



How to use Windows XP to transfer files to our FTP server

Windows XP allows you to set up a network place on another server including an FTP server. Once you establish communication between your computer and the FTP server you can treat it just like you would any other folder on your own computer. You can copy files from your drives to the server like you would between folders on your desktop.

- Contact the FTP Administrator (862-4579) for a user name and password if you do not have one for the ftp server.
- Open the "Network Places" icon on the desktop.
- In the upper left hand corner box titled "Network tasks" click on the "add a network place" link.
- On the next window click next.
- Make sure the selection "Choose another network location" is highlighted and click on next
- In the link box type in ftp://ceftp.unh.edu. Then click on the next button.
- Un-select the button checked "Log on Anonymously". Once you do that the box under it will allow you to put the user name in. Enter in the user name you were given and click on next.
- The next box will allow you to enter in a name for this site. You can change it but there is no need to! Click next.
- On the next page it will summarize what you have just done and ask if you want to connect to the site. Now would be a great time to check and make sure you can connect! Click on the finish button.
- A new dialogue box will open and tell you that it cannot connect with that user name and password. The correct user name will be listed just enter the password you were given in the password box. You can elect to save the password by checking the save password box. If you do not save the password it will ask you for it each time you try and connect. Click the logon button.
- You should be on the appropriate file folder on our server.