

Connecting with FireFTP to Web Space Setup and Use

8/7/2009

If you have requested personal Web space, once you receive your account information you will need a File Transfer Protocol (FTP) program to post your files to your Web site. There are many tools available; the program FireFTP, which is an add-on to the Mozilla Firefox browser, is recommended for new users.

Note: The home page file for your Web site should be named “index.html”; this will ensure that it serves as the default page when a browser points to your Web space. Your Web files should be viewable at <http://people.hws.edu/yourusername/index.html>.

Install Firefox

Because this program is an add-on to Firefox, you must have the Firefox browser installed. If you do not, first go to <http://www.firefox.com> and follow the prompts to download and install the browser.

To install FireFTP:

1. Open the Mozilla **Firefox browser**
2. Go to <https://addons.mozilla.org/en-US/firefox/addon/684>
3. Click **Add to Firefox**
4. Follow the **installation prompts**
5. **Restart Firefox**



To configure FireFTP to your account:

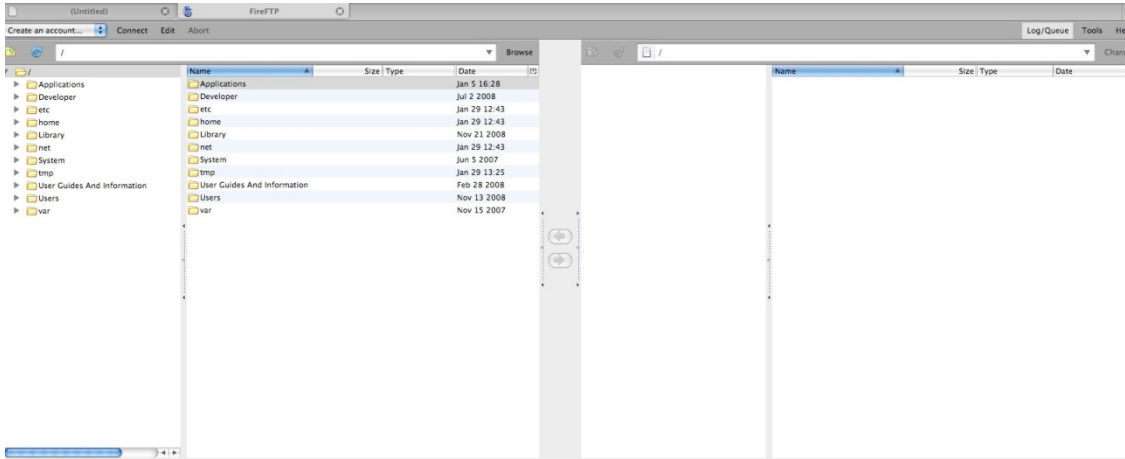
1. In Firefox, on the menu bar, go to **Tools > FireFTP**



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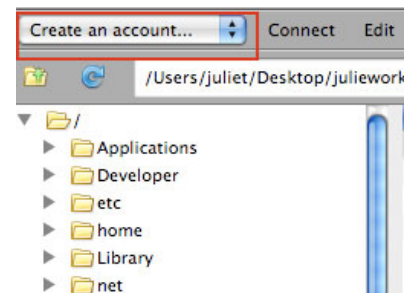
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The FireFTP window will appear in a new tab; the split window represents two computers: the left, your current desktop, the right, the Web server to which you are connecting. At this point, the right side should appear empty.



2. In the upper left corner of the FireFTP window, select **Create an Account**

The Account Manager window will appear.

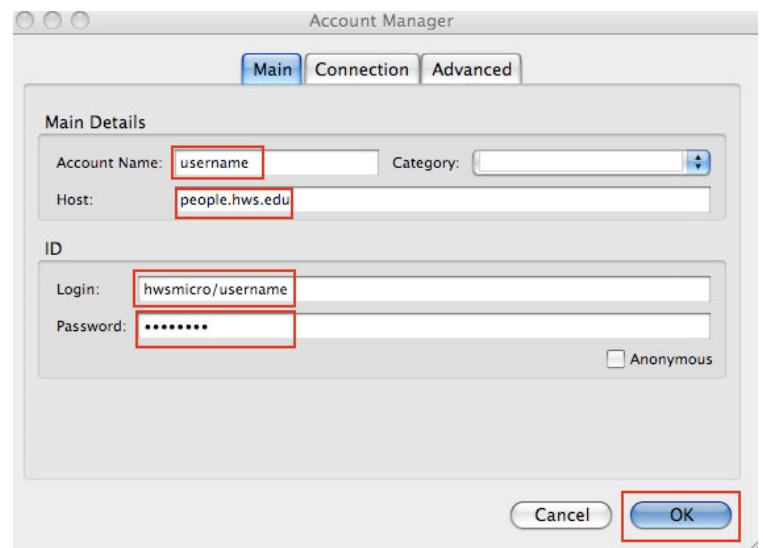


3. In the **Account Manager** window, click on the **Main** tab and then enter the information below in the related boxes:

