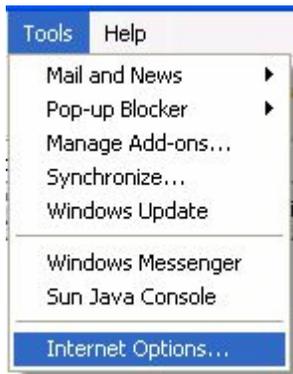
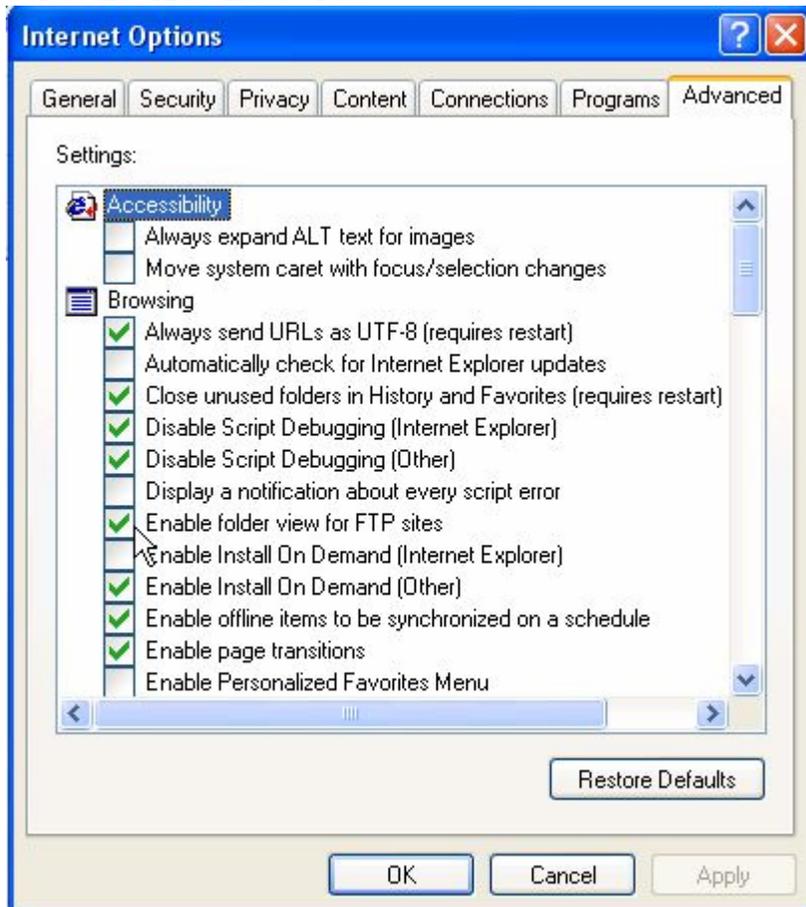


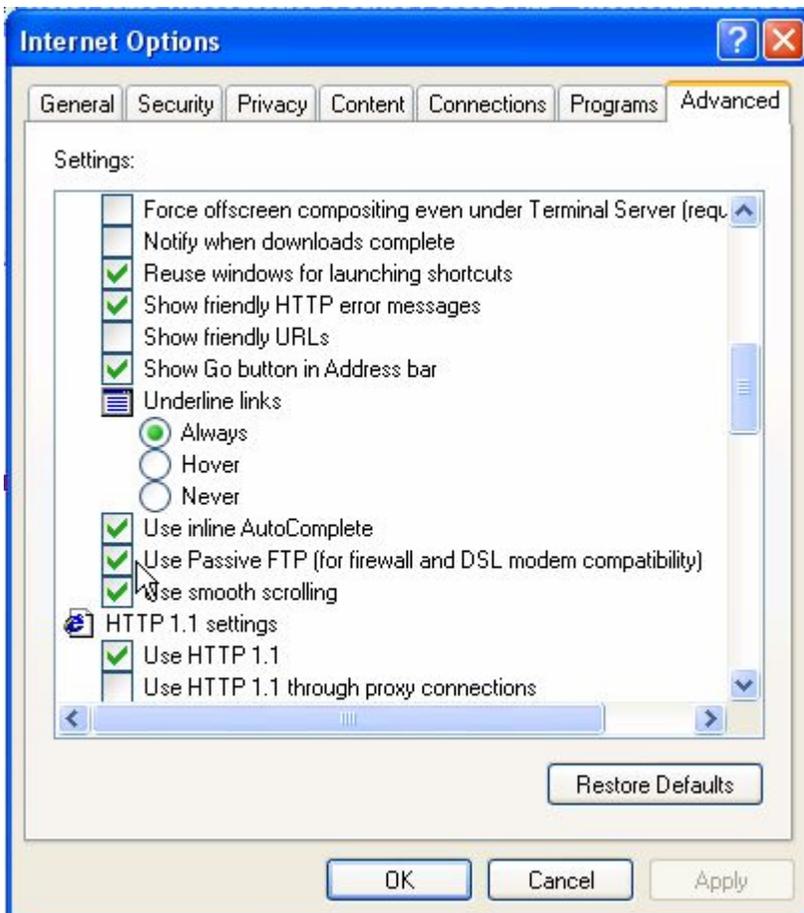
Here are the instructions to connect with FTP



