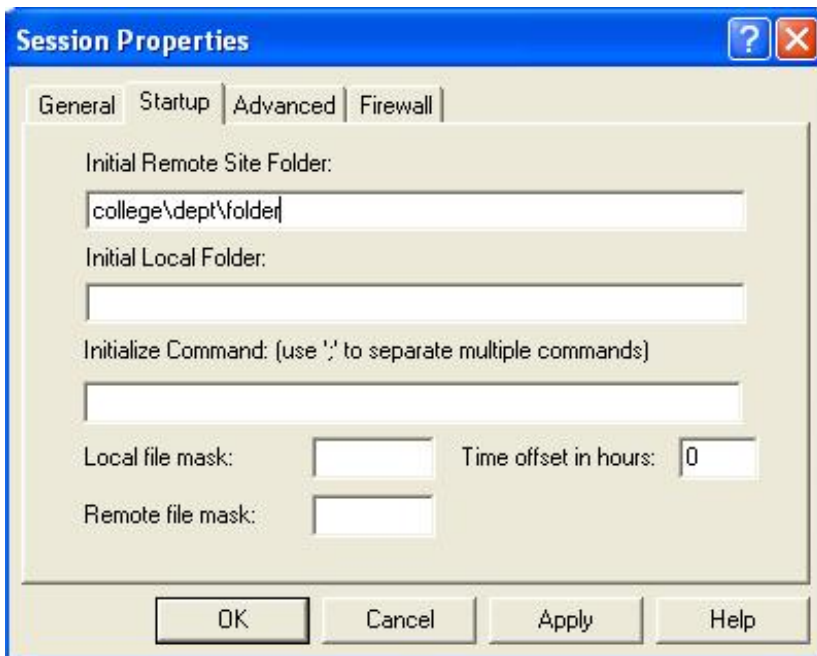
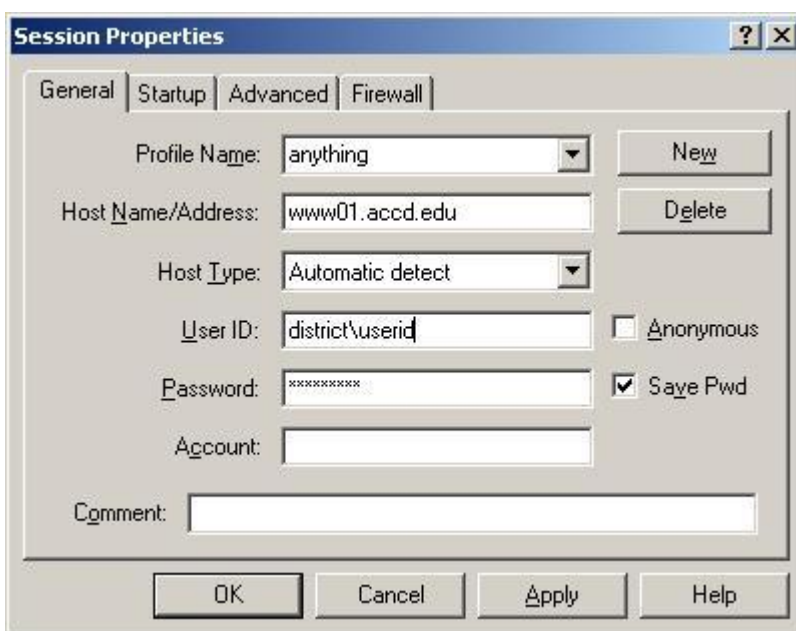


## HOW TO UPLOAD FILES TO A WEB FOLDER USING WS FTP LE

You can download a free copy of the WS FTP LE client software from our ACCD FTP site, visit <ftp://ftp.accd.edu/pub/tools/>

