

## How to Publish Files via FTP Using Internet Explorer

FTP stands for "File Transfer Protocol." In laymen's terms, it is a software program that allows you to send a digital file from your computer to the web server. FTP works anywhere, but it is highly recommended that you move the files to your local computer, edit them, and then move the files back to the server.

### REMEMBER:

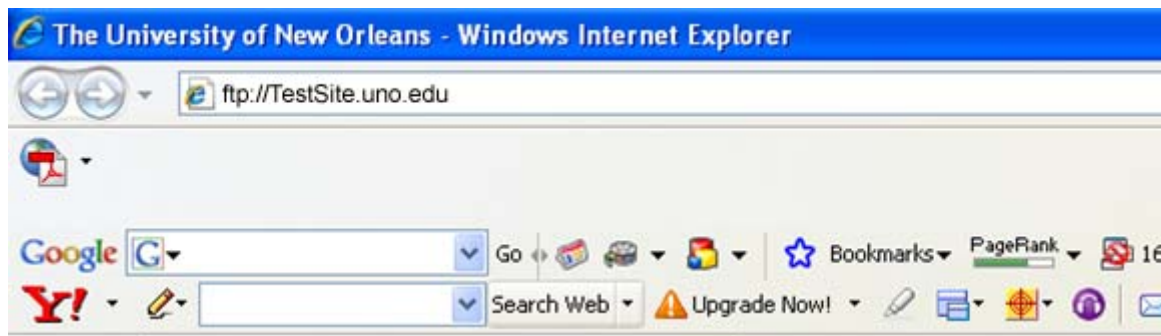
**If you delete OR overwrite a file on the server it is NOT reversible.**

Depending upon what type of site you have, enter the URL (web address) below into the address bar of Internet Explorer:

- <ftp://YourSiteName.uno.edu>
- <ftp://DepartmentName.uno.edu>
- <ftp://fs.uno.edu>
- <ftp://orgs.uno.edu>

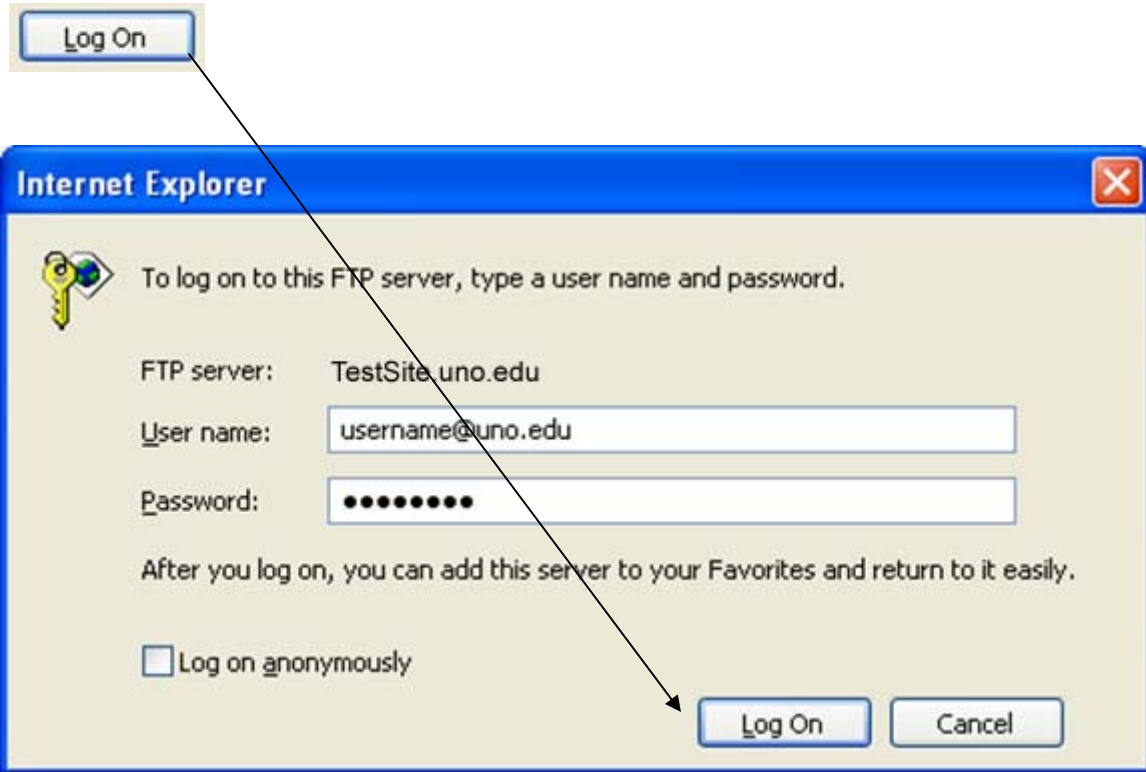
*Note: If you cannot remember the URL of your site, consult the email sent to you by the Webmaster with the "Subject" titled, "Instructions for Access –"*