In **Internet Explorer**, Click on “**Tools**”, then scroll to “**Internet Options**”
Select the “**Advanced**” Tab.



Verify that “**Enable folder view for FTP sites**” is selected on the “**Advanced**” Tab.

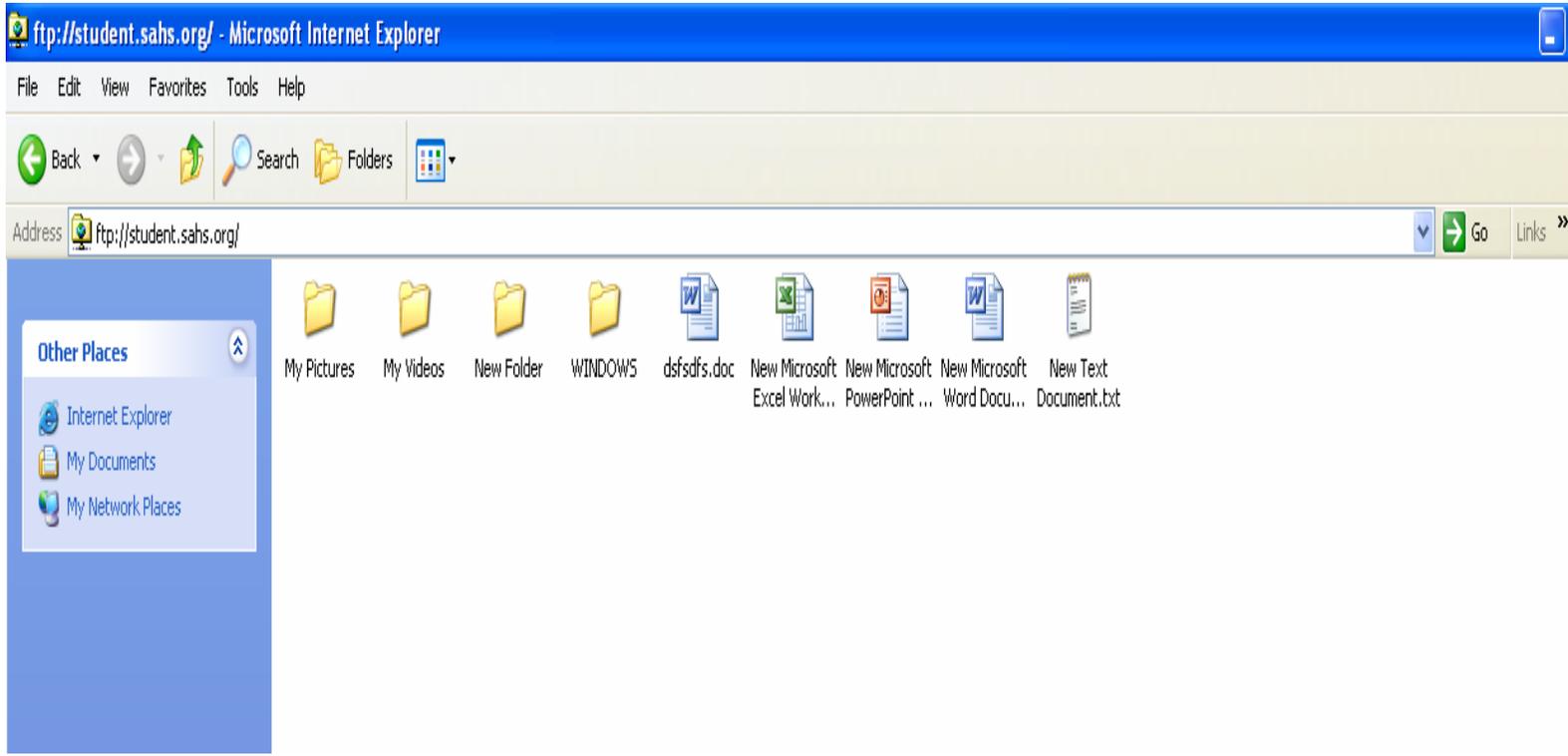


