FTP

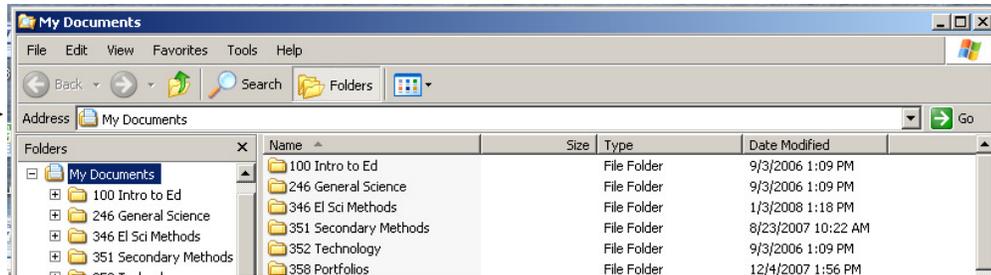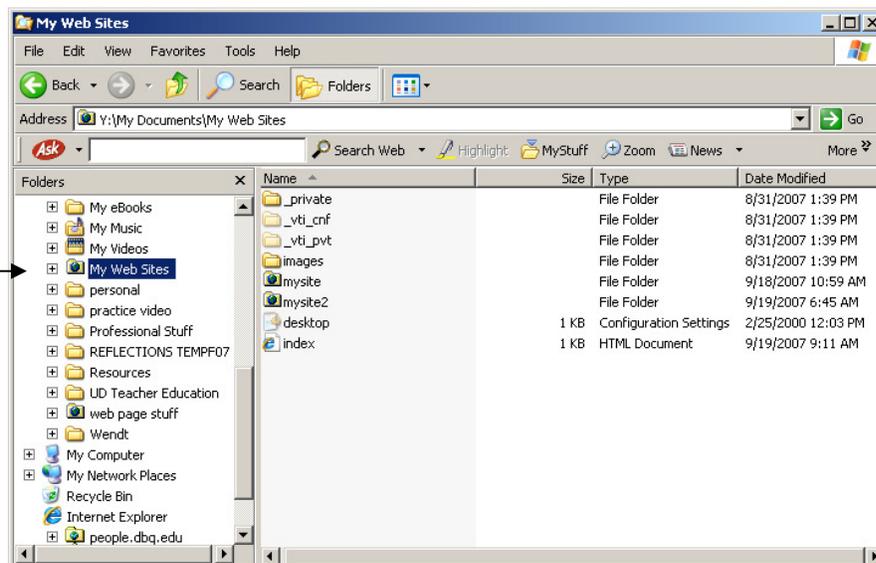*HOW TO USE WINDOWS XP FTP TO POST TO THE WEB*

