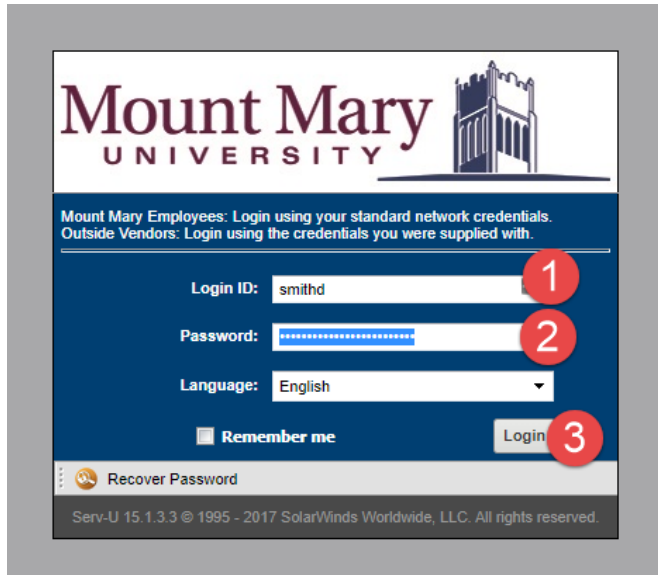
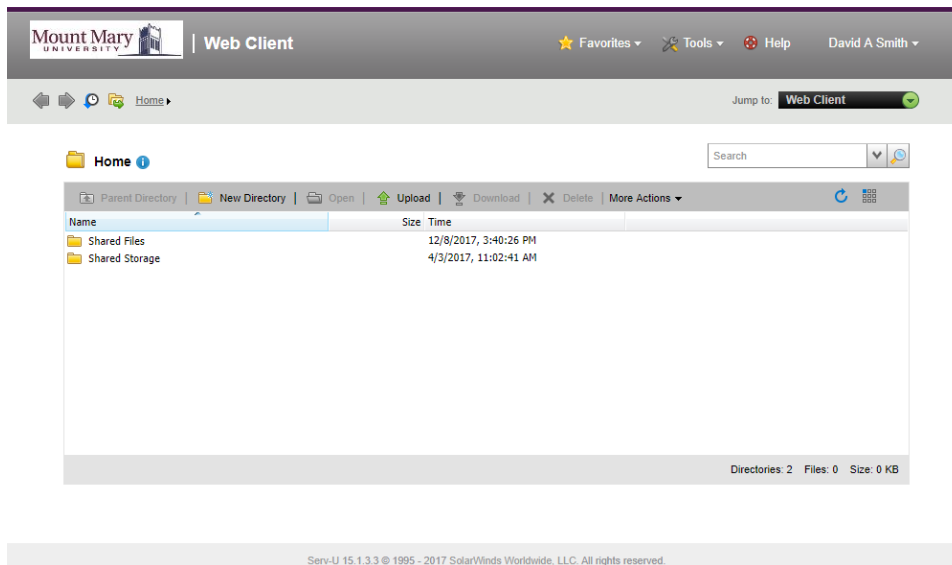


Logging In to the FTP Site

1. Open <https://ftp.mtmary.edu> in a web browser.
2. Enter your username (email address) in the **Login ID** field, and your password in the **Password** field. Then press the **Login** button.