Not always necessary, but they may need to check “Use **Passive FTP**” in some cases. Click on “**OK**”

Enter the URL as shown - <ftp://student.sahs.org>

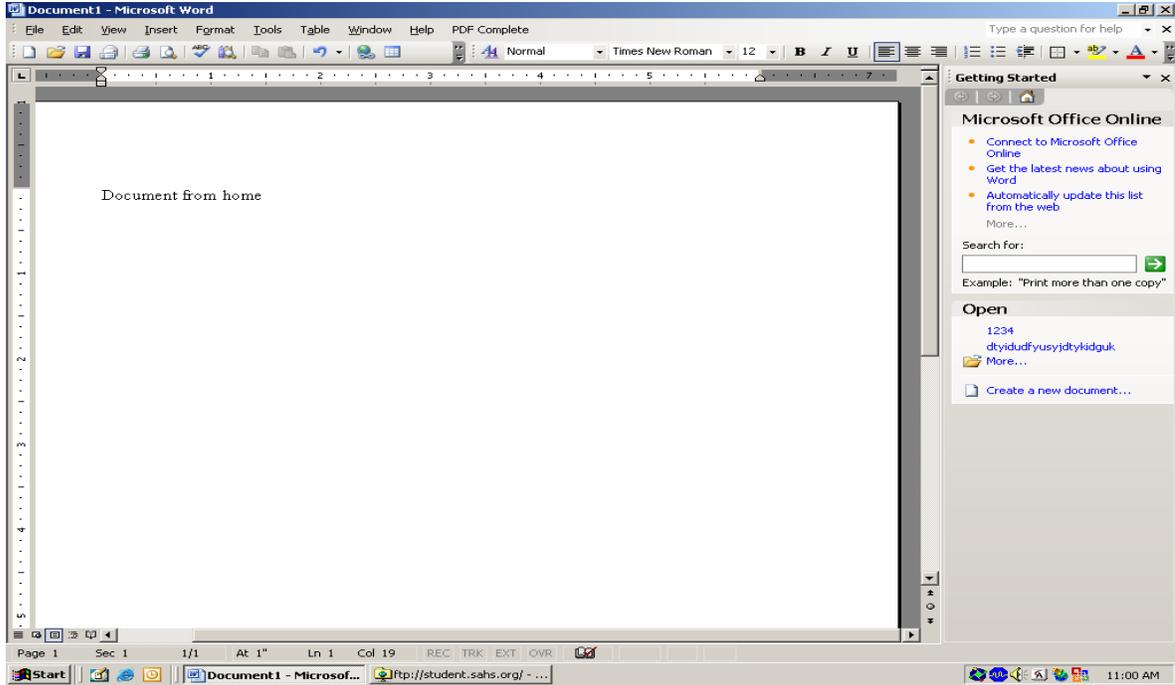


Logon with YOUR user name and password. (Same as your school username and password)

