Select the 'General' tab. Click the 'NEXT' button.
Click in the 'Profile Name' text area.
Enter a name that tells you this is your instruct ftp account.
Click in the 'Host Name/Address' text area.
Enter exactly: instruct.westvalley.edu
Select 'Automatic detect' in the Host Type select.
Click in the 'User ID' text area.
Enter your assigned User Login.
Click in the 'Password' text area.
Enter your assigned User Password.
Profile Name: instruct server
Host Name/Address: instruct.westvalley.edu
Host Type: Automatic detect
User ID: dduncan
Password: ********
Account: 
Comment: 

New
Delete
Anonymous
Save Pwd

OK Cancel Apply Help
Check the 'Save Pwd' box.
Session Properties

Profile Name: instruct server
Host Name/Address: instruct.westvalley.edu
Host Type: Automatic detect
User ID: dduncan
Password:
Account:
Comment:

OK Cancel Apply Help
Select the 'Startup' tab.
Click in the 'Initial Remote directory' text area.
Enter exactly: `/var/www/htdocs/yourdirectory`  
`yourdirectory` is your assigned directory name.
Initial Remote Host Directory:
/var/www/htdocs/mydirectory

Initial Local Directory:

Initialize Command: (use ';' to separate multiple commands)

Local file mask:       Time offset in hours: 0

Remote file mask:
Click in the 'Initial Local directory' text area.
Enter the path to your local copy of the files you want to put on the site.
Session Properties

General

Initial Remote Host Directory:
/var/www/htdocs/

Initial Local Directory:
C:\my\local\directory

Initialize Command: (use ';' to separate multiple commands)

Local file mask: 
Remote file mask: 

Time offset in hours: 0

OK  Cancel  Apply  Help
Select the 'Advanced' tab.

Connection Retry: 

Network Timeout: Control channel timeout in seconds from 5 to 120


Passive transfers: Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Click in the 'Connection Retry' text area.
Enter the number '5'.

Control channel timeout in seconds from 5 to 120.


Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Connection Retry: 5
Attempt failed connects from 0 to 40 times.

Network Timeout: [input field]
Control channel timeout in seconds from 5 to 120

Remote Port: [input field]

Passive transfers: [check box]
Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Click in the 'Network Timeout' text area.
Enter the number '60'.

- **Connection Retry**: 5
  Attempt failed connects from 0 to 40 times.

- **Network Timeout**: [blank]
  Control channel timeout in seconds from 5 to 120.

- **Remote Host FTP Control Channel Port**: [on]

- **Passive**: [off]
  Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Connection Retry: 5
Attempt failed connects from 0 to 40 times.

Network Timeout: 60
Control channel timeout in seconds from 5 to 120

Remote Port: 21

Passive transfers
Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Click in the 'Remote Port' text area.
Connection Retry: 5
Attempt failed connects from 0 to 40 times.

Network Timeout: 60
Control channel timeout in seconds from 5 to 120

Remote Port: [ ]

Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.

Enter the number '21' if different.
Connection Retry: 5

Attempt failed connects from 0 to 40 times.

Network Timeout: 60

Control channel timeout in seconds from 5 to 120

Remote Port: 21


Passive transfers

Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Connection Retry: 5 — Attempt failed connects from 0 to 40 times.

Network Timeout: 60 — Control channel timeout in seconds from 5 to 120.


Passive transfers: [ ]

Click 'Apply' to save your settings.
Connection Retry: 5
Attempt failed connects from 0 to 40 times.

Network Timeout: 60
Control channel timeout in seconds from 5 to 120.

Remote Port: 21

Passive transfers
Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.
Click OK. This window will close and ftp folders should appear in main window.
Start Over