

@access.mmhs.ca

You can transfer files between home and school if you have an internet connection at home.

There are two methods:

- use an FTP client application OR
 - Netscape (Not Internet Explorer)
- (The FTP client application method is preferred as it gives you much greater flexibility.)

FTP Client Method

We recommend WS_FTP LE version 5.08 (produced by Ipswitch). This is a freeware product for students and teachers.

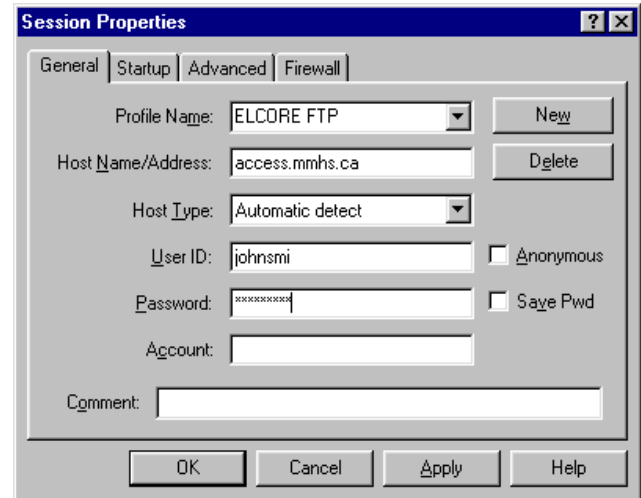
To install this application,

- start any browser (Netscape or IE) and type **access.mmhs.ca/elcoreftp.exe**.
- this will prompt you for a location on your home computer
- after downloading the file, run the file
- this copies a series of files to C:\Program Files\MMHS WS_FTP.
- start My Computer or Windows Explorer and go to that directory
- select the file WS_FTP95.EXE, right click and drag this to your desktop.
- release and select "Create shortcut".

You can then run the program anytime by simply double clicking on this desktop icon.

When you are at home and wish to connect to your g: drive at school,

- run WS_FTP
- connect to access.mmhs.ca, using
 - your Novell login for the User ID and
 - your school password as the Password.

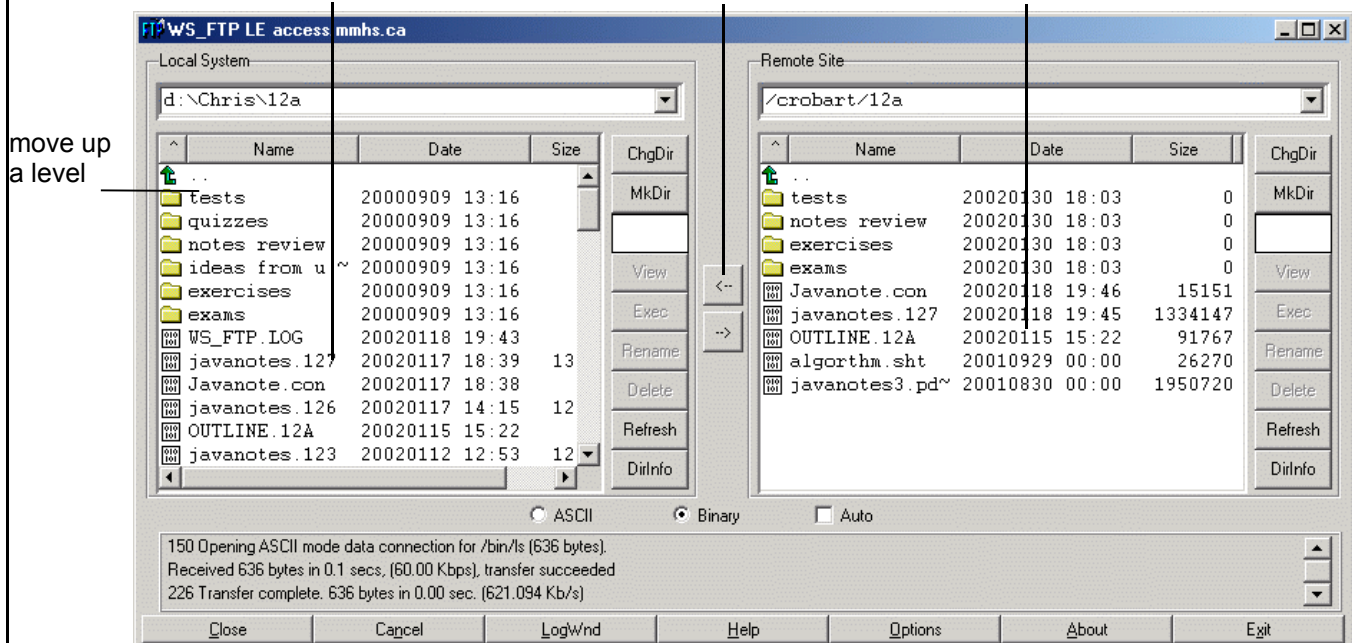


- Hit okay and you will see your files at school ("Remote Site") and files at home ("Local System"). You can navigate up and down directories in either place.
- Files (and even complete directories) can be transferred in either direction by selecting the file(s) and hitting the appropriate arrow.

home computer files

transfer either way

school g: drive files



Netscape method

An easier method is to use Netscape itself to transfer files. (Problem is that you can't sort the files, copy multiple files at once, etc.)

- use Netscape and go to **ftp://YourNovellLogin@access.mmhs.ca**
- enter your Novell password when it asks for it.
- you will see a list of your files at school.
- to bring a file home
 - right-click on the file you want
 - select "save link as" and
 - give a location on your home computer.
- to send a file to school
 - open "My Computer" or "Windows Explorer"
 - select the file you want to send to school
 - drag it onto the Netscape window that is displaying your school files.

