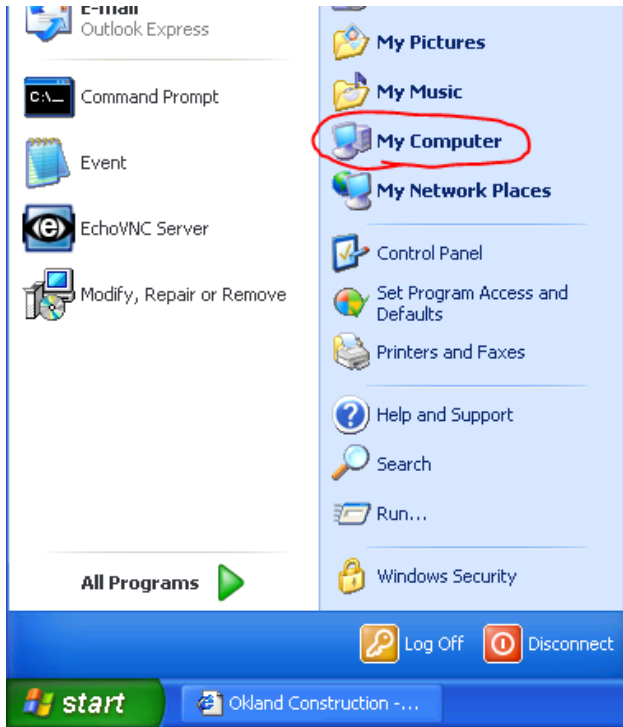


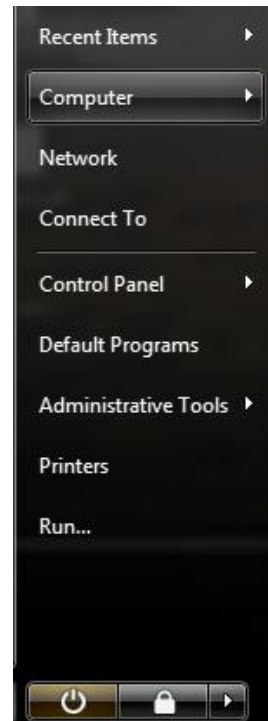
How to use FTP

1. Open My Computer

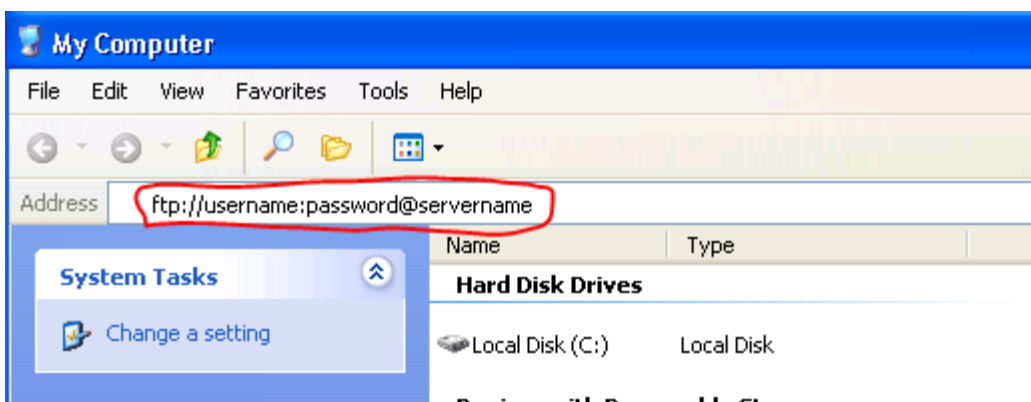
Windows XP - Click Start, then My Computer



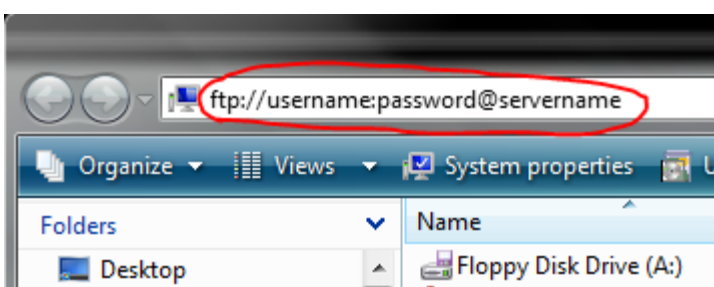
Windows Vista



2. Once you have Windows Explorer open, there are multiple ways of accessing the FTP site:
 - a. Typing the entire login information into the Windows Explorer location bar:



Windows XP



Windows Vista

The login information that can be typed in must be in the format: **ftp://username:password@servername**

The username, password, and servername should already be known by you or given to you.

