

Transferring files using FTP and Internet Explorer

If you have an Internet Service Provider (ISP) and Internet Explorer, it is possible to transfer files from your storageserver drive (commonly called the H: Drive) to the hard drive of your computer. This allows you to work on documents that are stored on the campus network without physically being on campus.

The process of accessing storageserver files from off-campus is known as File Transfer Protocol (FTP). There are several methods you can use to FTP documents between storageserver and your computer. This document discusses using Internet Explorer in order to FTP documents. You must use Internet Explorer as your web browser in order to utilize this method of FTP – it DOES NOT WORK with the Netscape Navigator browser.

In order to transfer files, you must first log into your ISP in whatever manner you choose. Once connected, open Internet Explorer by double-clicking on the Internet Explorer desktop icon. You should also be able to access Internet Explorer from Program Files on your Start Menu.

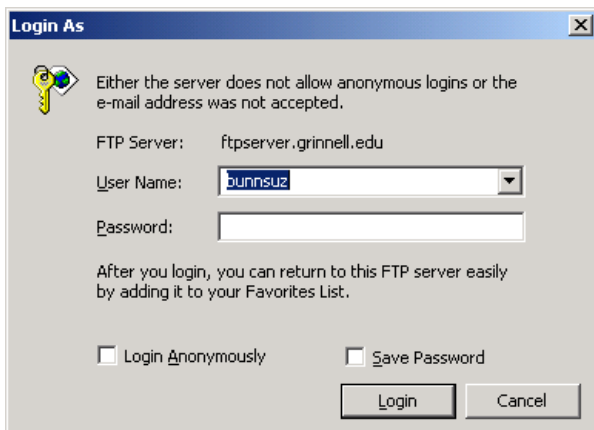


Internet Explorer

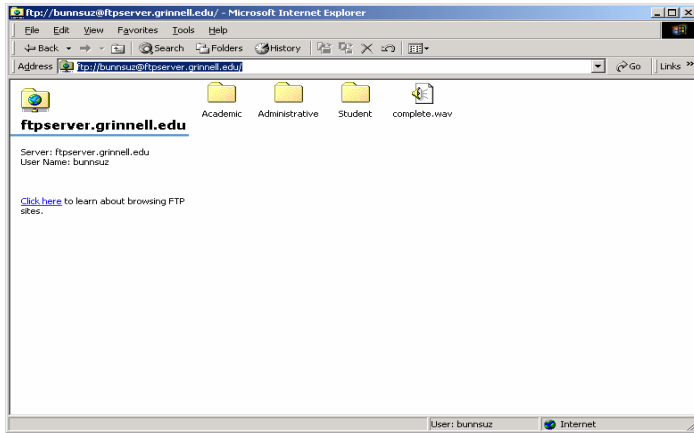
Once the Internet Explorer window has loaded, click in the Address bar and type: ftpserver.grinnell.edu, then hit the Enter key on your keyboard.



