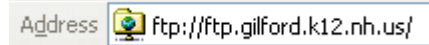


Using FTP to Access your Files

1. In Internet Explorer, navigate to "ftp://ftp.gilford.k12.nh.us"

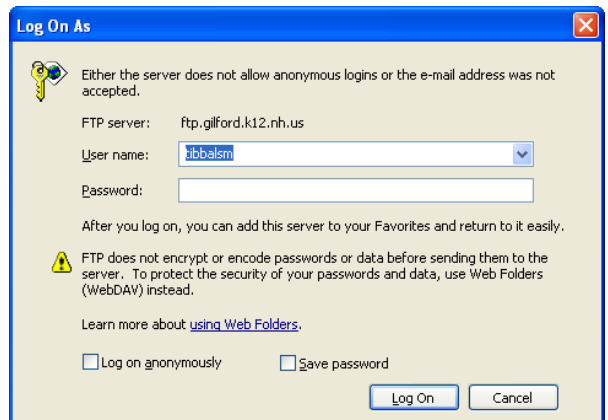


2. This window at the right will appear allowing you to log on to your network folder. It is your network login - (1st one in the a.m. - not e-mail) i.e stevensd or wilsons or vascakv

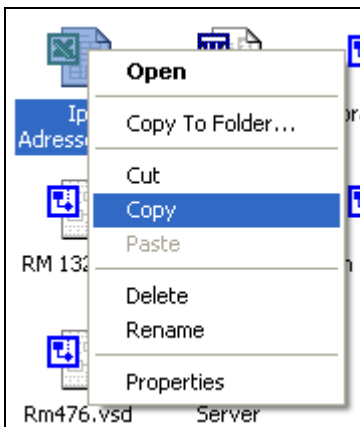
3. Once you are logged in you will see all of you files in your browser window.

DO NOT Double-click to open your files.

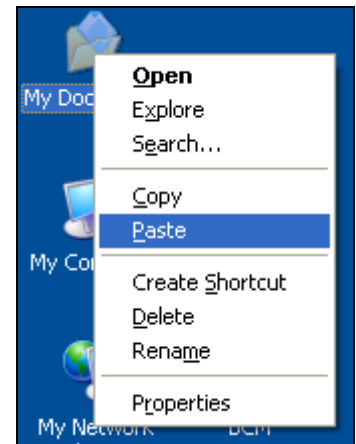
We highly recommend that you do the following: **To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer**



4. In order to safely open and edit your files you will need to copy them from the FTP Page to your "My Documents" or Desktop. Shown here, I've right-clicked on the file and folder to pull up the Context menu.



and then on your desktop at home ---



5. After you are finished working with and have saved your file, close the program you are using and copy and paste the file back to the FTP Page which will be your network account files at school.

6. Upon pasting you will receive a confirmation window to make sure that you want to replace your old file with the one you just finished.

