



ransferring a file with **FTP**

FTP is a system that will allow you to transfer files from one computer (such as the one that you are using right now) to another (such as the computer that houses WSU's web sites). You will use this ability later, when you begin to work on web sites. But you may have some use for it now. Here's how to do it from the AML.

1. *Click* on the "My Applications" folder on the dock .
2. *Double-click* on the "Fetch" icon—a dog (this is one of many FTP programs that you can use, but it is the only one available on our system that can properly connect to the web server.)
3. If a dialog appears asking you to register, *click* the "Not Yet" button.
4. *Enter* the following information into the " New Connection" box:
Host: **ftp.wsu.edu**
User ID: your WSU e-mail ID Password
WSU e-mail password Directory: [leave this blank]

Press "OK" to connect.

Once Fetch connects, it will display a list of files and directories that are on your space on the WSU server. If you want to copy a file from the WSU server to the AML, you can simply drag that file from the Fetch window onto the Desktop—or directly onto a folder that you want to copy it to.

If you want to copy a file from the AML onto your WSU space, you can do just the opposite: drag a file from your computer onto the Fetch window.

This may possibly be useful if you want to transfer files from the AML system to your computer at home. You can use FTP to transfer files to your WSU space (called uploading), and then use FTP at home to transfer the files from your WSU space to your home computer (called downloading). If you need more information on how to use FTP, visit the [Student Technology Orientation](#) website.