Directions for posting your website using Windows Explorer…
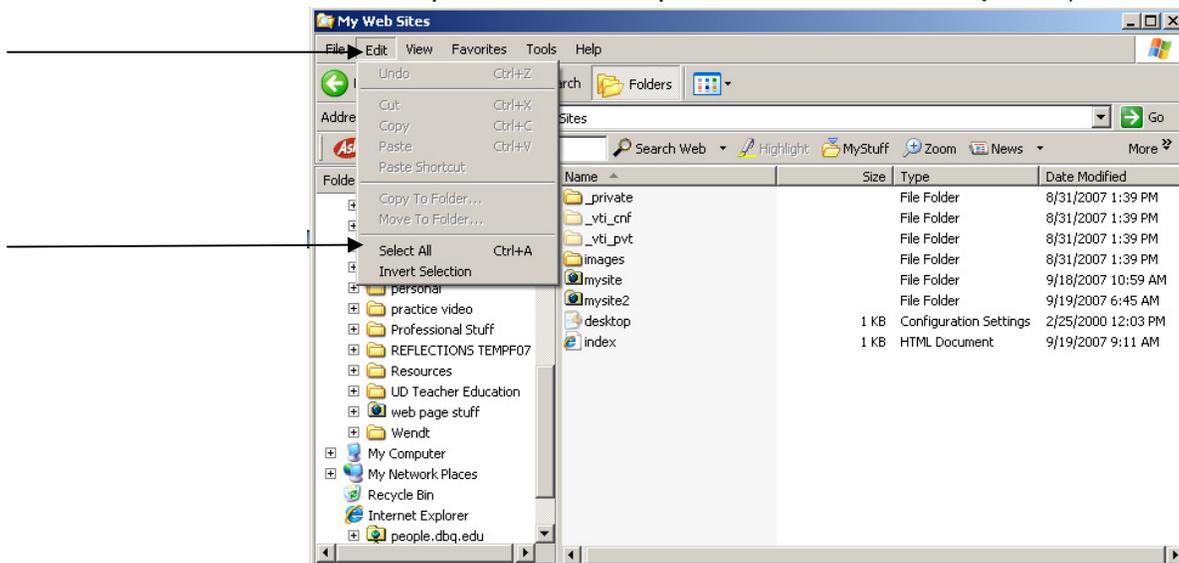
1. Go to **Start…Programs…Accessories…Windows Explorer**
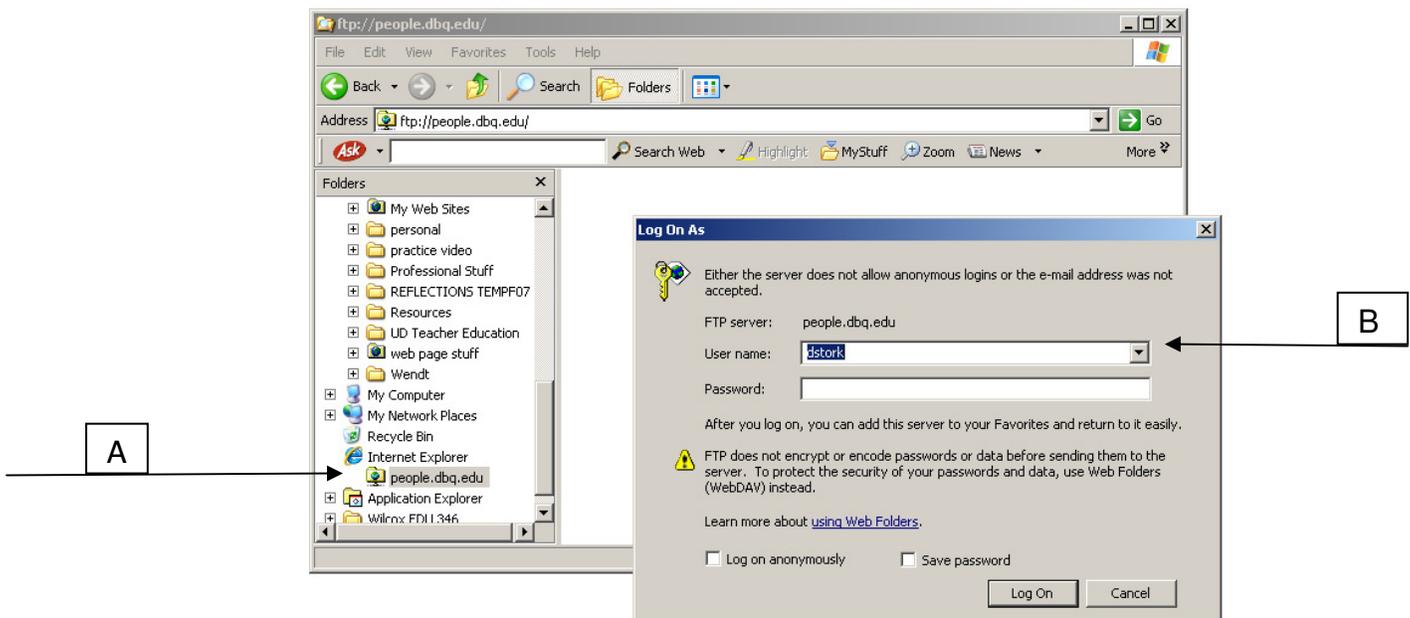2. In the Address Box type   ftp://people.dbq.edu

3. Type in your UD User Name and Password
4. Click on your website folder from the folder list. For most people this will be the "My Web Site" Folder.

5. Go to the **Edit** drop down at the top. **Select All …COPY (**Ctrl C)

6. Go back to the Folder list and
   A. Select **people.dbq.edu**
   B. Enter your **password**

7. **Select All …Paste (**Ctrl V) your Website into the right side of the screen.

Your done…Your website should be live and reflect all changes. If you have been online you may need to refresh you're browser.

06-2008