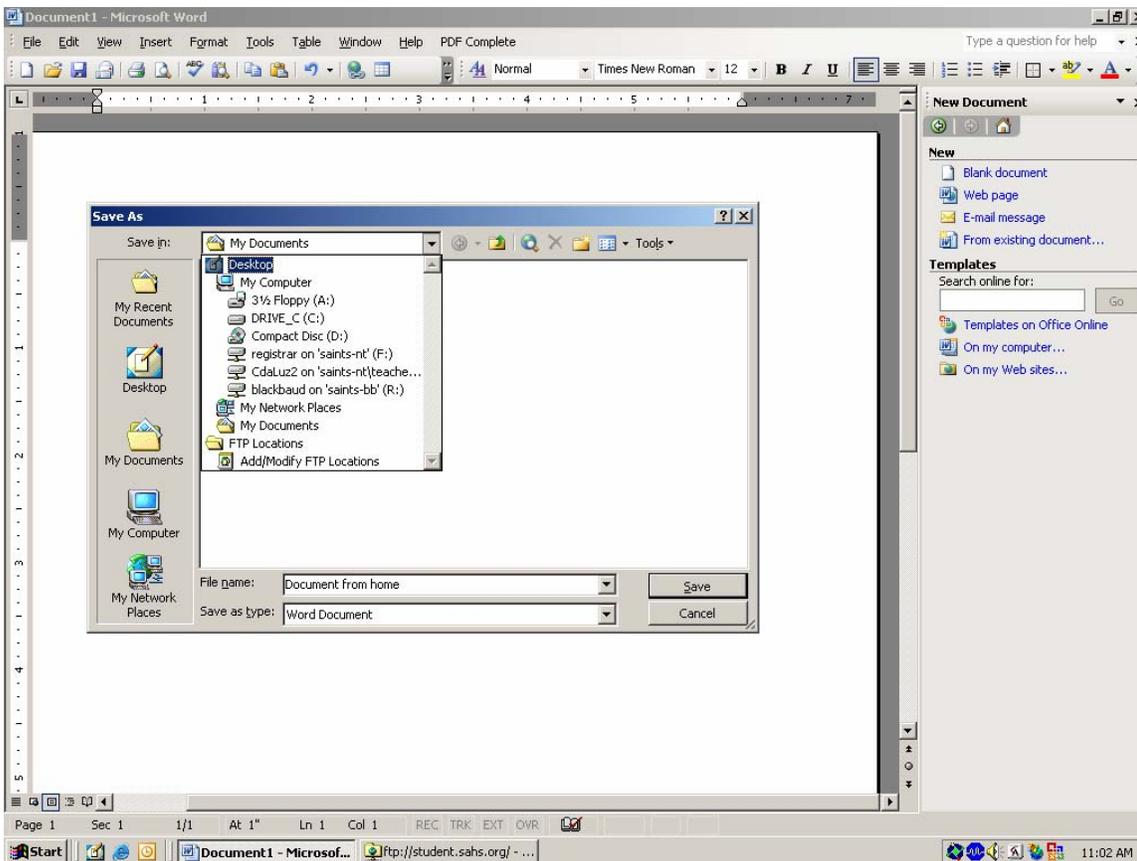
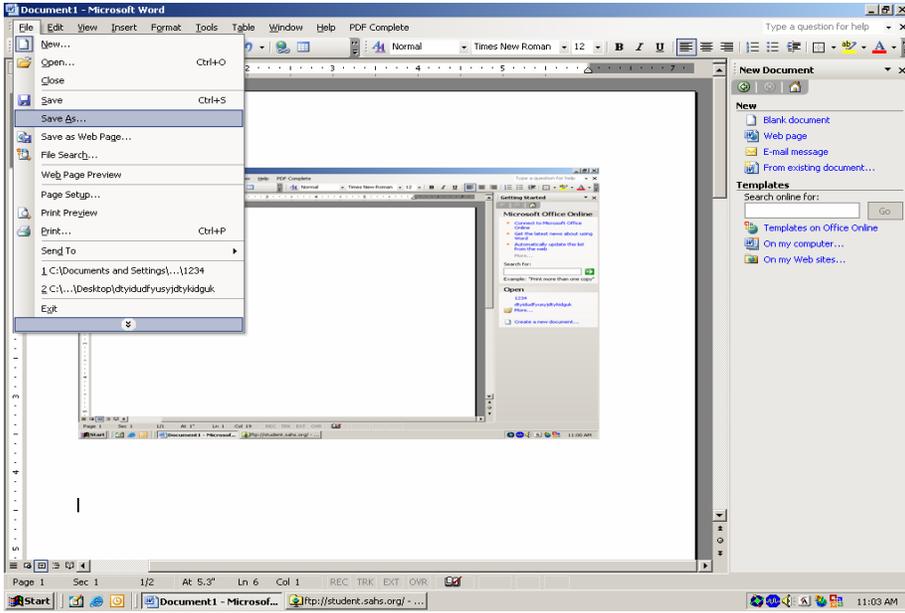


If you are working on a new document/file from your home computer or working from a document/file that already exists in your ftp location (a.k.a. your school files) you will need do the following to copy the document to the FTP. This will enable you to not only view the files but manipulate the files as well.

