

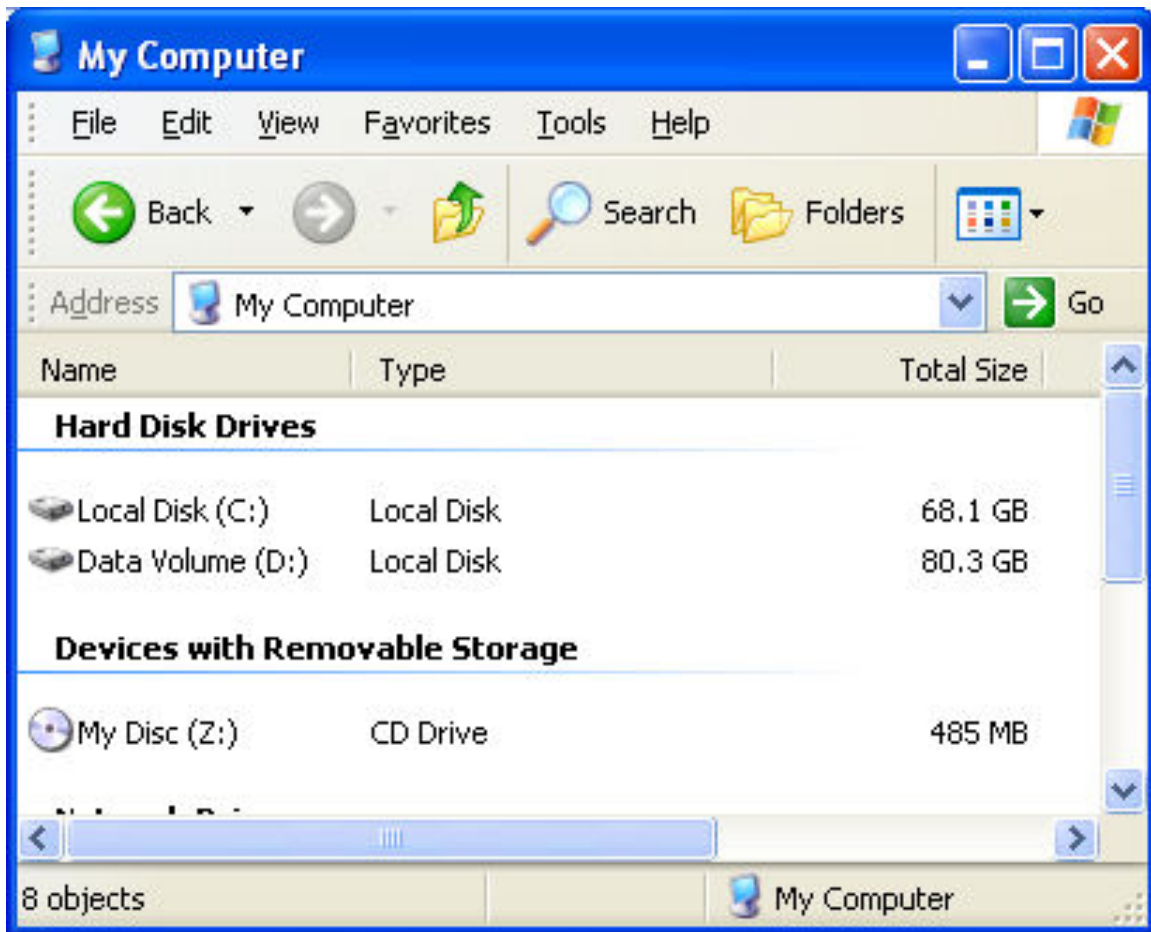
Using Windows Explorer for FTP Transfers (External User Guide)

For FTP access, please put a service call with Helpdesk.

These instructions are for Windows 9x/2000/XP Professional using IE6/7.