Press Enter.



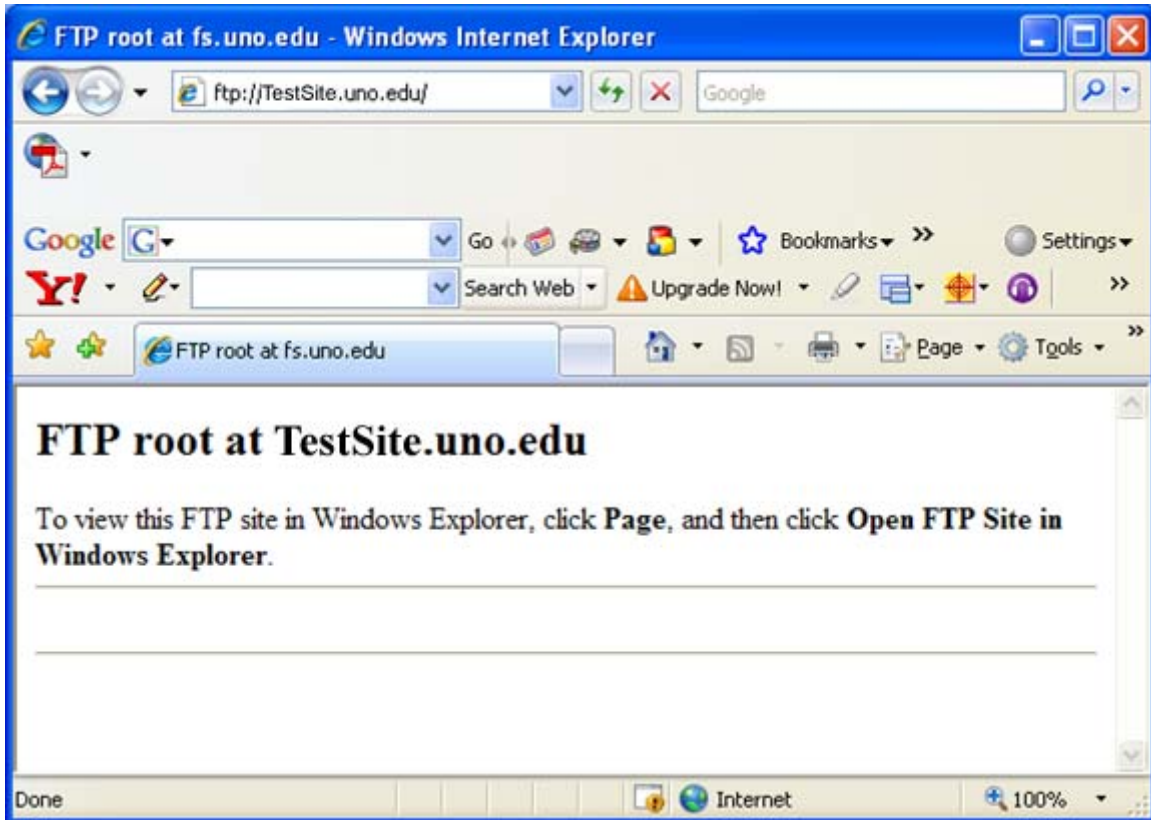
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Enter your fully qualified User Name ([username@uno.edu](#)) and Password.  
Click “Log On”



