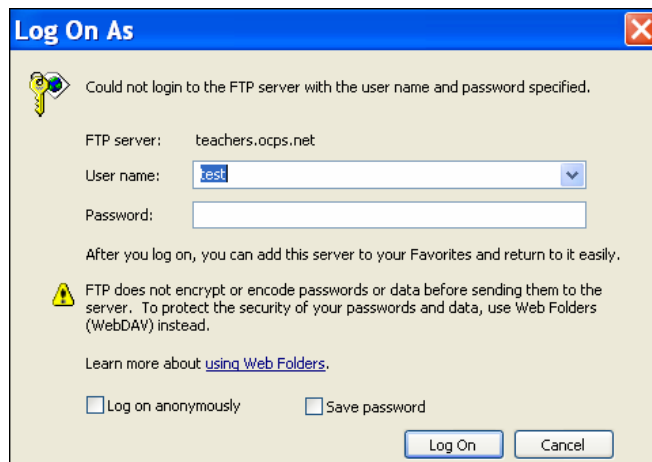


Upload to the Internet with Internet Explorer

1. Once you have created your web site
2. Open Internet Explorer
3. Type in <ftp://username@teachers.ocps.net> and click Enter on the keyboard.
4. The flashlight will probably appear for a moment while you wait.



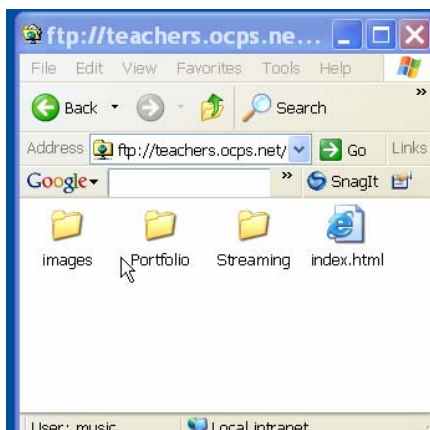
5. The Log On As window will appear. Enter your password and click Log On.
6. After the Log On begins the flashlight will appear again



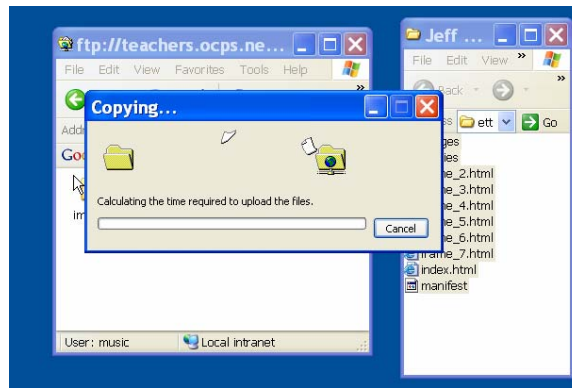
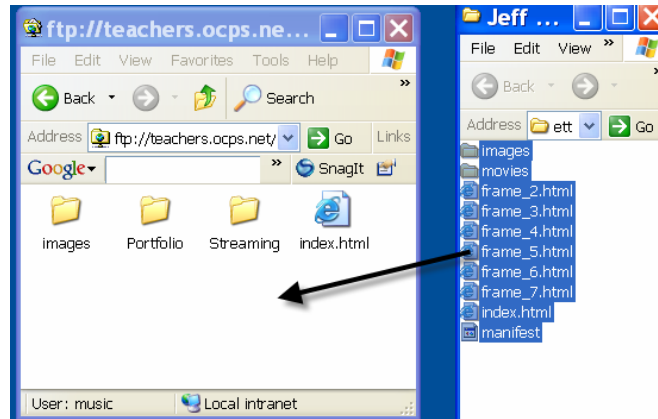
7. The window will display a Sites folder. **Some accounts might show other folders, please ignore them.**



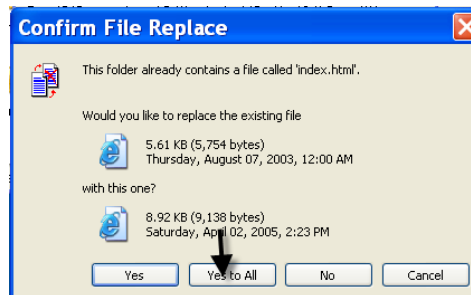
8. Double-click on the Sites folder that appears in the browser



9. Inside the sites folder find the folder where you will place all the files that you want to publish.



10. In most cases the window below will ask if you want to replace existing files.



Select the **Yes to All** button.

11. When all the files are uploaded close Internet Explorer to close out your password protected server space.
12. Open Internet Explorer again and type in your web address.
<http://teachers.ocps.net/username/foldername/>
13. If your file is not named index you must type its file name including the htm or html extension.