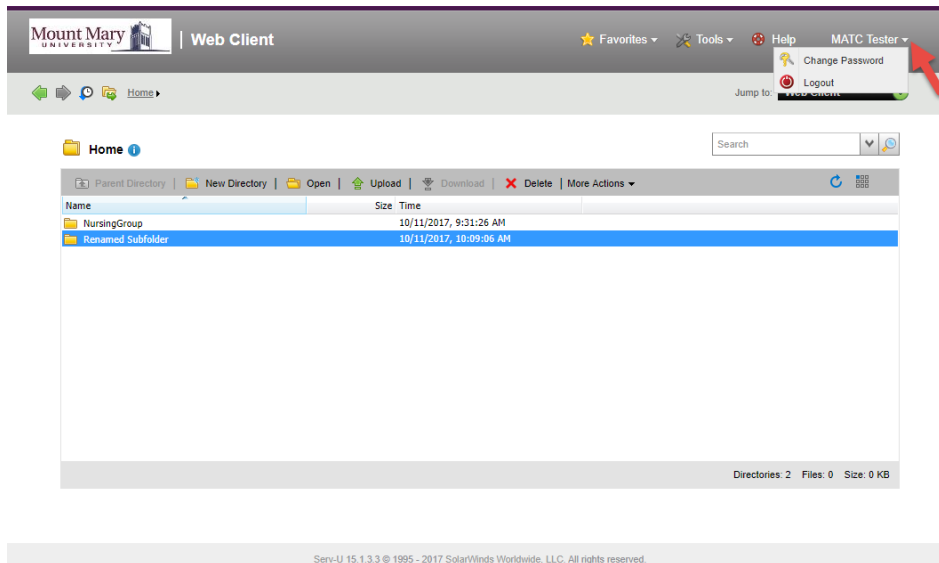


3. You will be taken to the listing of your personal storage.

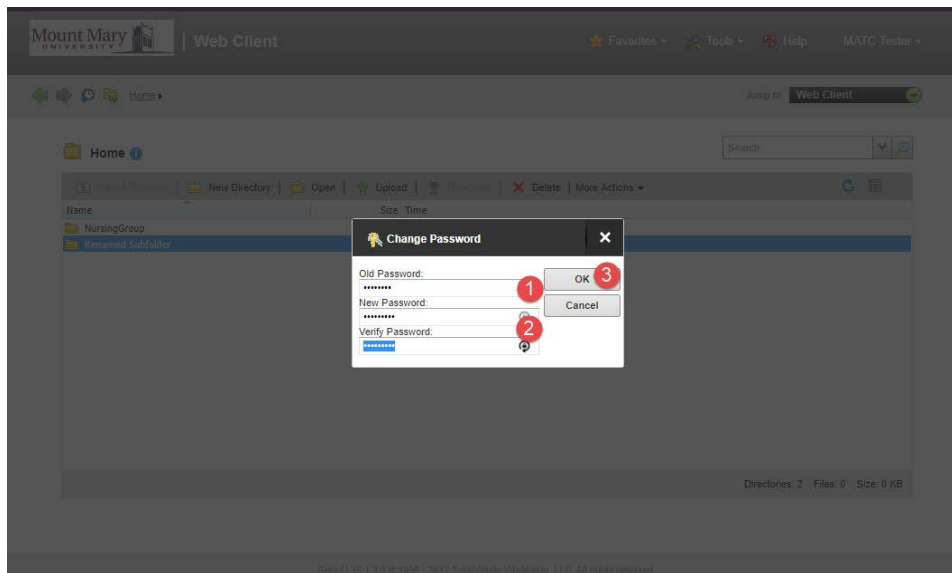


Changing Your Password

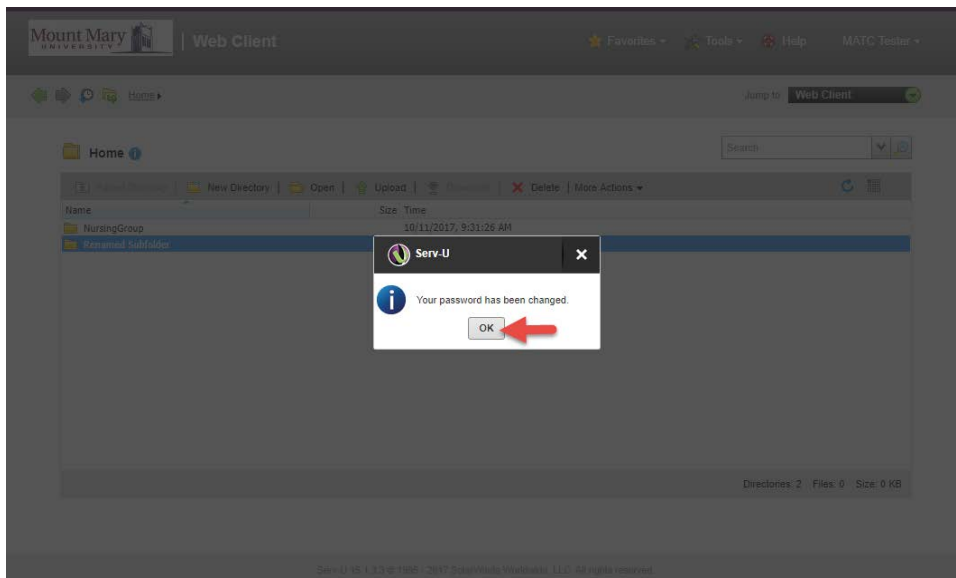
1. Click the dropdown arrow next to your name in the top-right corner of the page. Then click the **Change Password** option in the dropdown menu.



