

General FTP Settings(experienced users)

Personal N: drive Configuration

General information for any FTP client you want to use. If you do not have an FTP client, Core FTP offers a good free client.

Site Name: GVSU _FTP
Host Name/Address: ftp.novell.gvsu.edu
Username: .doejane.d.student
Password: (your password here)

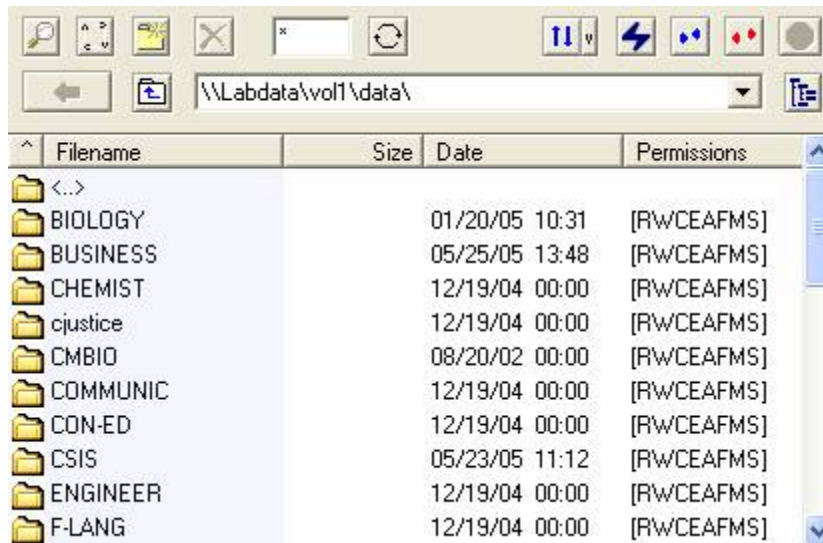
- Note: You need to know your "GVSU login" to type in your user id. You MUST type your user id exactly as shown with all periods or it will not work. Your user id will be of the form: .<login>.<first_letter_of_your_login>.student
- Example: John Smith would be: .smithj.s.student

You will see your local computers files on the left and your network N: file on the right.

FTP Student R: drive access

There is no specific login to view the files in the R: drive. Therefore, you need to login to your N: drive and change the directory to be able to view the files in the R: drive. After changing the directory, you will view all the folders available in the R: drive.

Click on the Directories menu. Type the following path: [\\Labdata\vol1\data](#) touch enter. This will change your current directory to the R: drive. You will get the following window:



Core FTP Download and Initial Setup (Free FTP program)

Visit <http://www.coreftp.com/>

click Download from the top tabs to go to <http://www.coreftp.com/download.html>

Click Download Now

- Click Save at the File download Screen
- Click Save at the Save As Screen
- Wait while the file saves.
- Click Open
- Continue clicking Next until you get to the Finish button. Click Finish.
- Click the Core FTP Lite Icon on your desk top
- Click Yes at Default FTP client unless you have a product you prefer to use.
- Click Yes at the Default editor screen



Personal N: drive Configuration

Fill in the Site Manager Information

Site Name: GVSU _FTP
Host Name/Address: ftp.novell.gvsu.edu
Username: .doejane.d.student
Password: (your password here)

- Note: You need to know your "GVSU login" to type in your user id. You MUST type your user id exactly as shown with all periods or it will not work. Your user id will be of the form: .<login>.<first_letter_of_your_login>.student
- Example: John Smith would be: .smithj.s.student

Click Connect

File transfer with Core FTP

Once you have given the Site name, you can quickly find the profile by starting to type "GVSU" in the Profile Name field and the information will be automatically entered for you. You will need to enter your password each time (if you don't check the "Save Password" button.)

The files on the left are files are on your local computer, and the files on the right are files on your GVSU network N: . You can now upload files (move them from your computer to your network directory) and download files (move them from your network directory to your local computer.)

To move files/folders from your local computer to the Network or the other way.

- Click to view the destination path and the source path



- Highlight the file or folder you want transferred

- Click the transfer button to move the file or folder



In general, to do something to a file, select its name from the list of files and click one of the buttons above the list. To move a file from one computer to the other, click on the appropriate arrow button. To copy or delete multiple files at once, first select them by clicking on their names while pressing the CONTROL key.