ACCESSING YOUR FACULTY WEB SPACE USING A PC

Full time and adjunct faculty can have web space. Please make requests for web space through the TELS office at (928)771-6120.

WINDOWS EXPLORER METHOD (THERE ARE OTHERS...)

- 1. Open the Windows Explorer (the MyComputer interface)
- 2. Enter this address: ftp://faculty.yc.edu in the Address field -
- 3. Click OK.
- 4. You will be propted to enter your YC username and password, then click Log On.

Log On As							
90	Either the server does not allow anonymous logins or the e-mail address was not accepted.						
	FTP server:	faculty.yc.edu					
	User name:	username					
	<u>P</u> assword:	•••••					
	After you log on, you can add this server to your Favorites and return to it easily.						
Æ	FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.						
	Learn more about <u>using Web Folders</u> .						
	Log on anonymously						
		Log On Cancel					

- 5. You will see a directory listing in the window. This is the main directory that your site is located, and it is here that your site pages, images, documents and so forth reside so they can be accessed through the internet at <u>http://faculty.yc.edu/username</u>. Copy your web site documents to this directory.
- 6. **NOTES:** The homepage must be named "index.htm", and the address field in the Windows Explorer does not display your username.



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