### Making a connection:

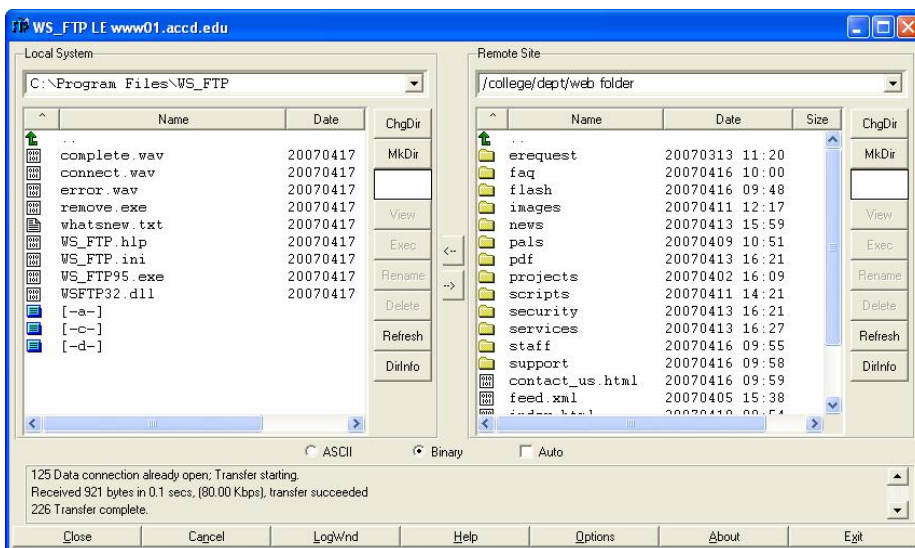
1. Start WS\_FTP
2. Type your Profile Name. (NOTE: Your profile name can be anything you like, but we recommend using your User ID)
3. Type the Host Name URL, which is “**www.accd.edu**”.
4. Host Type should be “**Automatic Detect**”.
5. Your User ID will depend on your college, (e.g. **saclemartinez**)
6. Type your **Password**, which will be the password you use to logon to your machine.
7. “**Account**” and “**Comment**” will be left blank.
8. Click the “**Startup**” tab. Your “**Initial Remote Site Folder**” will be the link that was provided to you by IT. (e.g. **sac\mathlemartinez**)
9. Click “**OK**”.



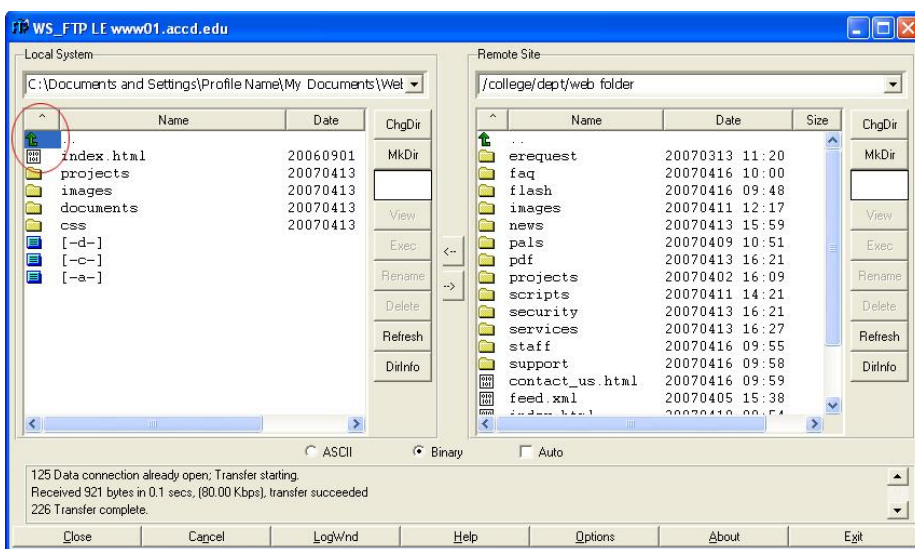
## Uploading Files:

1. By default the “Local System” directory will be “C:\Program Files\WS\_FTP” and “Remote Site” will be your Web Folder.

(NOTE: If it's your first time accessing your Web Folder, your “Remote Site” will be empty.)



2. Use the “Green Arrow” to navigate the “Local System” and locate your local web files.



3. Select the file you want to upload or CTRL click to select multiple files and hit the “Right Arrow” button located between the “Local System” and “Remote Site” windows.