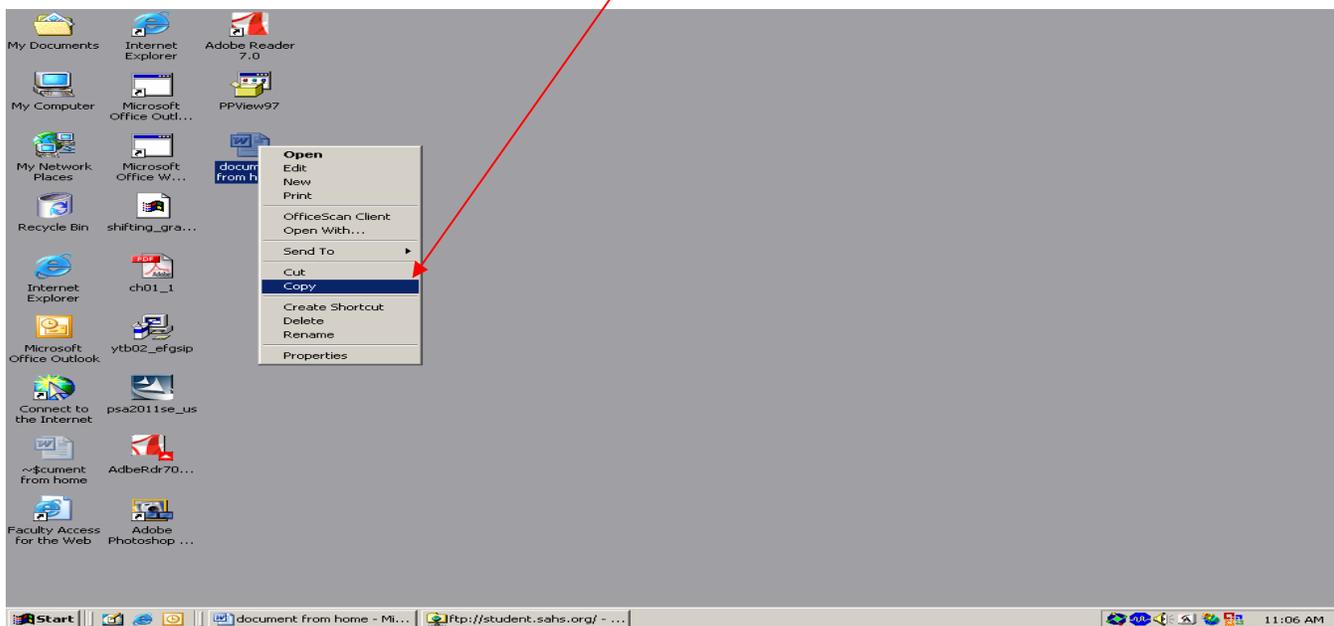
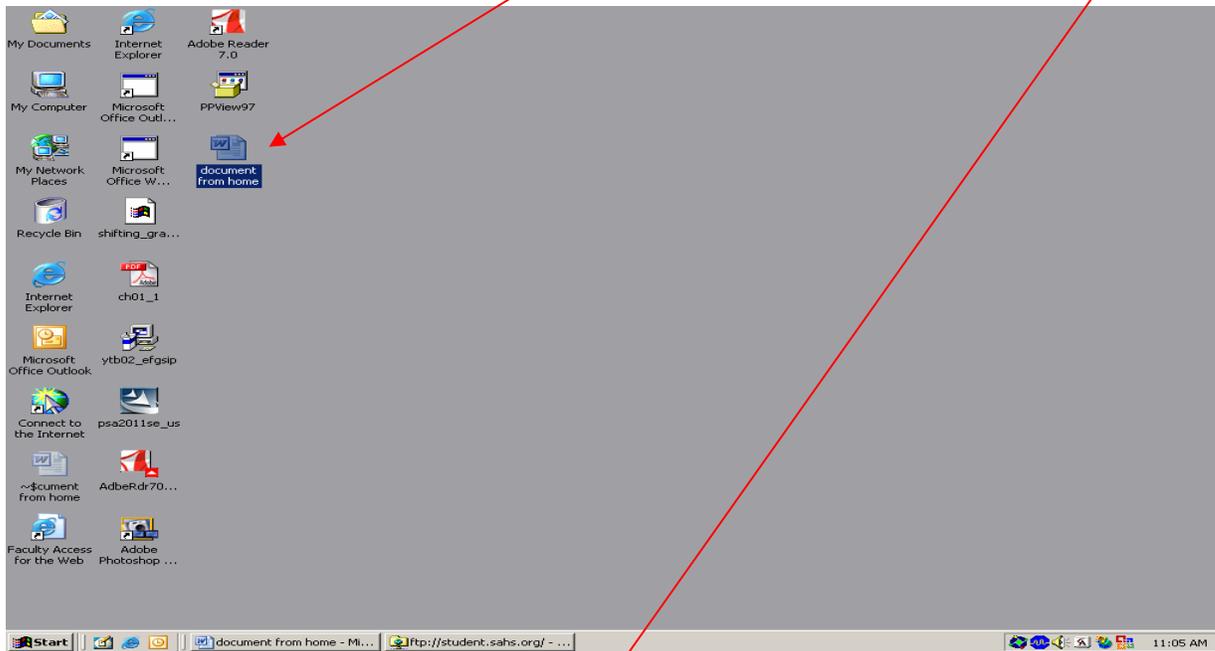
An example of a document appears below



