


AEA FTP Tutorial

1.) **Navigate** to: <http://ftp.aea8.k12.ia.us/thinclient>



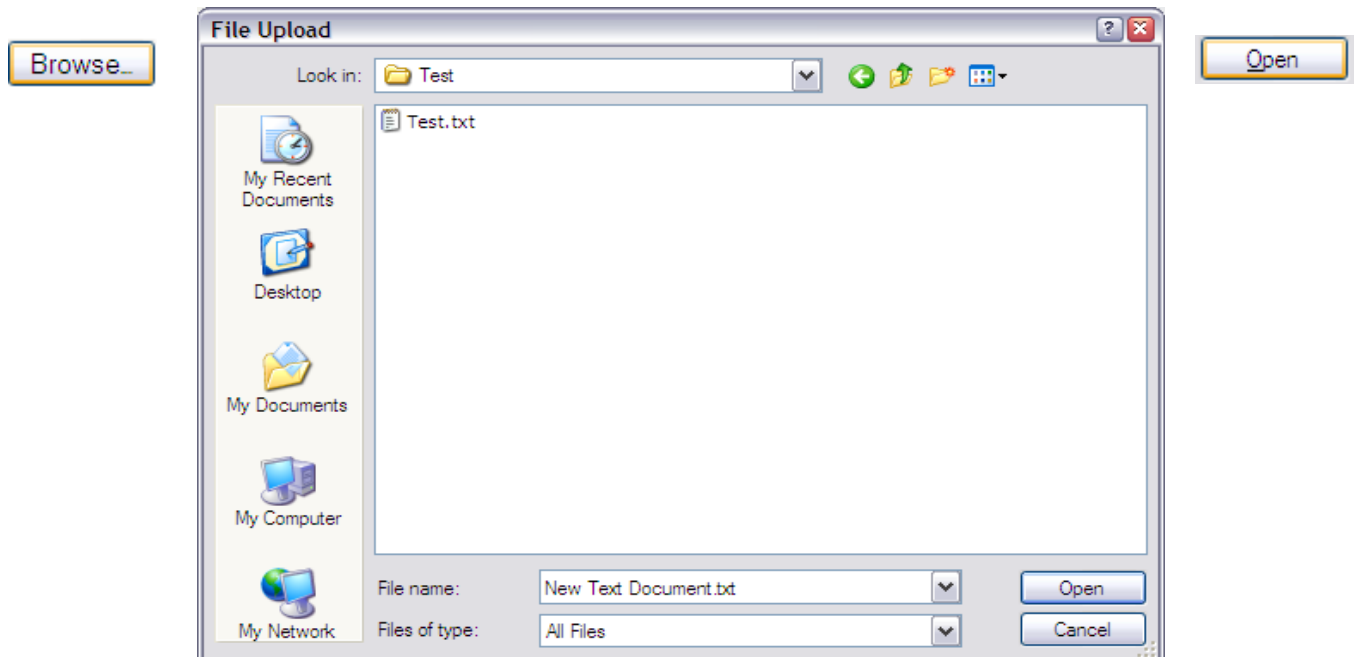
2.) **Insert your Username and Password** and click **Login**.

A screenshot of a web-based login interface. At the top left is the logo for "Prairie Lakes Area Education Agency". Below the logo, the text reads "WS_FTP Server Web Transfer Client". The interface has a dark purple background. There are three input fields: "Username" with the text "username", "Password" with ten black dots, and "Language" with a dropdown menu showing "English". Below these fields is a checkbox labeled "Remember my password" which is unchecked. At the bottom right is a "Login" button.

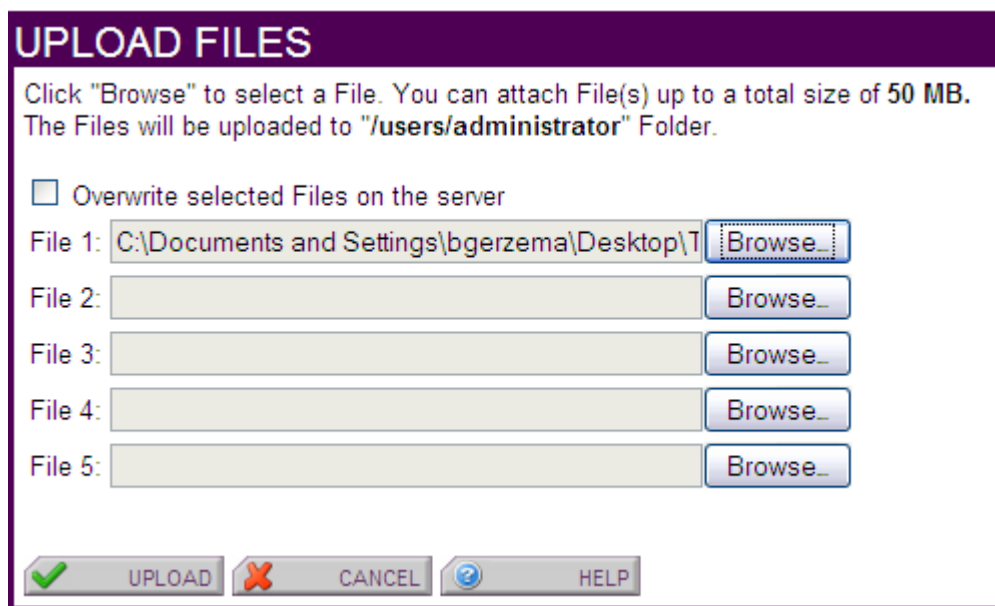
3.) To Upload a file, **click the Upload Files icon**.



4.) Select **Browse** and **navigate** to the file on your computer you would like to upload to the server. **Select it** and click **Open**.



5.) If you need to upload more files, repeat step 4. Otherwise, click **Upload**.



UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of 50 MB. The Files will be uploaded to "/users/administrator" Folder.

Overwrite selected Files on the server

File 1: C:\Documents and Settings\bgerzema\Desktop\T

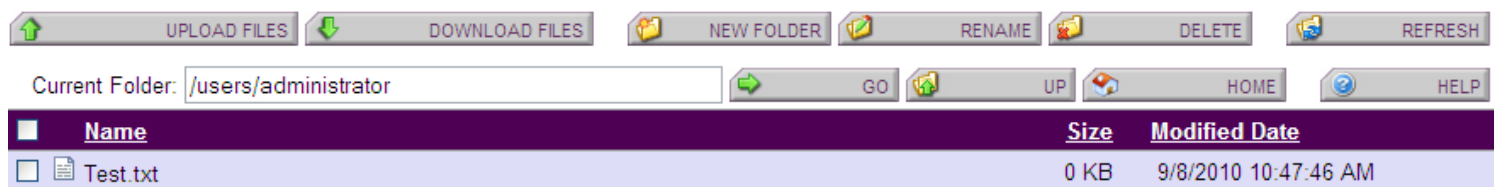
File 2:

File 3:

File 4:

File 5:

6.) Congratulations! You have successfully uploaded a file to the AEA FTP server.



7.) To download a file from the FTP Server, **select the file on the server** you would like to download to your computer and **click Download Files**.



8.) Save the file where you like it on your computer.

9.) Congratulations! You have successfully downloaded a file from the AEA FTP server