

# FTP INSTRUCTIONS

1. Launch the FTP Explorer Application from the Programs folder.



## For Student Organization Web Sites

2. Select the InfoEagle Profile by clicking on “InfoEagle” in the column of names on the left of the window.
3. Enter the following information:  
(*you will not need to change every field*)

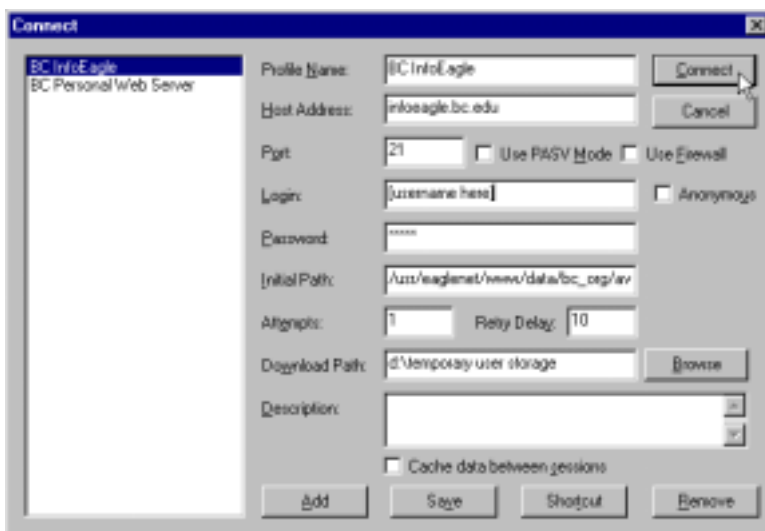
**Profile Name:** *BC InfoEagle*

**Host Address:** *infoeagle.bc.edu*

**Login:** your username

**Password:** your pin number

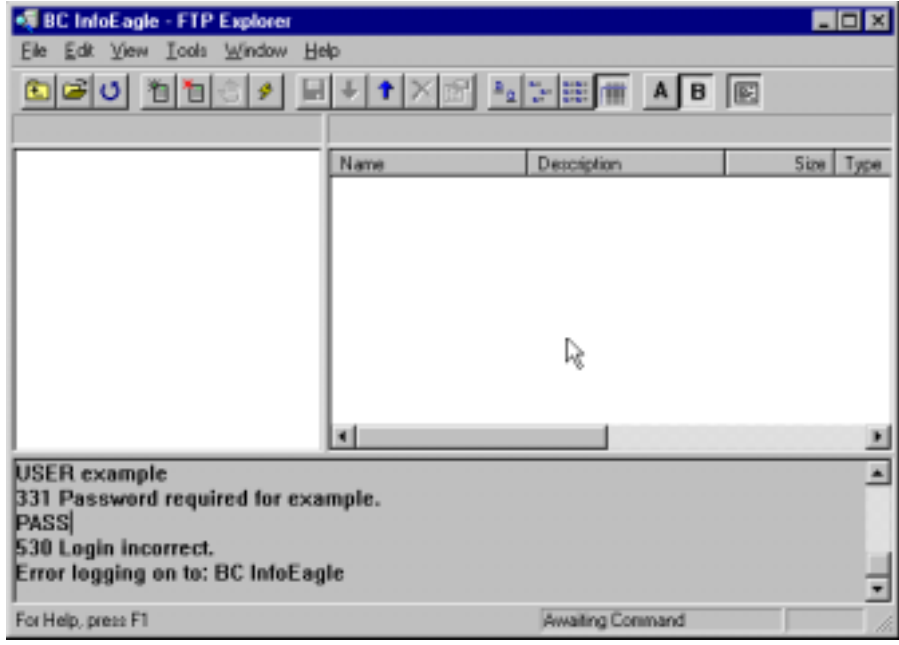
**Initial Path:** *//usr/eaglenet/www/data/bc\_org/avp/law/st\_org/[your org's abbreviation]*



