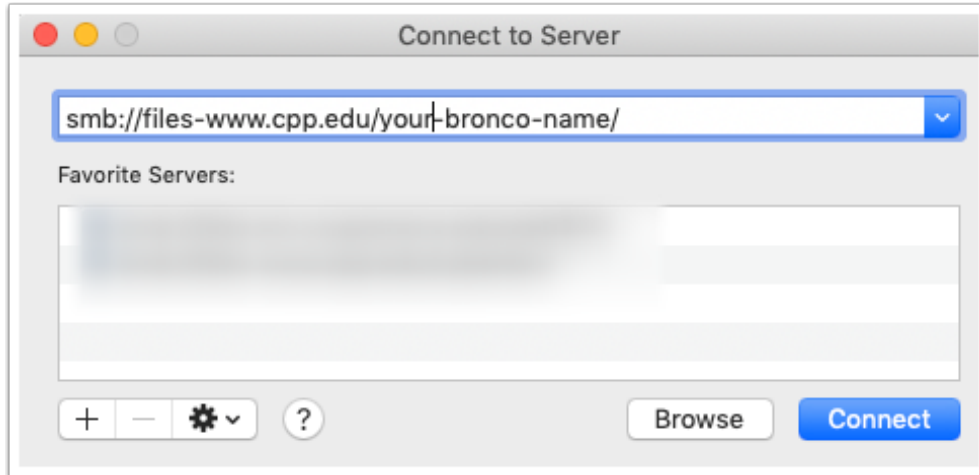
Step 3

Highlight all the files in the folder and right click and select compress.
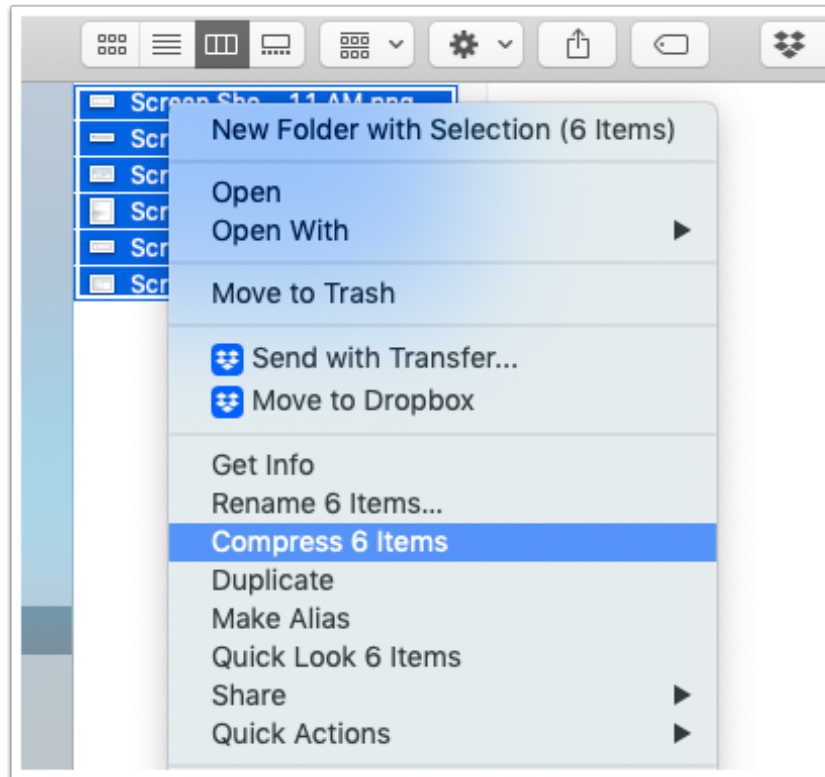
Step 4

You can rename and copy this Archive.zip file to your local machine or any other shared drive to save this archive.