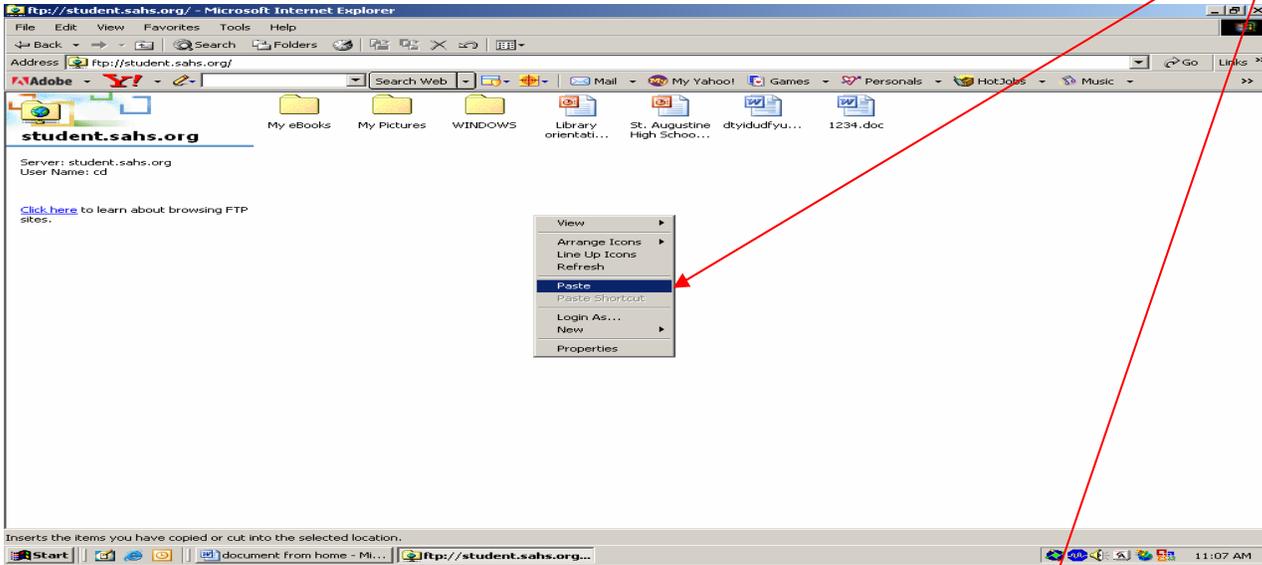
To copy a document/file etc. to the FTP you need to save the document/file etc. to your hard drive at home (It is recommended you save to your desk top for easy retrieval.)



Once the File is saved to your computer (desktop) – “Right” click on the file and “COPY” it.



Next you will place the file into the FTP site you already have opened. (If you don't have the FTP site opened – go to <ftp://student.sahs.org> and log in) Do this by “right” clicking in the FTP window and selecting the “PASTE” option from the menu.



The file should appear in your **FTP** location.