Connecting using the FTP Protocol

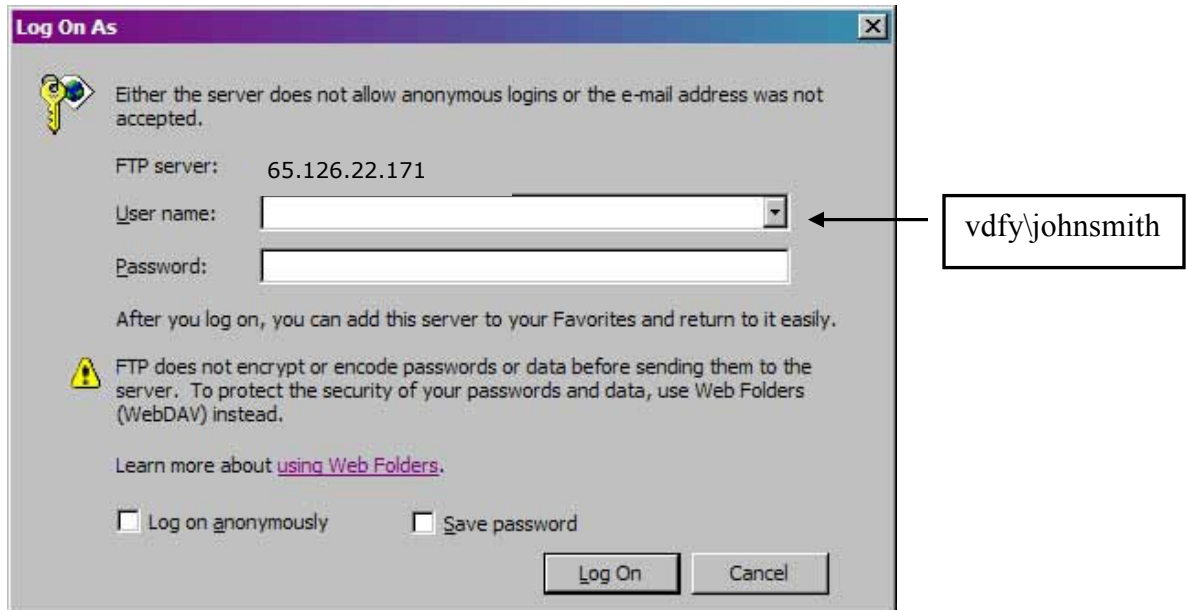
1. Open a My Computer window.



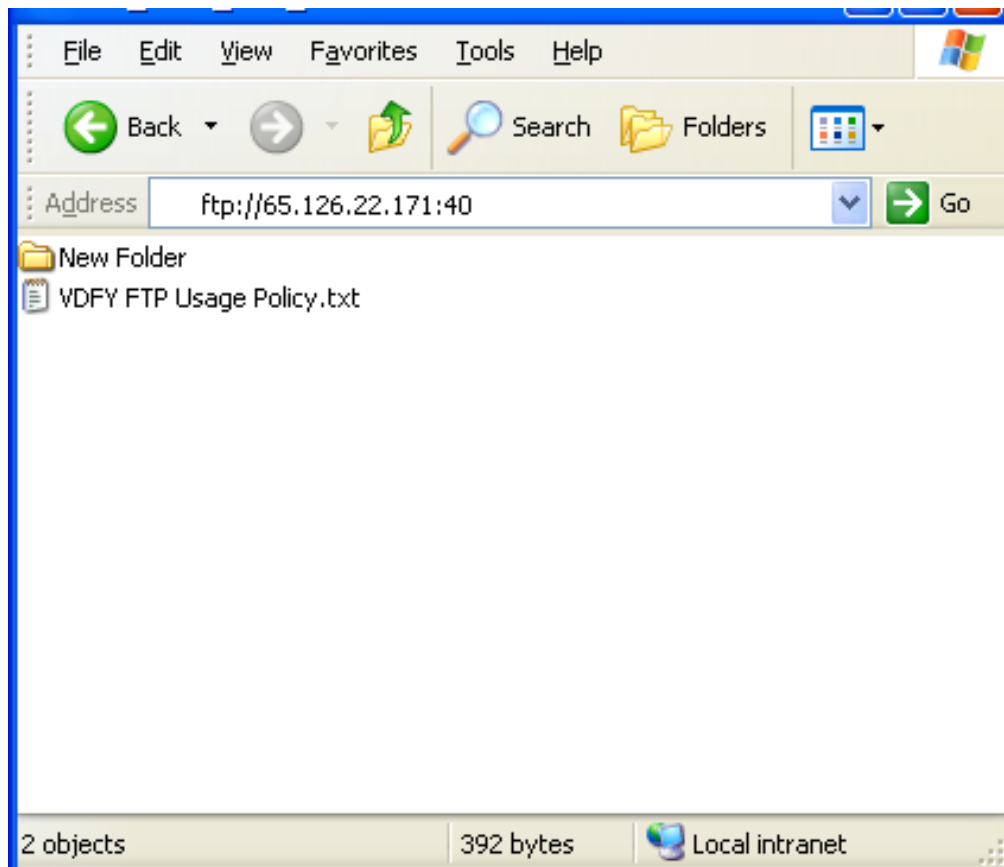
2. Enter the FTP link in the address bar. VDFY ftp is ftp://65.126.22.171:40.



