

ISSInfo



Using WS_FTP to Upload Files to the Server

Launch WS_FTP

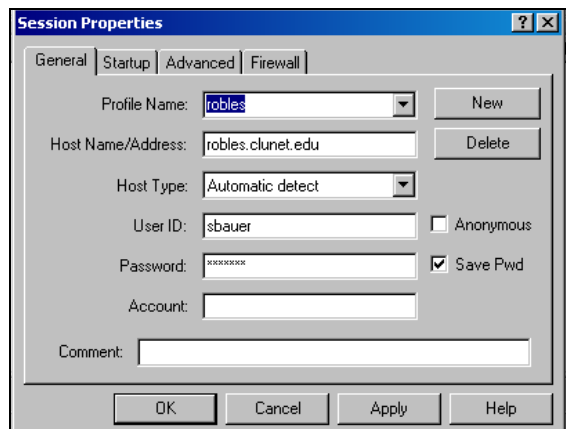
Before starting the uploading process, be sure to identify the path where the file to be transferred is located.

1. Click the **Start** button in the lower left-hand corner of the screen.
2. Choose Programs.
3. Select WS_FTP from the list of programs.

The program will load and the following screen will appear.

4. Click the **New** button to configure a new site.

Configure the Site



In the **General** tab, complete the fields as follows:

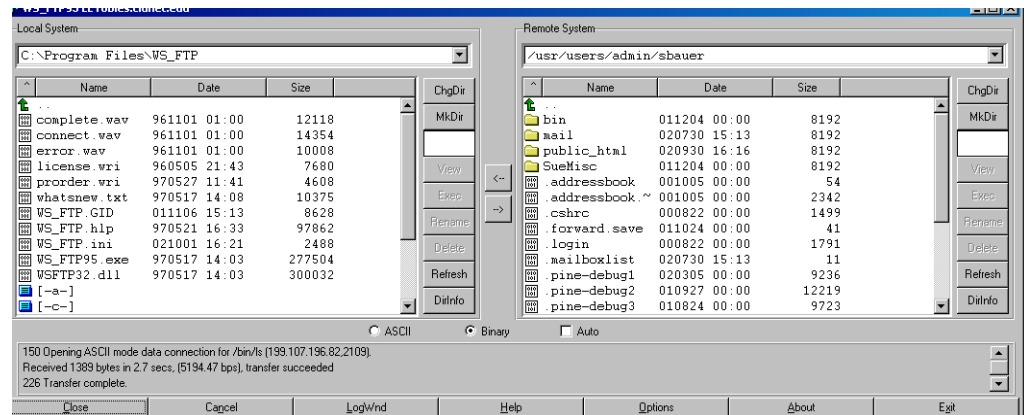
- **Profile Name:** name of the server (e.g., robles)
- **Host Name/Address:** server name.clunet.edu (e.g., robles.clunet.edu)
- **Host Type:** Automatic detect
- **User ID:** Your clunet user name (everything before the @ sign in your CLU e-address; e.g., jdoe)
- **Anonymous** box unchecked
- **Password:** The password for your CLU e-mail account
(*Note: Password must be changed every six months.*)
- Check **Save Pwd** box only if you want system to save your password (Use on your own computer only.)
- **Account:** leave blank
- **Comment:** field contents optional

Not necessary to modify any fields on the **Startup**, **Advanced** and **Firewall** tabs.

- Click the **OK** button to connect to the server.

Upload a File

The screen shot below illustrates an FTP session that has made a connection to the server.



1. Browse to the directory on the Local System (left window) where the file to be uploaded is located.
2. Browse to the directory on the Remote System (right window) to where the file is to be loaded.
3. Highlight the file name in the Local System window on the left (the local drive)
4. Click the right pointing arrow button between the Local and Remote System windows to upload the selected file.

End the Session

When ready to end a session, click the **Close** button, then the **Exit** button.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to helpdesk@callutheran.edu.