	Revision:	1.0			
WILKES	Effective Date:	11/22/2017	Revision Date:	11/22/17	
UNIVERSITY	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

FTP STEPS FOR WINDOWS:

- 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

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

Edit bookı	mark for this page	ge	\times						
9	Either the server does not allow anonymous logins or the e-mail address was not accepted.								
	FTP server:	studentwebftp.wilkes.edu							
	User name:	student1@wilkesu.wilkes.edu ~							
	Password:	•••••	•••••						
	After you log on, you can add this server to your Favorites and return to it easily.								
≙	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 WebDAV instead.								
	Log on anony	vmously Save 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:

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

File	Edit	View	Go	Window Help	
			Ba Fo Se	ck rward lect Startup Disk on Desktop)光 [第 合第1
				All My Files	ፚ፞፝፝፝፝ቾF
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			Re	cent Folders	•
			Go	to Folder	企業G
			Co	nnect to Server	ЖK

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

• • •	Connect to Server
Server Address:	
ftp://studentwebftp.w	ilkes.edu + O·
Favorite Servers:	
📇 smb://wilkesu.w	lkes.edu/staff/staffshares
? Remove	Browse Connect

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

Enter your name and password for the server "studentwebftp.wilkes.edu". Connect as: Ouest Registered User					
	Name: student1				
	Password:				
Remember this password in my keychain					
	Cancel Connect				

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.