Please read the information below and follow each step carefully to access the Temple College file server.

To access the TC upload/download server:

1. Using an Internet connection, open Internet Explorer or Mozilla Firefox

2. Type **ftp://ftpcupid.templejc.edu** in the "Address" textbox of the browser window (See Figures 1 and 2)
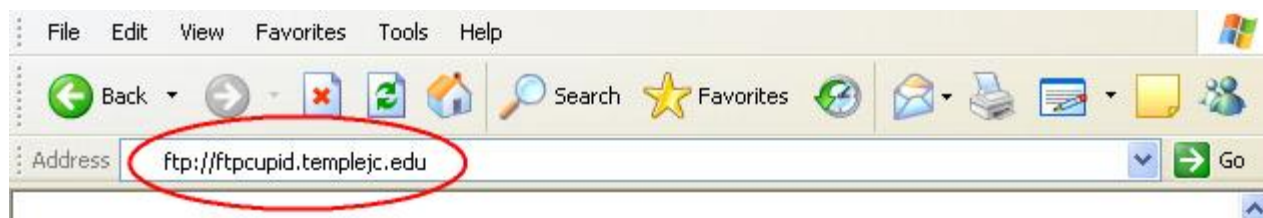

Figure 1 - Internet Explorer Address Textbox

Figure 2 - Firefox Address Textbox

3. When the "Login" screen appears (see Figure 3), do one of the following:

   a. **To access your "O" drive** - enter your **"User Name and Password"** in the appropriate textboxes, then click the **"Login"** button.
   b. **To access the "Public/X" drive** - type **"public"** in the User Name box and in the Password box and then click the "Login" button.

      NOTE: *Do not check* **"Login anonymously" or the "Save Password" box at the bottom of the "Login" screen…always leave these boxes "unchecked"!**
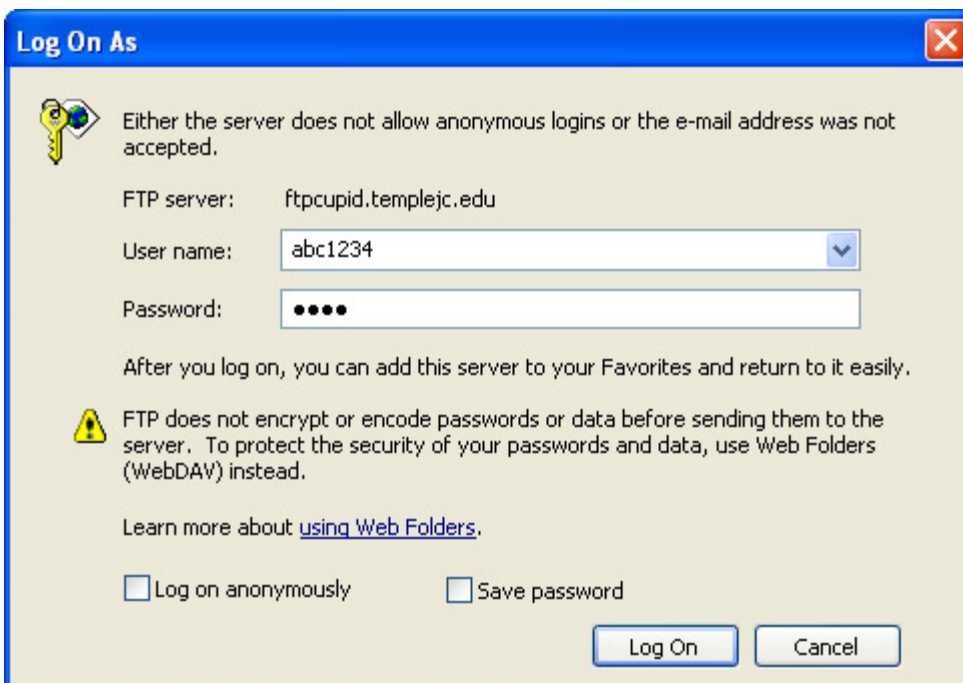
Figure 3 - TC Folder Login Box

4. All the folders and files on the selected drive should now appear. Files and folders can now be moved to or from the Temple College file server.

To download files from the Temple College file server to your computer:

1. After accessing the "Public/X" drive
   a. Click on the needed file
   b. Hold down the left mouse button
   c. Drag the file to your desktop or hard drive

To upload a file from your computer to the Temple College file server:

1. After accessing your "O" drive
   a. Click on the needed file on your desktop or hard drive
   b. Hold down the left mouse button
   c. Drag the file to your "O" drive in the browser window