Using FTP with Microsoft Windows File Explorer

Microsoft Windows[©] allows the creation and data transfer via FTP of files using Windows Explorer[©], the same folder viewer you would use when browsing for files on your computer.

To create and connect to an FTP server do the following:

- 1. Open Windows Explorer[®] by either:
 - a. Right-click on your START button and choose "Open Windows Explorer"
 - b. Pressing the key combination of Windows Key+E on your keyboard
 - c. Click on START, then click on "Computer", or "My Computer"
- 2. Once Windows Explorer[©] is open, make sure you can "see" your hard drives and that "Computer" or "My Computer" is highlighted on the left.
- 3. Right-click on a blank area in the right pane.
- 4. Click on "Add Network Location"
- 5. The Add Network Wizard will open. Click on **NEXT**, Click on **"Choose a custom network location**", then click **NEXT**.
- 6. In the "Internet or network address" field type ftp://classweb.riosalado.edu and then click NEXT.
- 7. Uncheck "Log on anonymously" and enter your MEID.
- 8. Type a name for this network location, or leave the default name in there and click **NEXT**.
- 9. Choose the option to open the network location, and click **FINISH**.
- 10. Windows Explorer[©] will open to your FTP network location. Double-click on your class folder for **CIS133DA**.

To transfer your lessons:

- 1. Drag your lesson folder from the desktop to your FTP folder and release. After a few seconds your folder will now be on the Classweb Server.
- Build your URL using the Web Address Builder Tool: <u>https://secure.riosalado.edu/CourseResources/ interactive/shared widgets/urlBuilder/url builder.ht</u> <u>ml</u>

Submit your URL via the lesson instructions.

For Mac users, visit <u>http://osxdaily.com/2011/02/07/ftp-from-mac/</u>