3. You will receive a login dialog. Enter your username and password to login to FTP site. The login uses the format “domain\username” e.g., vdfy\johnsmith

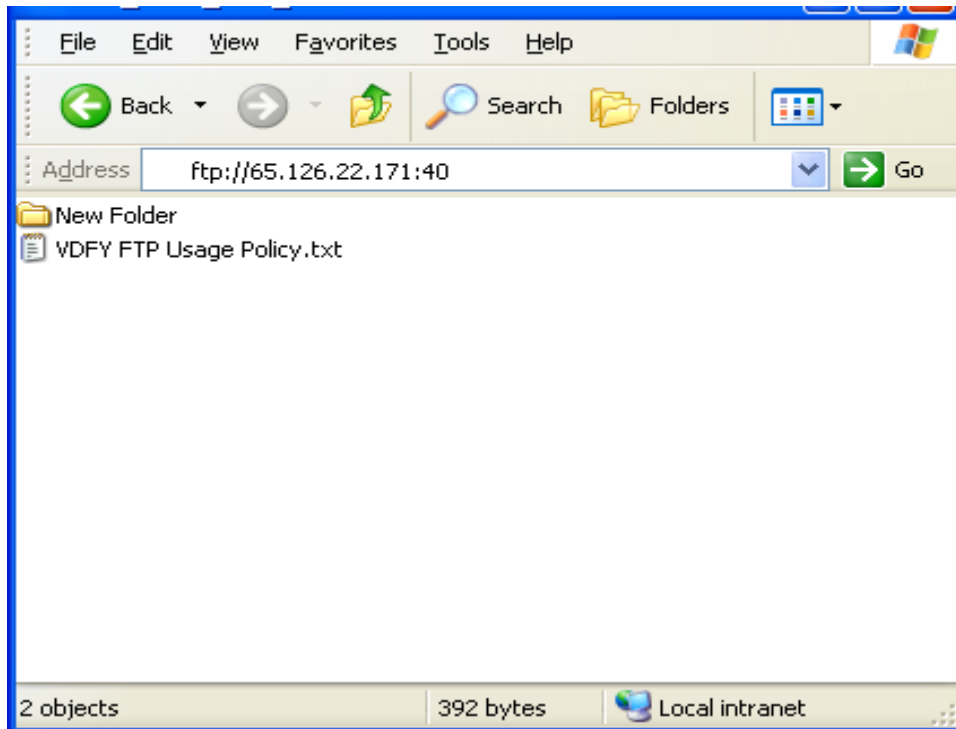


4. After you successfully log in, you will see a file list like you do in Windows Explorer.

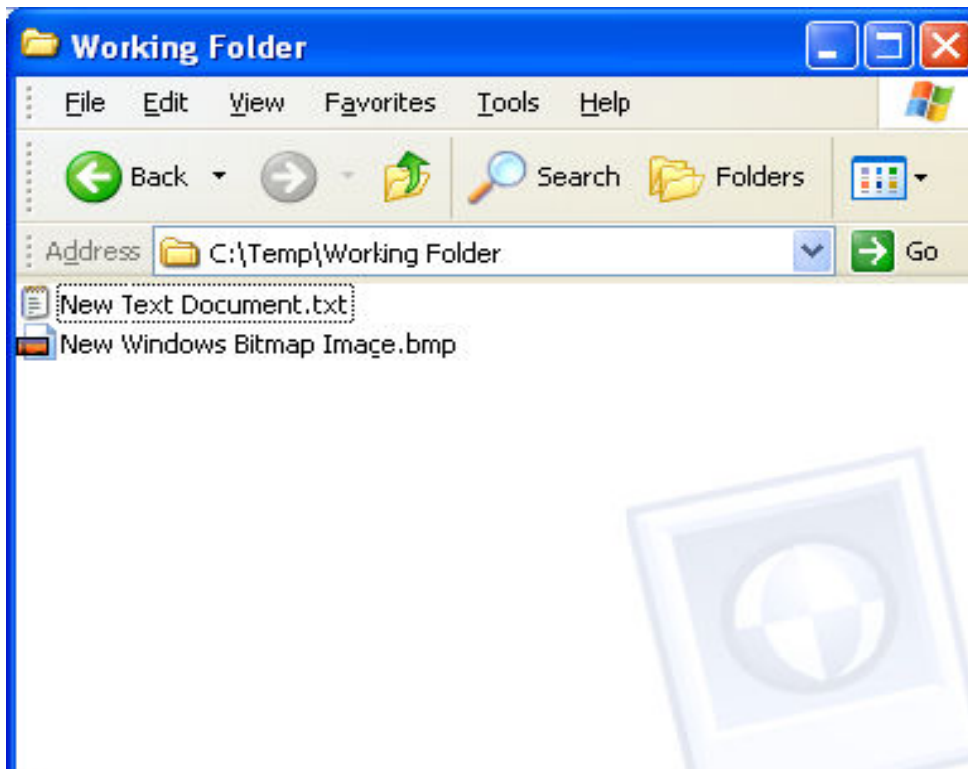


Transferring files to FTP site

5. Below is an example of how one can transfer files. There are two windows where the first window is the FTP site folder and the second window is the folder containing the files you want to transfer. Just do a “Copy and Paste” from the folder on your computer window to the FTP site folder window.



This is the FTP folder



6. After you copy the files, they will appear in the FTP site folder. You are done!