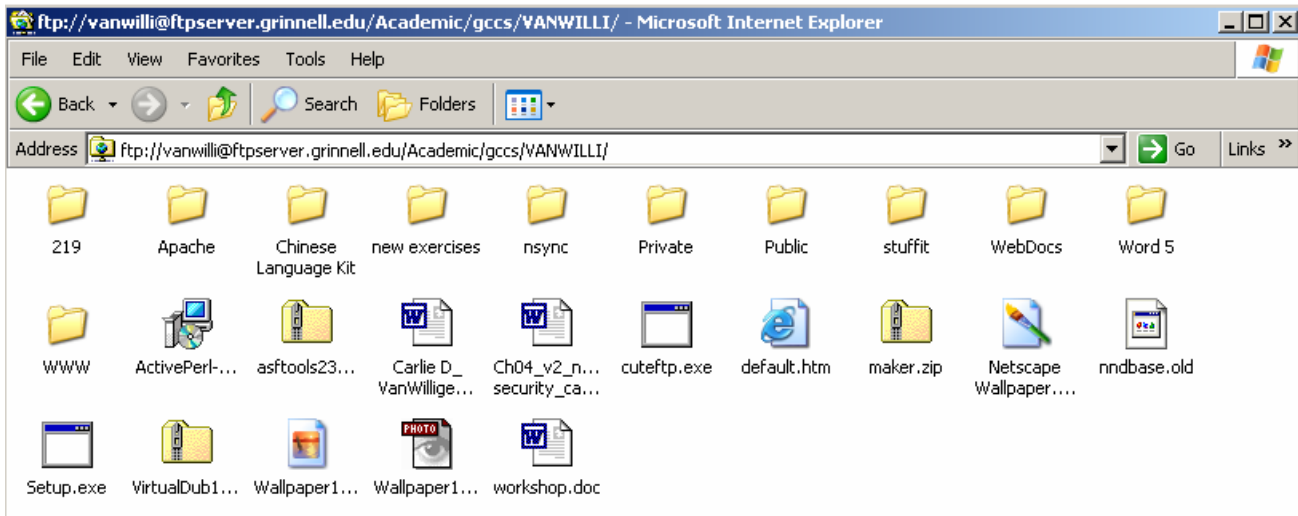
You will be prompted to log in. Enter your user name and password. On your home computer, or a computer where you are the only user, you may click Save Password if you wish. Click the Login button.



Once connected to storageserver, you will see a series of folders: Administrative, Academic, and Student.

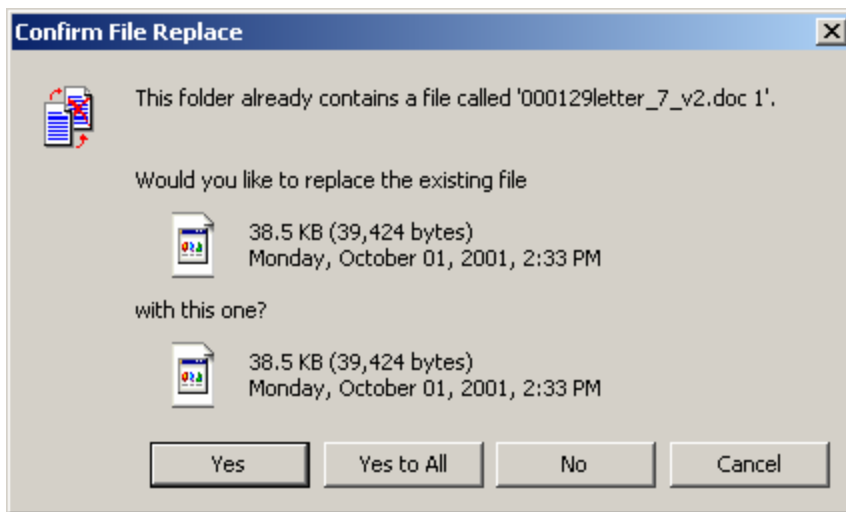


To access your files, either shared office files, or personal files, navigate to the correct location. For most administrative staff, you will double-click on Administrative, then on your office folder, then on the folder you wish to retrieve. For example, if I want to access a document in my personal folder, I would click GCCS, then vanwilli. The contents of the folder will be shown in the Internet Explorer window.



To transfer the files you want to work on, simply click and hold on the file or folder, and drag it to the desktop of your computer. The files and/or folders you selected will be copied to the desktop of your computer. Once copying is complete, you may disconnect from the Internet and your ISP (you do not necessarily have to disconnect – it is up to you whether you will be spending a lot of time working on the documents you transferred).

You may then work on the documents, making any changes you wish. When you have finished working on the files, you **MUST** transfer them back to your storageserver account. Connect to your ISP and follow the directions above in order to access your storageserver folder. Locate the files or folders you copied to your desktop. Click and hold on the file/folder and drag it back onto the Internet Explorer window. You may be prompted to replace a file or folder via a dialog box similar to the one shown below. Click Yes, or Yes to all, to make sure your changes are reflected in the copy of the document on storageserver.



Once you have completed the transfer of files, you may disconnect from storageserver by closing the Internet Explorer window.

If you have questions related to FTP via Internet Explorer, please contact Mark or Carlie, x4901.