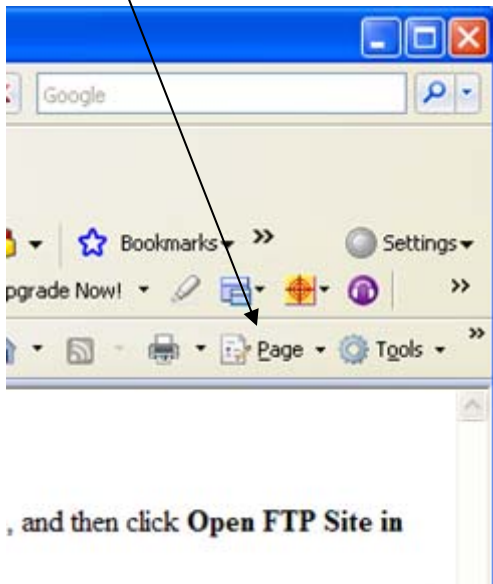
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If you are using Internet Explorer 7 you will receive the following page.

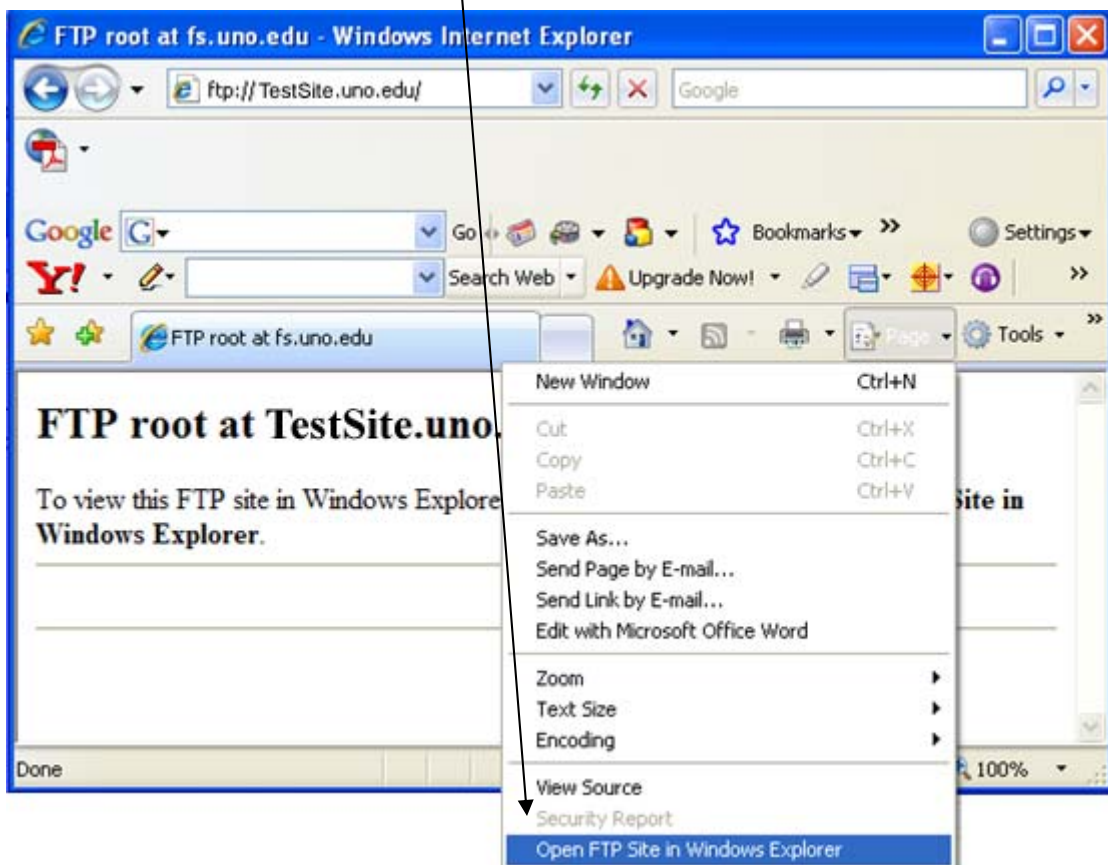


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Click Page on Internet Explorer for the pull-down menu.

