WILKES UNIVERSITY	Revision:	1.0		
	Effective Date:	11/22/2017	Revision Date:	11/22/17
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Student – How do I use FTP to transfer files to the W: drive?				

Purpose

This guide explains the process for students to use FTP to transfer files to the W: drive.

Requirements

1. Active Wilkes account.
2. Instructor has requested that the student has permissions to access the W drive.

Notes

1. To access FTP using Windows OS, follow steps 1 to 3.
2. To access FTP using Mac OS, follow steps 4 to 6.
3. To view the W: drive site in a web browser, enter the URL as: http://studentweb.wilkes.edu/user.name/

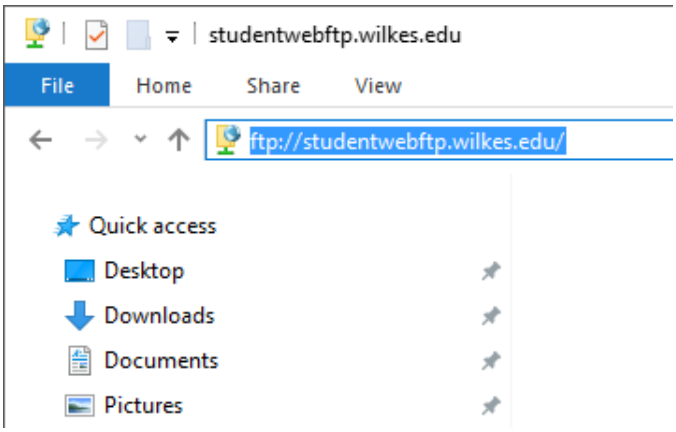
Process

<u>FTP STEPS FOR WINDOWS:</u>

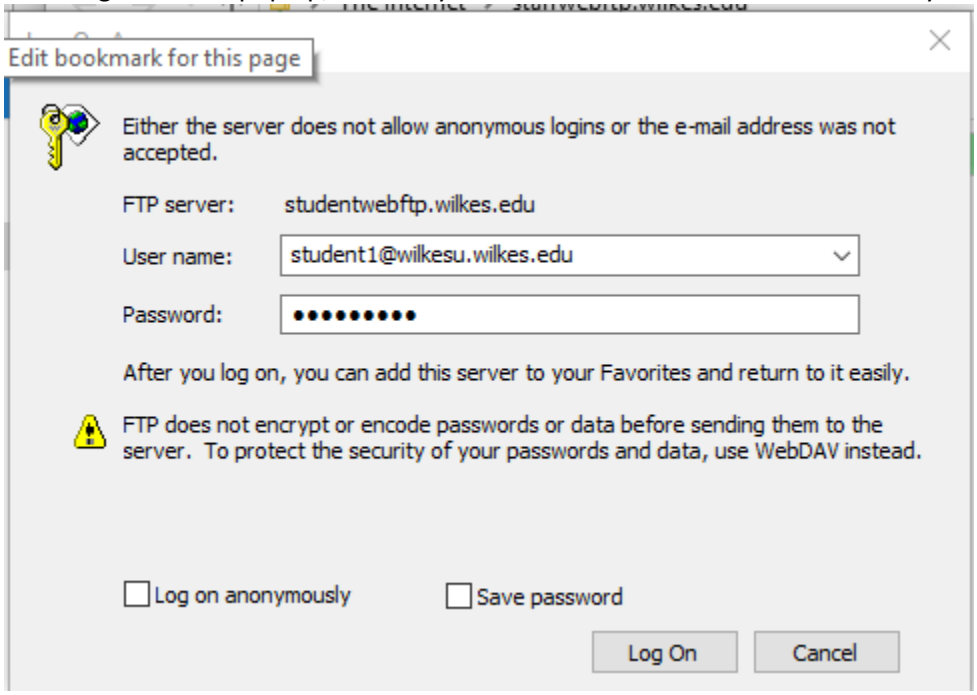
1. Open Windows Explorer
    a. Windows 10: right click on start and open file explorer
    b. Windows 7: left click on start and select computer

2. Once Windows Explorer is open click on the address bar and Enter: ftp://studentwebftp.wilkes.edu

WILKES UNIVERSITY	Revision:	1.0		
	Effective Date:	11/22/2017	Revision Date:	11/22/17
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Student – How do I use FTP to transfer files to the W: drive?				