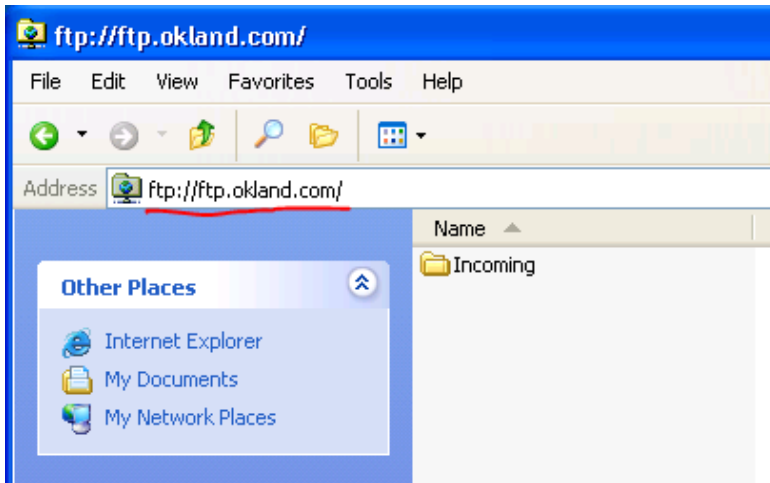
Example: If someone from Okland Construction in the Durango office wanted me to view drawings stored on their FTP server, and they had given me the servername of ftpco.okland.com, username of user1, and password of pass1, then the login information I would type into Windows Explorer's location bar would be:

<ftp://user1:pass1@ftpco.okland.com>

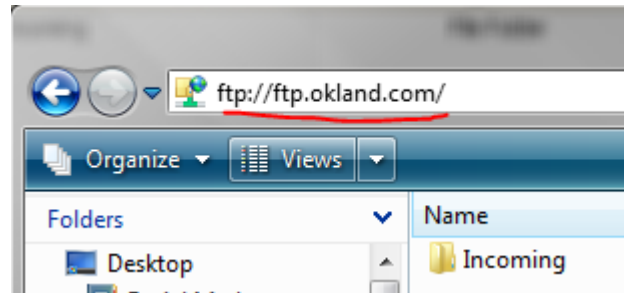
I could then hit enter and view the contents of that FTP location.

- b. Type in the server information only. Then have Windows prompt me for a username/password.

Windows XP



Windows Vista

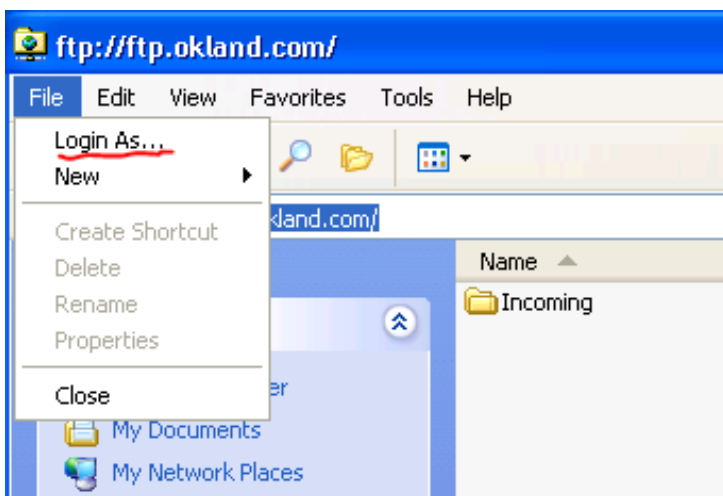


You can type in <ftp://servername> and hit enter.

(where servername in our case would be one of the following: ftp.okland.com, ftpaz.okland.com, or ftpco.okland.com)

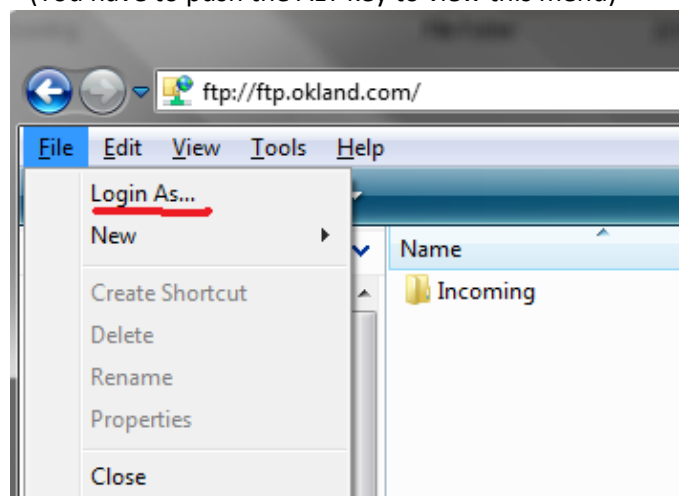
From here, click **File -> Login As...**