2. Enter your current password in the **Old Password** field (1). Enter a new password in the **New Password** and **Verify Password** fields (2). Then press the **OK** button (3).

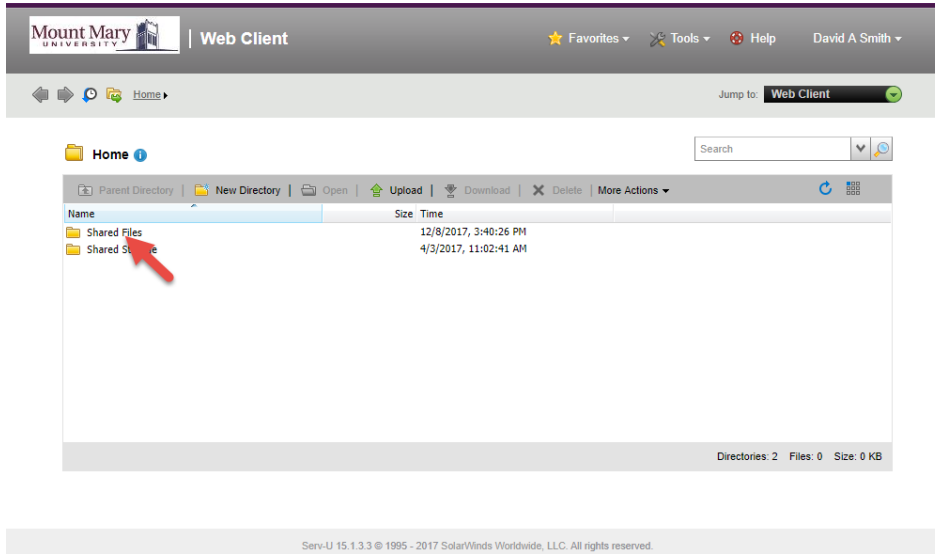


3. A success dialog will be display. Click the **OK** button to return to the main screen.

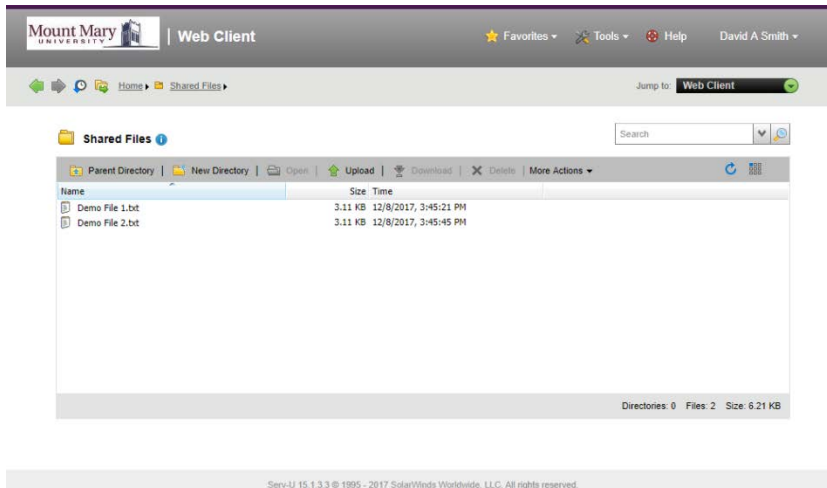


Accessing Shared Files

1. To access shared files, double-click the appropriate shared folder in your personal file listing.
*Note: You can also single-click the shared folder to select it, and press the **Open** button in the toolbar.*



