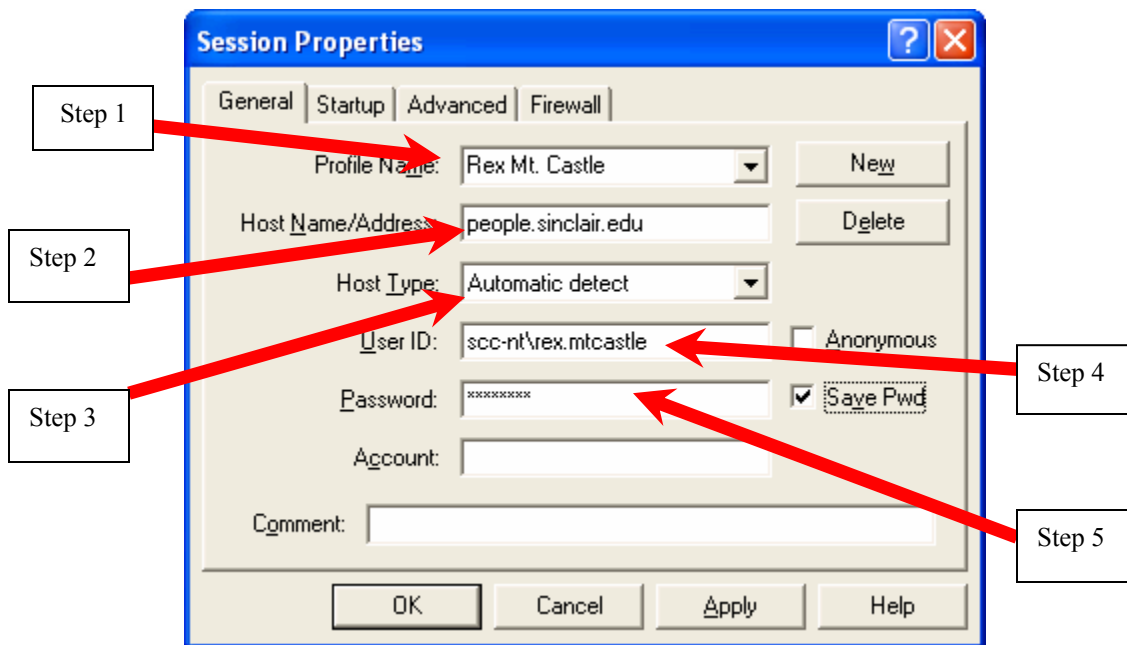


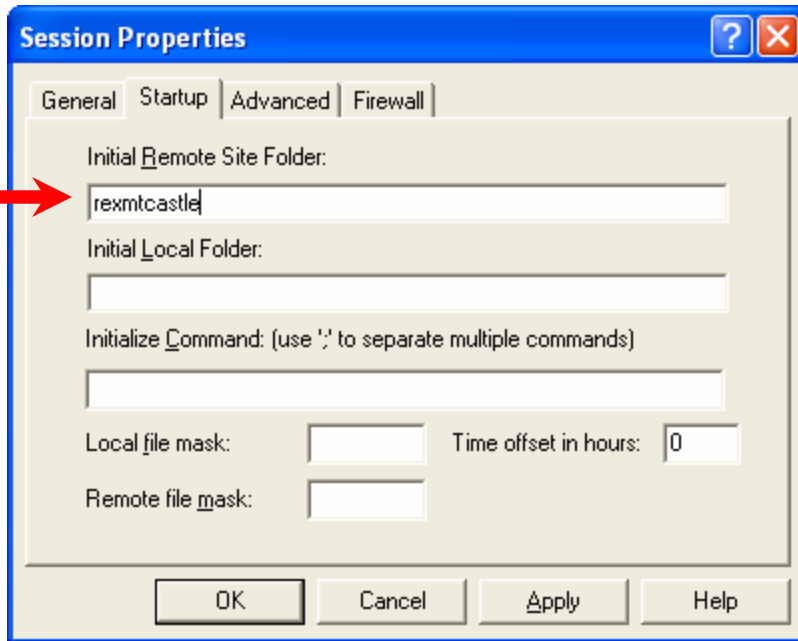
WS-FTP Setup

1. Click on the following file [ws_ftp.zip](#) and save it to your desktop.
2. Double click on the file and install WS_FTP.
 - a. Make sure you fill out the information as if you were an instructor or in an educational setting. This way the software will not expire after 90 days.
3. Once you have installed the software go to your START – PROGRAMS – WS-FTP to activate the software.
4. You should next see a window that pops up asking you for some information.
 - Step 1. Give your session a name
 - Step 2. Name of the Server you are going to connect to
 - Step 3. Leave the Automatic detect option alone
 - Step 4. Type in your Domain User Name with scc-nt/ in front of it
 - Step 5. Type in your Domain Password

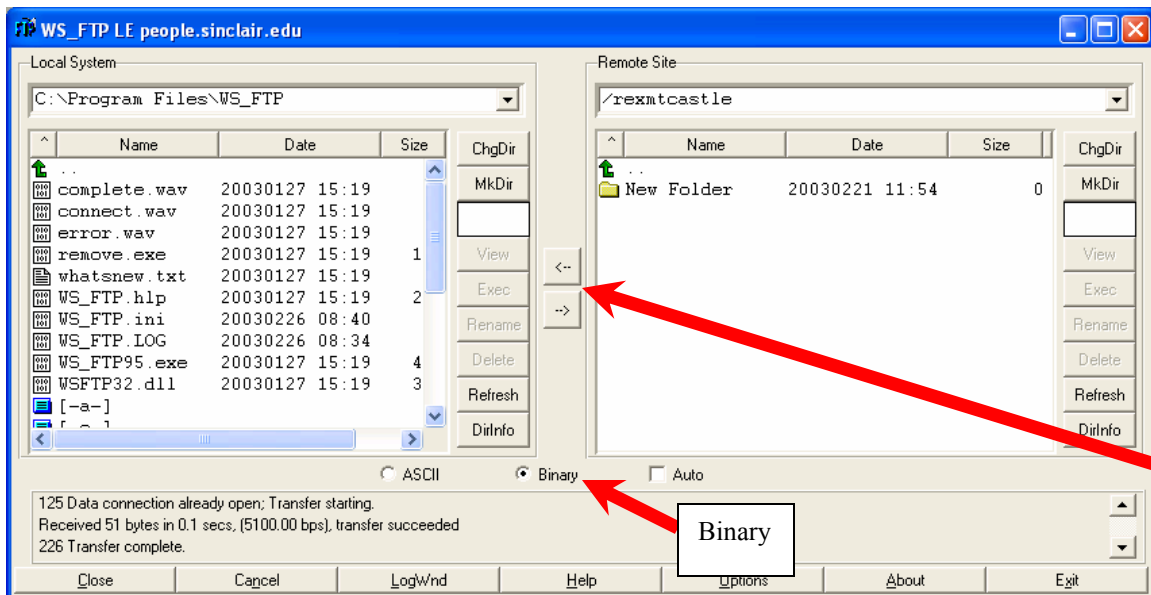


5. After you have filled in the information on the General Tab click on the Startup Tab and fill in the following information.

Put in your subdirectory name (first name last name) with no periods.



6. Click on **Apply** and then **Ok**, you should hear a train whistle and the URL will pop up under the Remote Site Section.



7. Find your files on the Local System and select them click on the Transfer Arrows to send the files to the server. Also make sure you have selected the Binary option of transferring files.