4. Click on Connect.

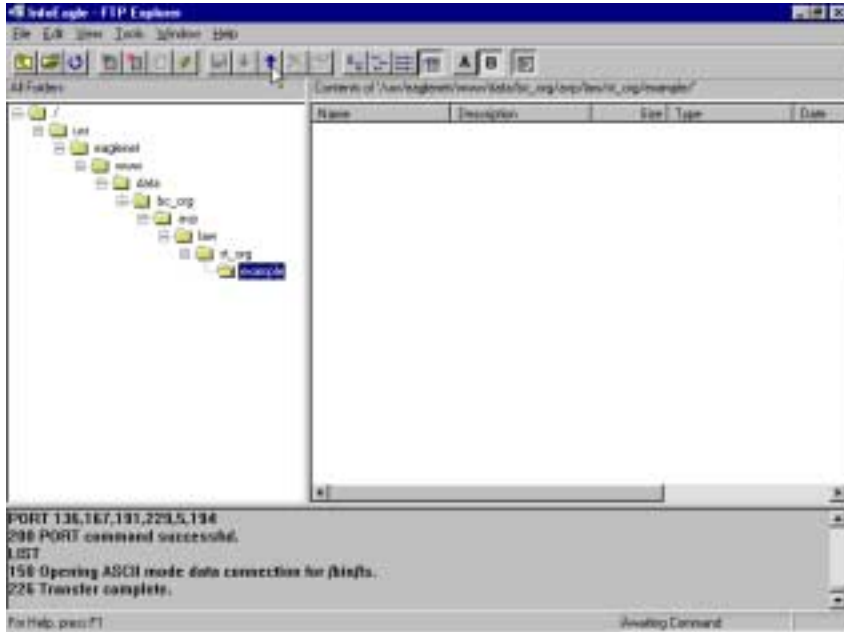


**If you are not authorized to enter the student organization’s folder or if you made an error entering your username or pin number, you will see:**

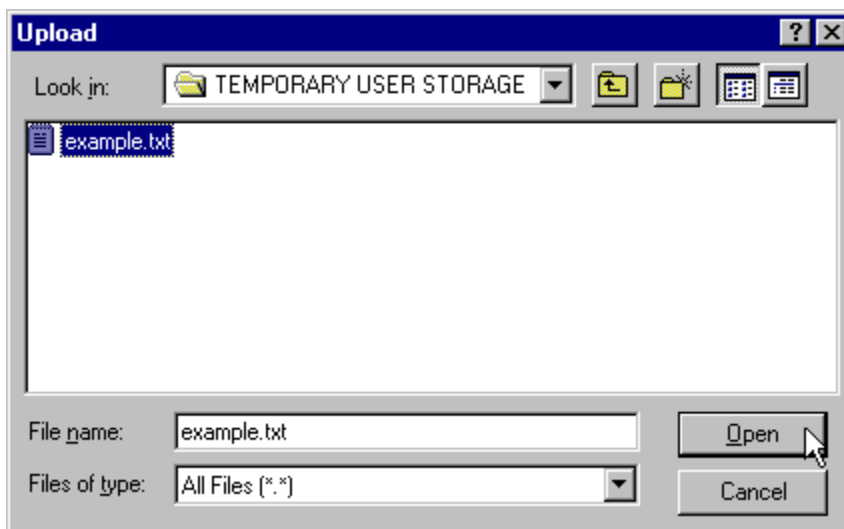


## To Add Files to Your Organization's Web Folder . . .

### 5. Click on the Upload Button (looks like a blue arrow pointing up)



A window will open, allowing you to locate the file that you want to upload to the web folder.



**The uploaded file should display in the right panel.**



## **For Personal Web Sites**

**4. Select the Boston College Profile by clicking on “Boston College” in the column of names on the left of the window.**

**5. Enter the following information:**  
*(you will not need to change every field)*

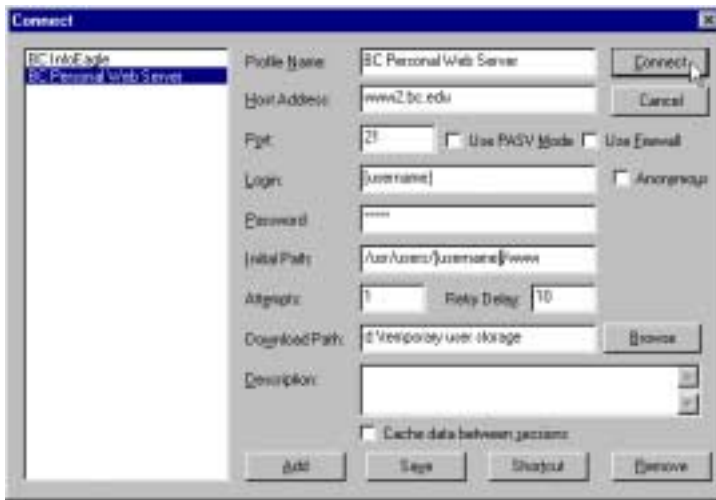
**Profile Name:** *BC Personal Web Server*

**Host Address:** *www2.bc.edu*

**Login:** Enter your username

**Password:** Enter your pin number

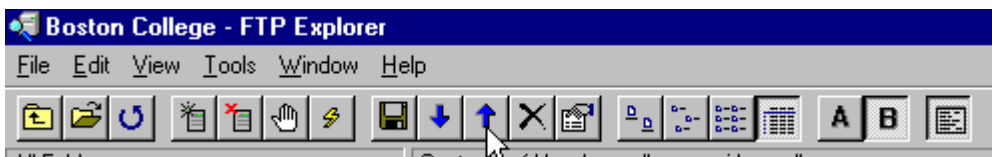
**Initial Path:** *//usr/users/[your username]/www*



**6. Click the Connect Button.**

**To Add Files to Your Personal Web Folder . . .**

**7. Click on the Upload Button (looks like a blue arrow pointing up)**



**A window will open, allowing you to locate the file that you want to upload to the web folder.**

**The uploaded file will appear in the right panel.**