Here are the instructions to connect with FTP



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

Internet Options
General Security Privacy Content Connections Programs Advanced
Settings:
 Accessibility Always expand ALT text for images Move system caret with focus/selection changes Browsing Always send URLs as UTF-8 (requires restart) Automatically check for Internet Explorer updates Close unused folders in History and Favorites (requires restart) Disable Script Debugging (Internet Explorer) Disable Script Debugging (Other) Display a notification about every script error Enable folder view for FTP sites Knable Install On Demand (Internet Explorer) Enable offline items to be synchronized on a schedule Enable page transitions Enable Personalized Favorites Menu
Restore Defaults
OK Cancel Apply

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

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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.)

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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 <u>ftp://student.sahs.org</u> and log in) Do this by "*right*" clicking in the FTP window and selecting the "**PASTE**" option from the menu.

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