- **Account Name:** HWS account username
- **Host:** people.hws.edu
- **Login:** hwsmicro/HWS account username
- **Password:** HWS account password

4. Click **OK**

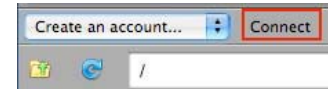
Note: FireFTP will retain your account information for subsequent logins.



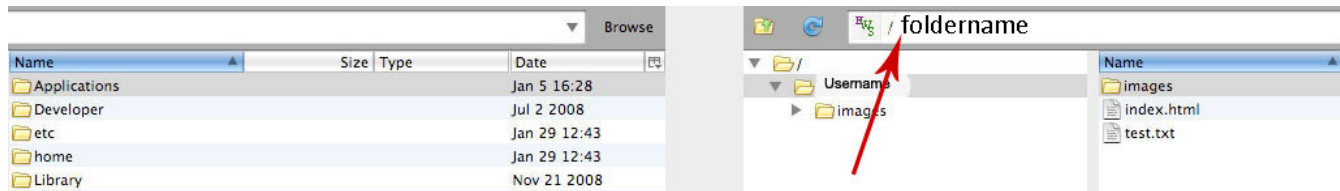
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5. In the upper left corner of the FireFTP window, click **Connect**



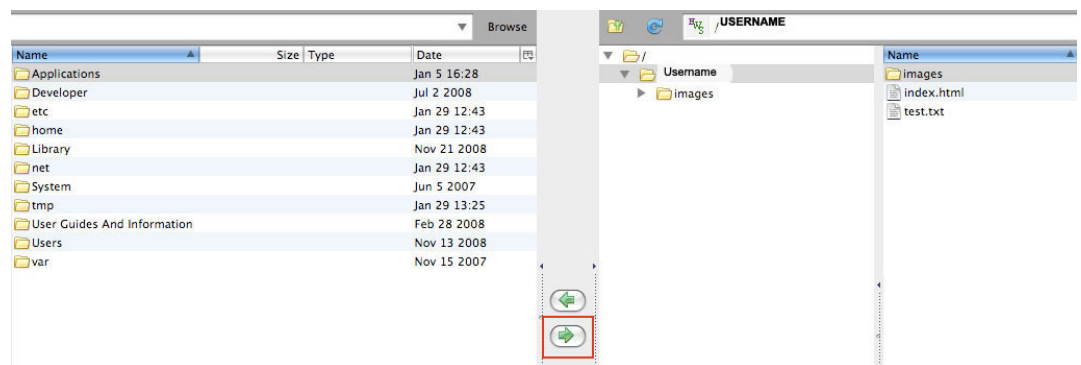
Once a connection is made, the right portion of the FireFTP window should update and a folder with your username should appear; this is your Web space on the people.hws.edu server.



Note: If you are working with Web space that is for an organization or group site (e.g. itservices), you may also need to type the folder name in the location box as indicated by the red arrow above.

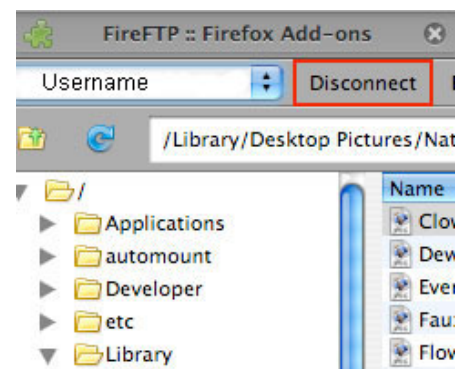
To begin copying files to the Web:

1. On the left side of the FireFTP window, select the **file and/or folder** you would like to upload
2. Click the **green, right-facing arrow**



The file should now appear on the right side of the screen.

3. **Repeat** this process until all of your files appear on both sides of the FireFTP screen
4. When finished, on the left side of the FireFTP window, log out by clicking **Disconnect**



If you have any trouble with the FireFTP setup process, please contact the Help Desk in the Rosensweig Learning Commons or (315) 781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.