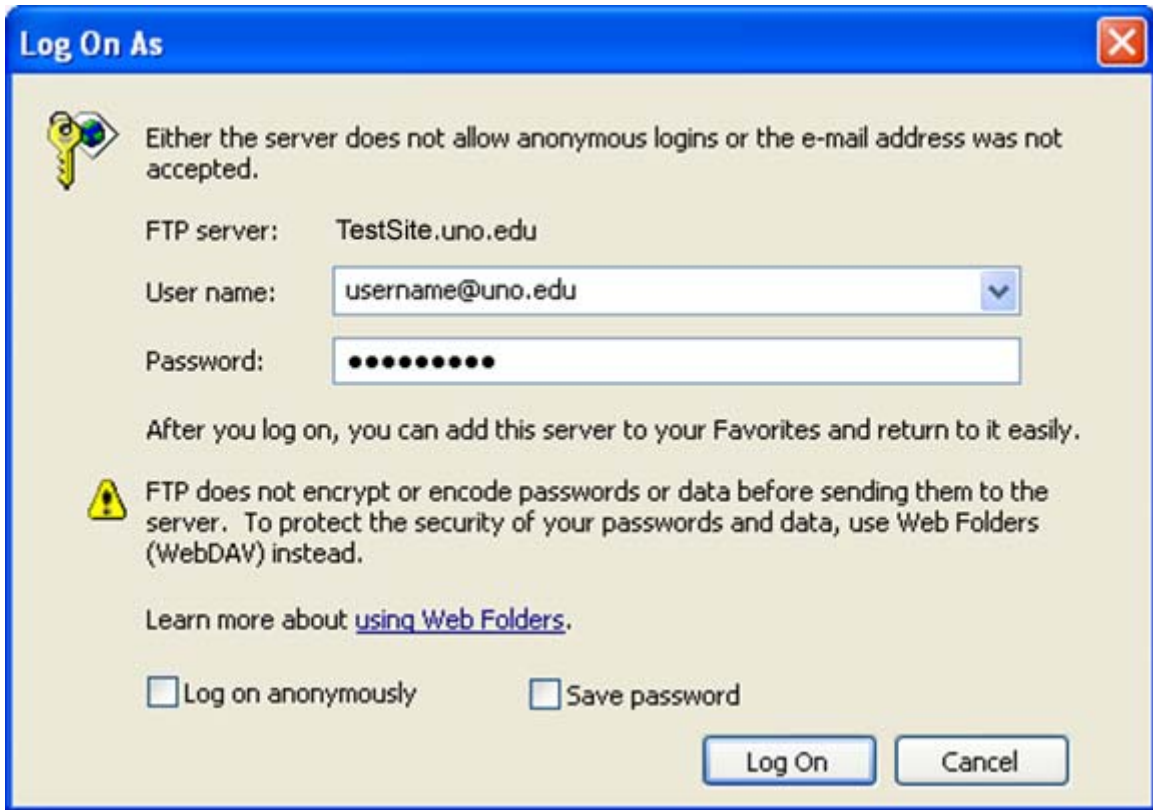


Choose "Open FTP Site in Windows Explorer"




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You will receive another Log On screen. Enter your User name and Password again.



**Log On As**

 Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: TestSite.uno.edu

User name:

Password:

After you log on, you can add this server to your Favorites and return to it easily.

 FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.

Learn more about [using Web Folders](#).

