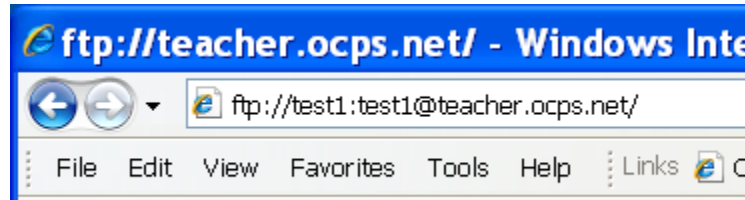
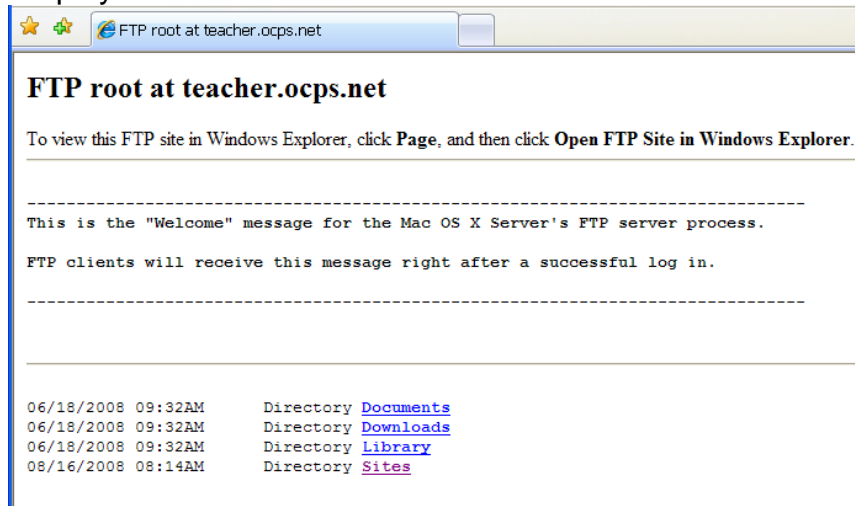


FTP with Internet Explorer 7

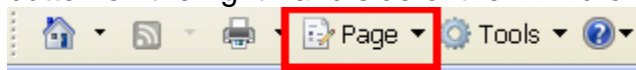
1. When creating your web site, make sure you name your first page **index** (in Word, you will select Save as Web Page and it will add the file extension **.htm** to your page). Word saves the **.htm** file for each page and a folder of images. These items must be uploaded together.
2. Open Internet Explorer 7
3. Type in <ftp://username:password@teacher.ocps.net> and click Enter on the keyboard.



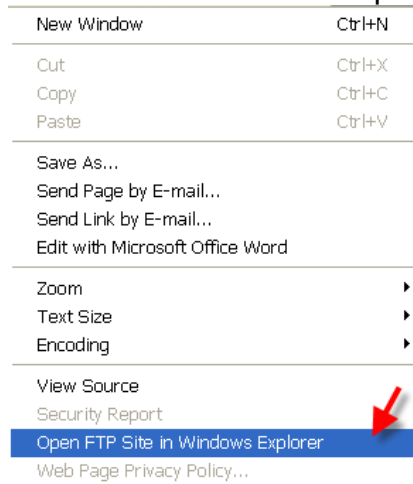
4. IE 7 will display a list of files and folders from the FTP domain