3. A login box will pop up, enter in your username@wilkesu.wilkes.edu and your Wilkes password.

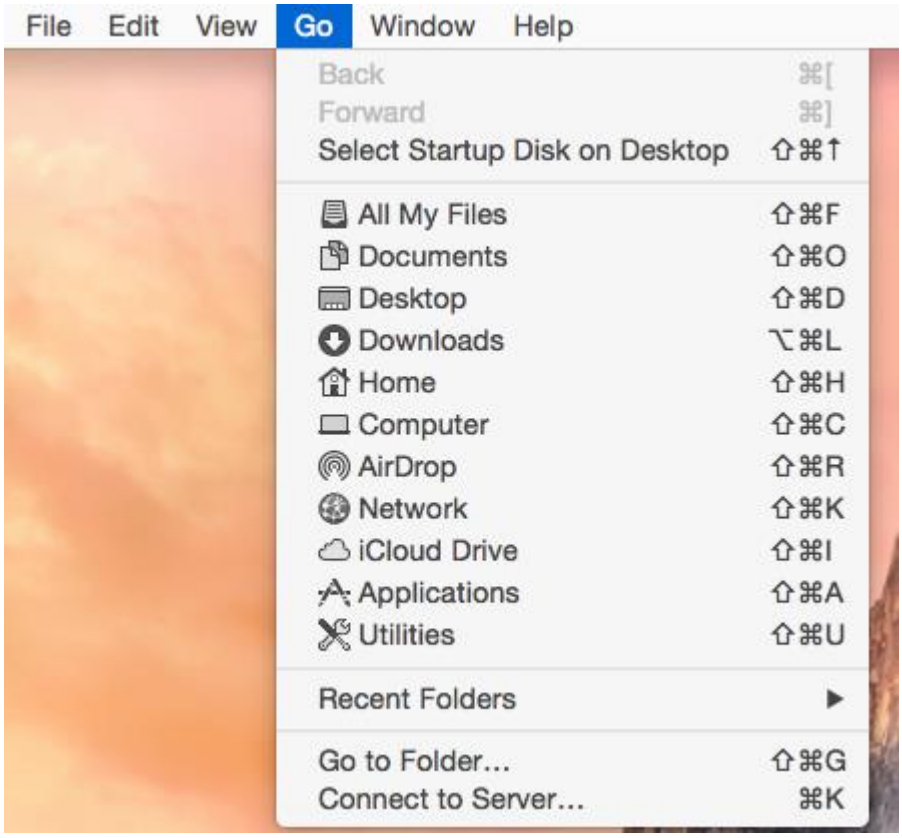


4. If successful, the contents of the W: drive will then appear in the Windows Explorer window. You can then transfer files to the location by dragging and dropping.

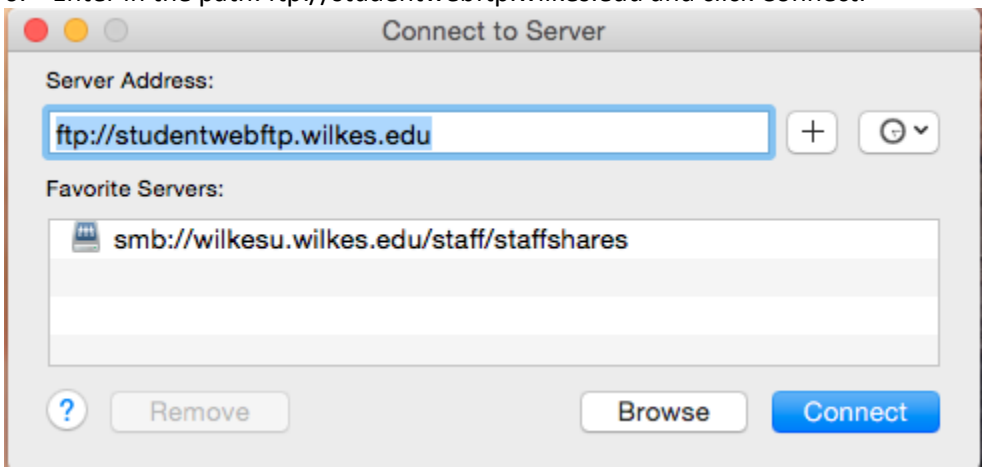
FTP STEPS FOR MAC OS:

WILKES UNIVERSITY	Revision:	1.0		
	Effective Date:	11/22/2017	Revision Date:	11/22/17
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – Student – How do I use FTP to transfer files to the W: drive?				

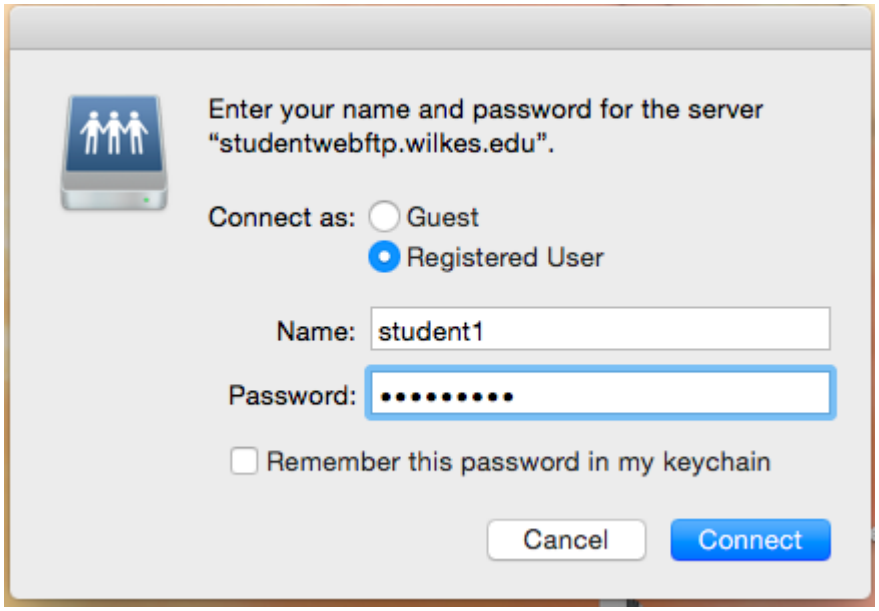
5. Click on Go then select "Connect to Server…"



6. Enter in the path: ftp://studentwebftp.wilkes.edu and click Connect.



7. Login box will pop up; now enter in your username and your Wilkes password
    a. Note: If the login fails, enter the username as username@wilkesu.wilkes.edu



8. If successful, the contents of the W: drive will then appear in the Finder window. You can then transfer files to the location by dragging and dropping.