

## **FTP PROCEDURE FOR INTERNET EXPLORER 7**

Internet Explorer provides the ability to directly access an FTP site to edit, upload, and download files and folders. In the following procedures, including the password in the command line after the userid as userid:password does not avoid being prompted for a password as it did in Internet Explorer 6 or lower.

### Accessing FTP Site Directly

1. Launch Internet Explorer.
2. In the command line, type ftp://userid@wegener.uoa.abdn.ac.uk where "userid" is your assigned user name. The address may be stored as a bookmark to avoid retyping.
3. Press the Enter key and the message "To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer." will appear in the dialog box.
4. Click "Page" on the right in the second command line at the top of the dialog box.
5. Click "Open FTP Site in Windows Explorer" and wait for the next dialog box.
6. Enter the userid and password
7. Click "Log on" and wait for the next dialog box.
8. When the connection is complete, an FTP dialog box will appear which identifies the files and folders at the site. You can use the same edit commands and actions at the FTP site that you use with Windows Explorer or My Computer such as Delete and Rename.

### Downloading Files or Folders

1. Follow the above "Accessing FTP Site Directly" procedure to connect to the FTP site.
2. Select file(s) and/or folder(s). Hold down Control key for multiple selections.
3. Right click on a selected file or folder.
4. Click Copy to Folder and the Browse For Folder dialog box appears.
5. Select the "to" folder for the download.
6. Click OK. The Copying dialog box appears until the download is complete.
7. If the Confirm File Replace dialog box appears, click Yes, and the file will download.

### Uploading Files or Folders

1. Follow the above "Accessing FTP Site Directly" procedure to connect to the FTP site.
2. Right click Start and click Explore.
3. Locate folder containing upload file(s).
4. Select file(s) and/or folder(s) to upload. Hold down Control key for multiple selections.
5. Right click on a selected file or folder.
6. Click Copy to put file(s) and/or folder(s) in the clipboard.
7. Close Windows Explorer. The FTP dialog box should be visible
8. Click Edit and click Paste in the FTP dialog box. The Copying dialog box appears until the upload is complete.
9. If the Confirm File Replace dialog box appears, click Yes, and the file will upload.

NB. You may need to unset Passive FTP and set enable folder view. Go to Tools-Internet Options-Advanced. Under Browsing, select "Enable folder view for FTP sites" and unselect "Use passive FTP". Select OK