

## Using the UNHCE FTP Server

In the past, many of you have used Netscape 4.7 for uploading and downloading files from our FTP server. When we looked at Netscape 7.0 and Internet Explorer we found that they are not FTP friendly. Since we are in the process of upgrading everyone to Netscape 7.0 and installing Internet Explorer as well, everyone who wishes to use the FTP server will need to use WS\_FTPLE.

To see if WS\_FTPLE is installed on your computer. Click on start, program files, utilities. If it has been installed it would be listed in the utilities area. If it is not installed on your computer and/or you would prefer not to wait for our office to install it, you can download it using the following URL:

[ftp://ceftp.unh.edu/ws\\_ftple.exe](ftp://ceftp.unh.edu/ws_ftple.exe)

The host name is always as follows:

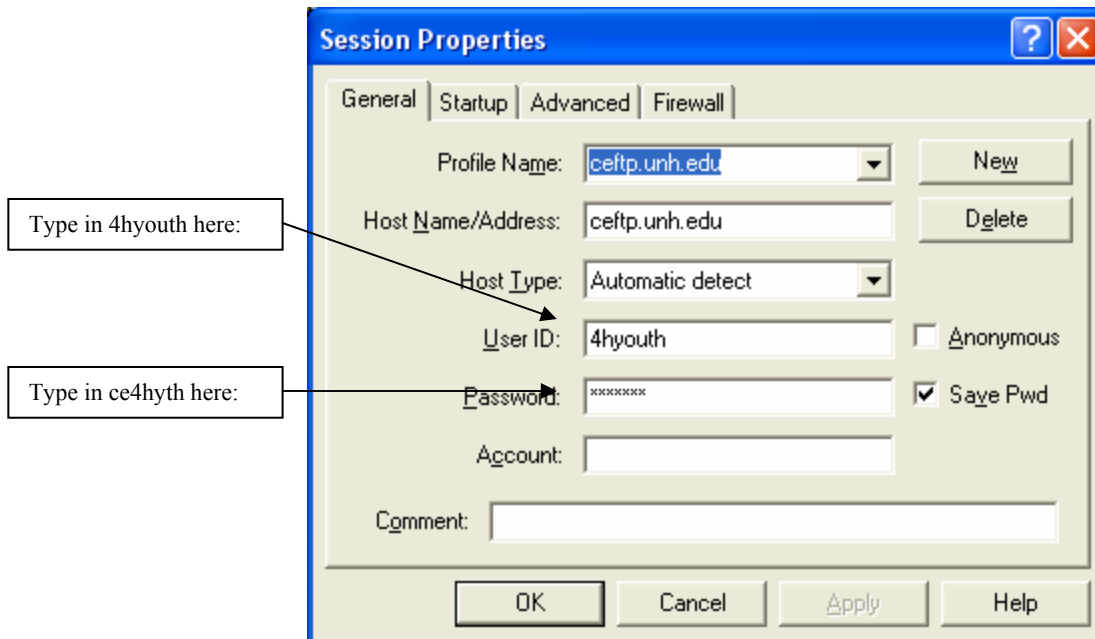
Host Name/Address: [ceftp.unh.edu](http://ceftp.unh.edu)

The user ID and password you use depends on which area of the FTP server you are using. You may use more than one area. For 4-H you would use the following:

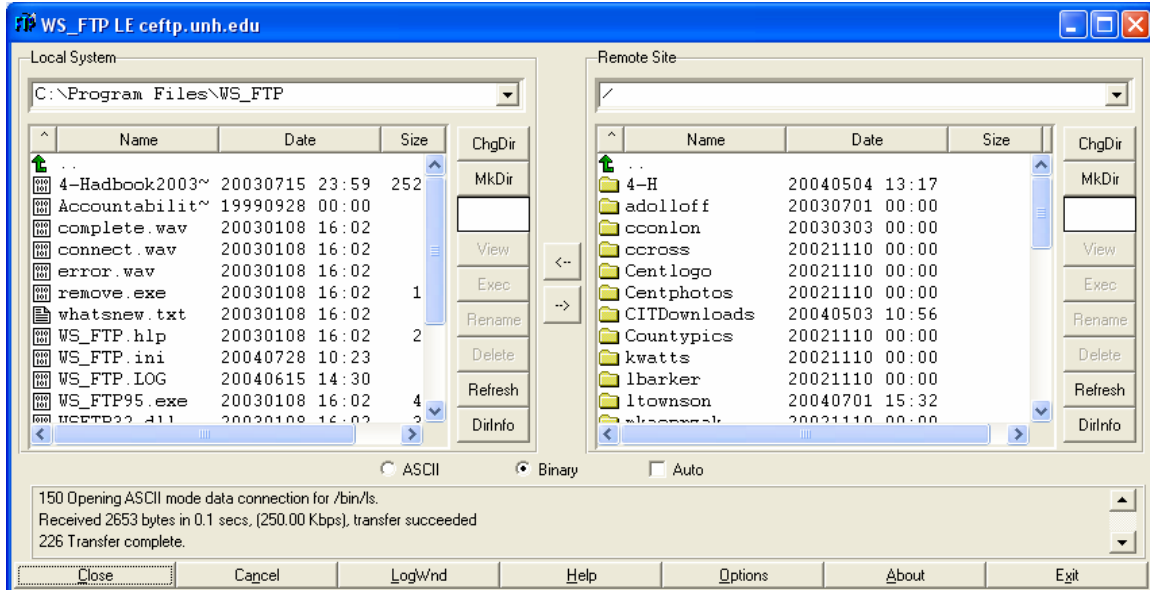
User ID: **4hyouth**

Password: **ce4hyth**

See example below:



Click on OK and you will then see a screen like this:



The left hand side of the screen indicates the directories on your computer. Click to find the folder on your computer you would like to download the files to.

The right hand side indicates the directories on the ftp site. Click on the folder you are downloading files from, for example, ltownson for files from Lisa Townson.

After you click on the folder, click on the file you want to highlight it. You can highlight multiple files by holding the control key down while you click.

Now click on the ← to transfer the selected files to your computer.