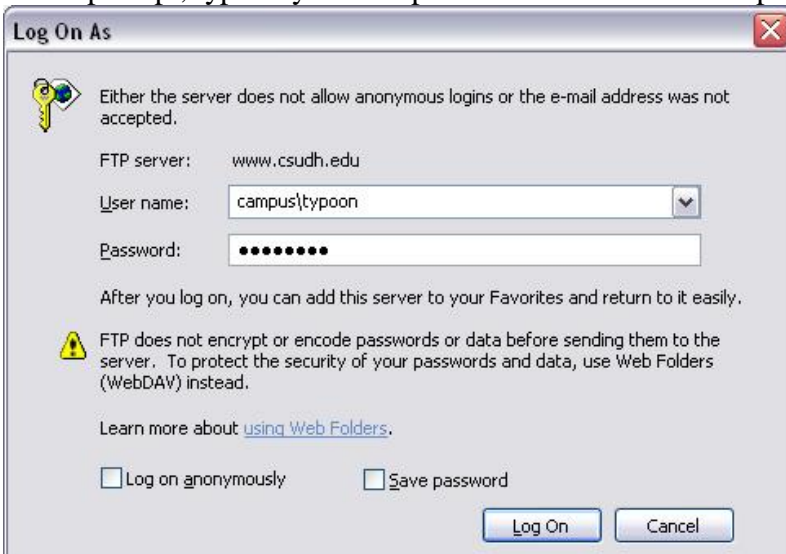# Use Windows Explorer as FTP Client

- Open Windows Explorer and type in the FTP address.
- If your FTP directory name is the same as your account username, then type in ftp:// followed by the FTP host server address in the address text box at the top of the Windows Explorer window. For example, if the FTP host server address is www.csudh.edu, then type in ftp://www.csudh.edu in the address box. Windows Explorer will automatically add your username at the end of the FTP path.

- If your FTP directory name is not the same as your account username, then add /../ followed by the FTP directory name. For example, if the FTP host server address is www.csudh.edu, username is typoon, and the directory name is webmaster, then type in ftp://www.csudh.edu/../webmaster in the address box. The reason is because Windows Explorer automatically add your username at the end of the FTP path. Without adding "../", the FTP path will be ftp://www.csudh.edu/typoon/webmaster.

- When prompt, type in your campus account username and password.

- To upload files/folders: Hightlight the files/folders in the local site area. Drag and drop the highlighted files/folders to the remote site area.
  To download files/folders: Hightlight the files/folders in the remote site area. Drag and drop the highlighted files/folders to the local site area.