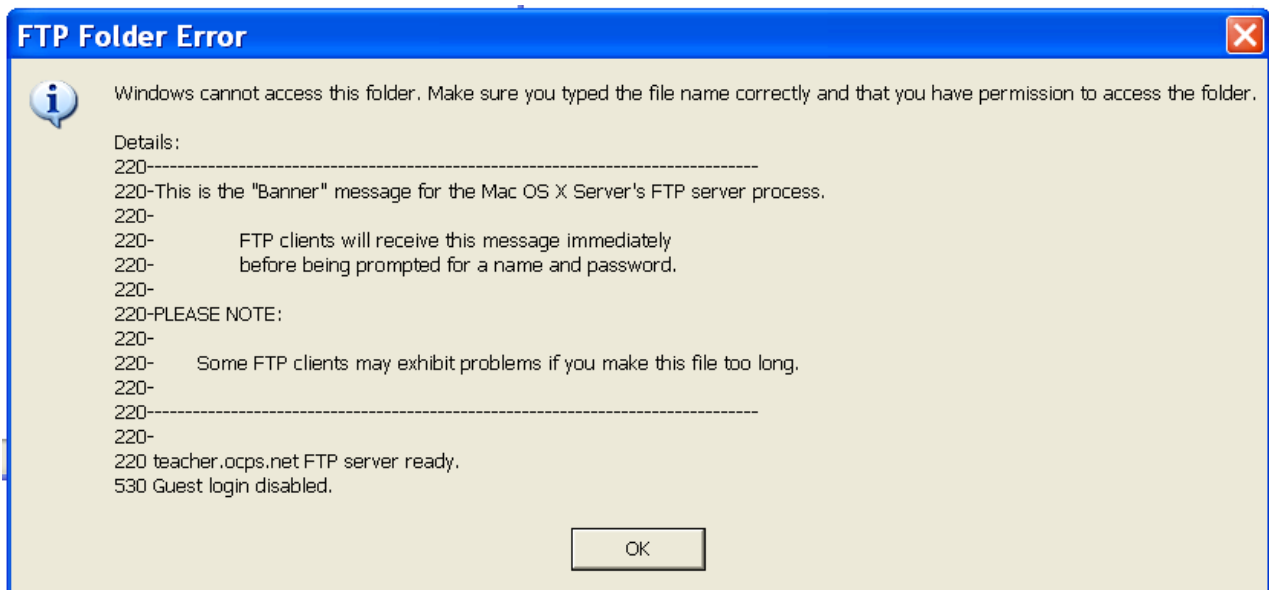
5. To manage the remote and locals files more completely, click the 'Page' menu button on the right-hand side of the IE 7 browser window



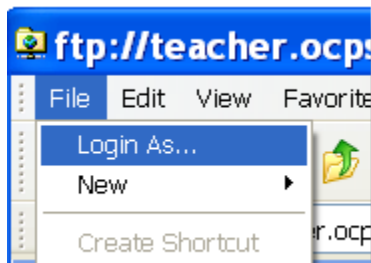
6. Select the option, "Open FTP Site in Windows Explorer"



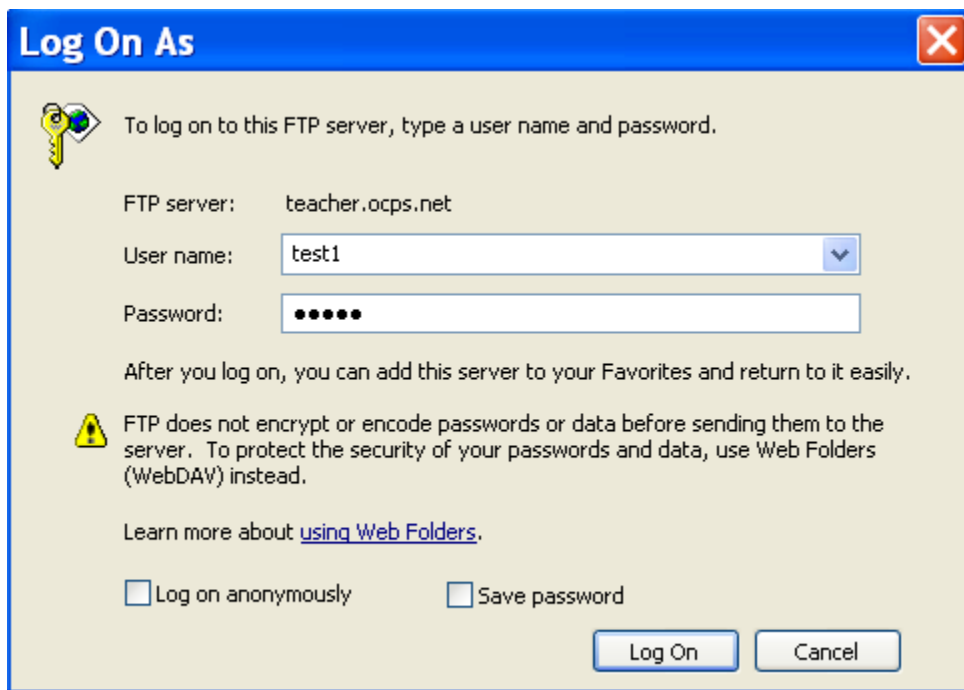
NOTE: If you receive an FTP Error like the following:



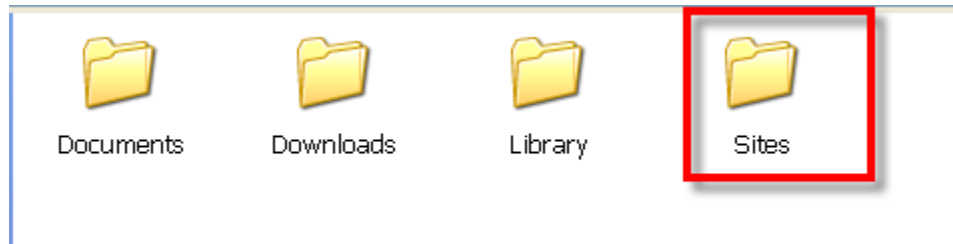
Click **OK** and then go to the File menu and select **Login As**



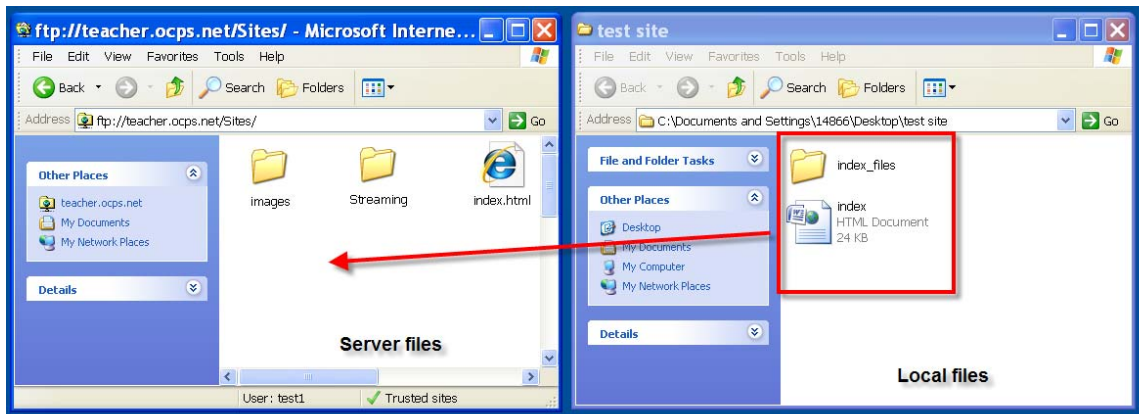
Login with your personnel number and OCPS password.



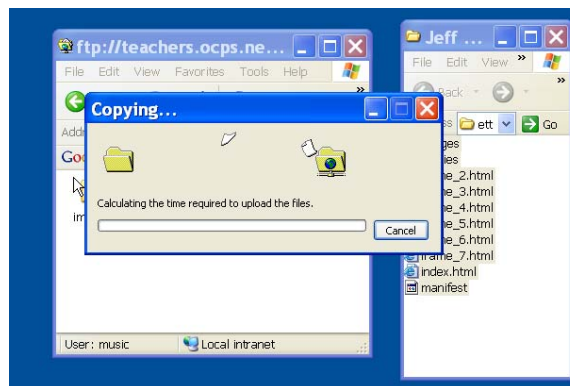
7. The window will display a Sites folder and some other folders, ***please ignore them.***



8. Double-click on the **Sites** folder that appears in the browser



9. Inside the sites folder is where you will place all the files inside the local folder that were created when you Saved as Web Page in Word.
10. Drag and Drop those files from the Local folder to the Remote server. Make sure to include htm pages and folders with images.



There is a page that was created when your site was activated called **index.html**. You should probably **delete** that file from the remote site so that your page will display because Word uses **.htm** and the web browser choose one.

11. When all the files are uploaded close Internet Explorer to close out your password protected server space.
12. Open Internet Explorer again and type in your web address.
<http://teacher.ocps.net/firstname.lastname> just as it is in your OCPS email.