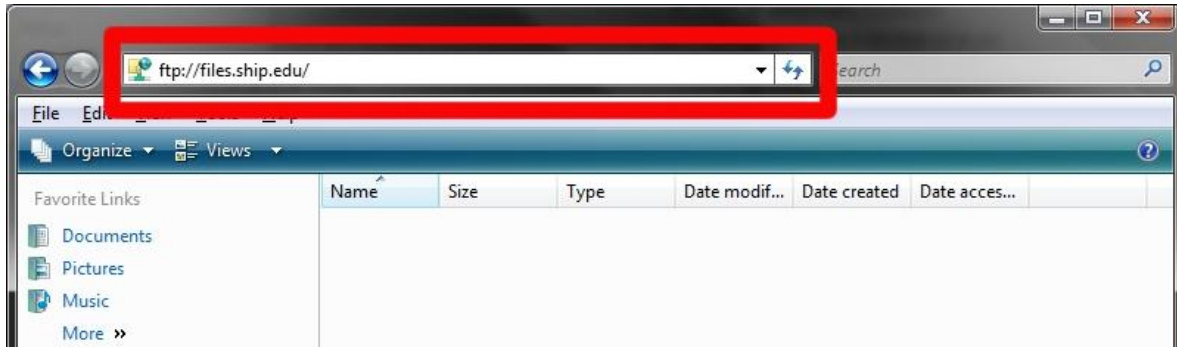


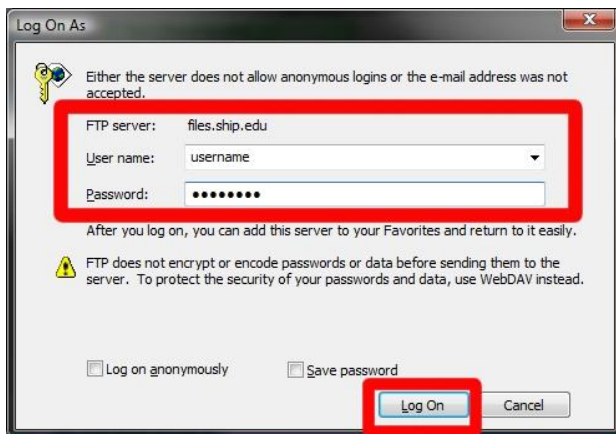
How to FTP your Personal Network folder (T:\)

Faculty/Staff version

1. Open “My Computer” from either your start menu or desktop.
2. In the folder location bar type “ftp:// files.ship.edu” and press “enter”.



3. Enter your Shippensburg user ID and password. Press “Log On”.



4. You should now see your personal network files.

Once logged on to ftp:\\files.ship.edu, you can drag & drop, or copy & paste, files to your local computer and back to the network. If you have any questions or require assistance please call or e-mail the helpdesk (Extension 3499 or helpdesk@ship.edu).