Windows XP



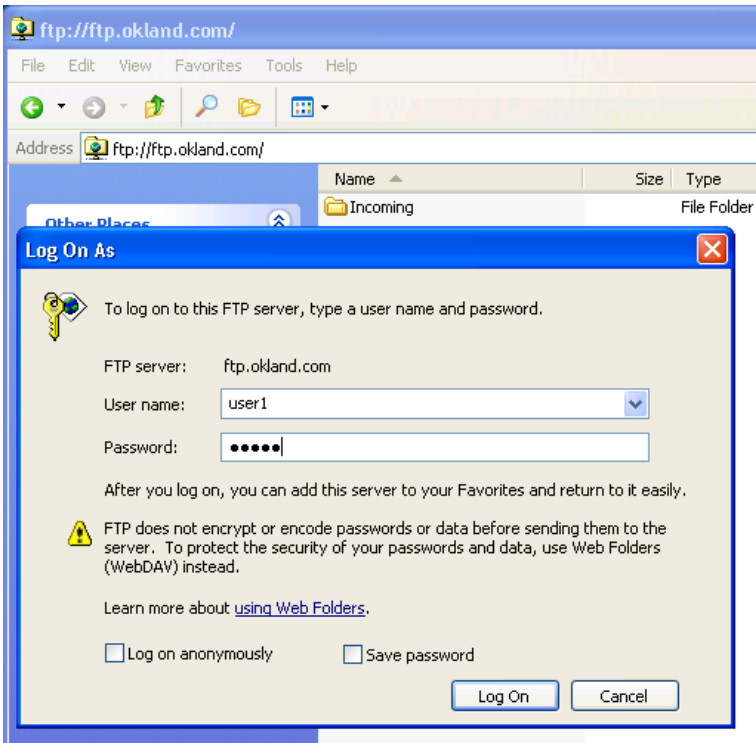
Windows Vista

(You have to push the ALT key to view this menu)

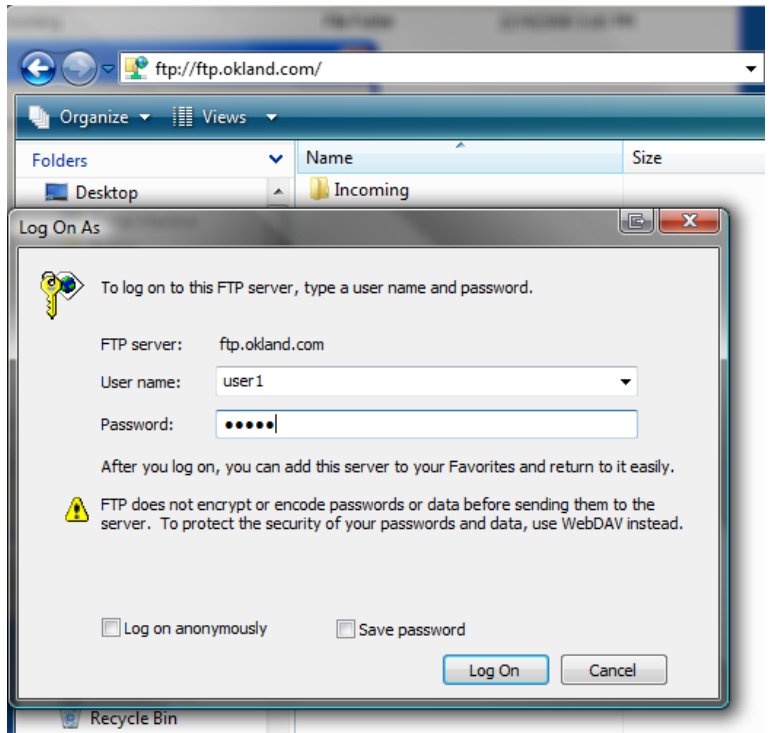


After pushing Login As..., you will see a dialog box asking for your credentials

Windows XP



Windows Vista



After you type in your credentials (username & password), you can enter into the site and download your files.