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How to access our FTP Server using Internet Explorer

NOTE: You must use Internet Explorer version 5.5 or higher.

Logging onto the Server

1. Contact the Office Manager at 713-526-8701 to obtain the current **User Name**, **Password**, and **IP Address** for our FTP Server.
2. Launch Internet Explorer and type the **IP Address** in the Internet Explorer **Address** box, for example: <ftp://192.168.1.15>
3. Enter the current **User Name** and **Password** when requested. Be sure that the **Log on anonymously** box is not checked.

Once connected, you should see two folders named **Upload** and **Download** in Internet Explorer.

Copying Files TO the Server

1. Double click on the **Upload** folder.
2. Navigate to the file you wish to send us using My Computer.
3. **Right click** on the file and select **Copy** from the menu.
4. Click **Edit** in Internet Explorer and select **Paste** from the drop down menu.

Please contact the Office Manager and let us know the names of the files you have uploaded.

Copying Files FROM the Server

1. Double click on the **Download** folder.
2. **Right click** on the file and select **Copy To Folder...** from the menu.
3. **Browse** the directory tree to the destination folder you desire.
4. Click **OK** to copy the file to the folder you selected.

Please contact the Office Manager and let us know when you have finished downloading files.

Logging off

Close Internet Explorer to disconnect from the FTP Server.

How to access our FTP Server using Firefox

Firefox has a free extension called FireFTP. To install FireFTP, go to <http://fireftp.mozdev.org> and click on the 'Download FireFTP' link on the main page.

For details, go to <http://fireftp.mozdev.org/help.html>.