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.
2. Build your URL using the Web Address Builder Tool:  
   https://secure.riosalado.edu/CourseResources/_interactive/shared_widgets/urlBuilder/url_builder.html

Submit your URL via the lesson instructions.

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