Log on anonymously       Save password

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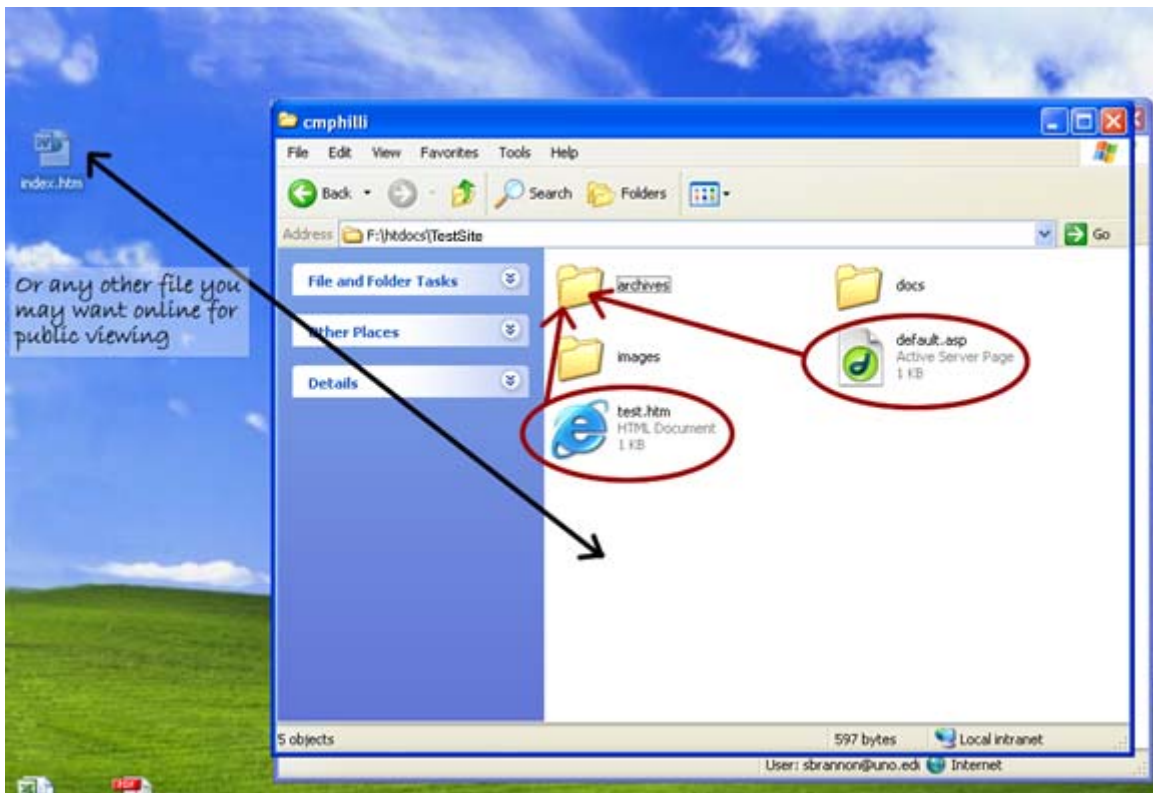
The contents of your web folder are displayed. Initially, the folder will contain archives, images, styles, and docs folders. It will also contain one test.htm file and one default.asp marker page.



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Site management suggestions:

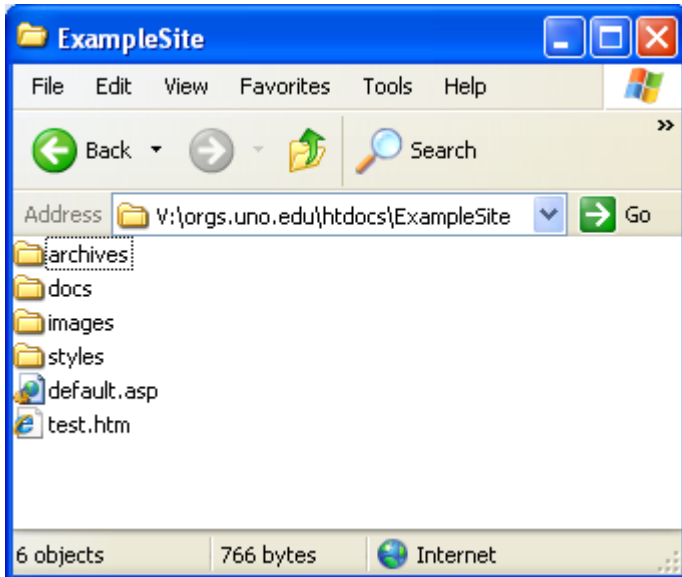
- Locate all images in an images folder
- Locate all documents (wpd, doc, pdf, xls ect.) in a docs folder
- Locate outdated material – information that is no longer in use – within an archives folder. The default.asp and test.htm page can be moved to the archives files if you don't plan to use it.



Notice that the archives folder is located within the htdocs folder in a virtual site. You may re-locate the archives folder above the htdocs folder. Anything within the htdocs folder is available to the World Wide Web.

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If you have a site within orgs.uno.edu or fs.uno.edu, you will not see the htdocs folder. These sites do not have access to the root of the orgs.uno.edu or fs.uno.edu sites.



### **REMEMBER:**

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