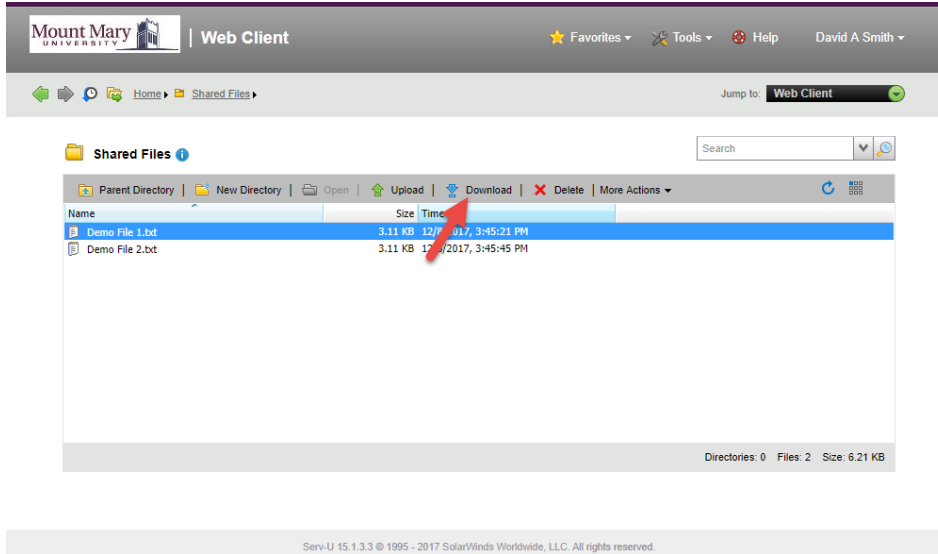
2. The screen will display the listing of shared files.



Downloading Files

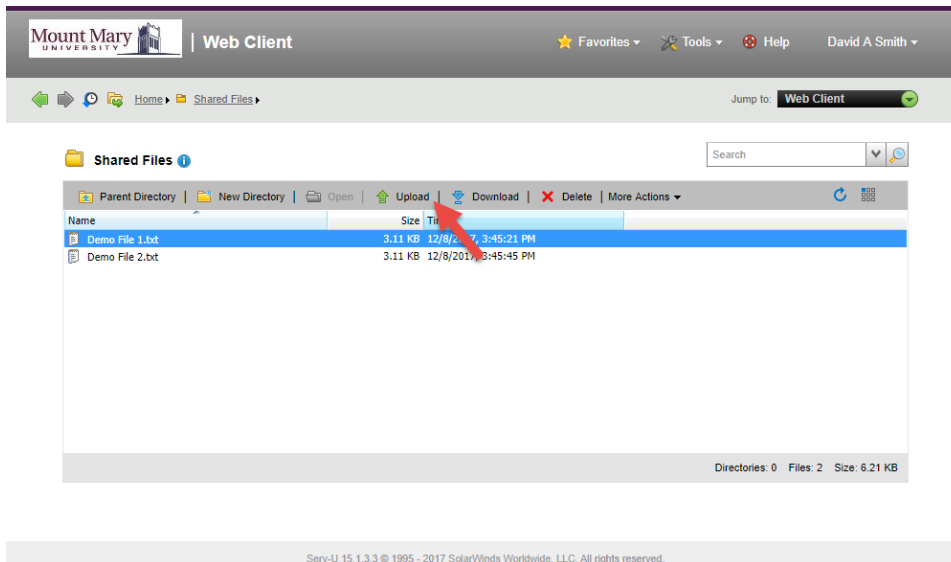
1. Single-click the file you wish to download to select it. Then press the **Download** button in the toolbar.

Note: A dialog may open asking you where the file should be saved, or it may be downloaded to a default location, depending on how your browser is configured.



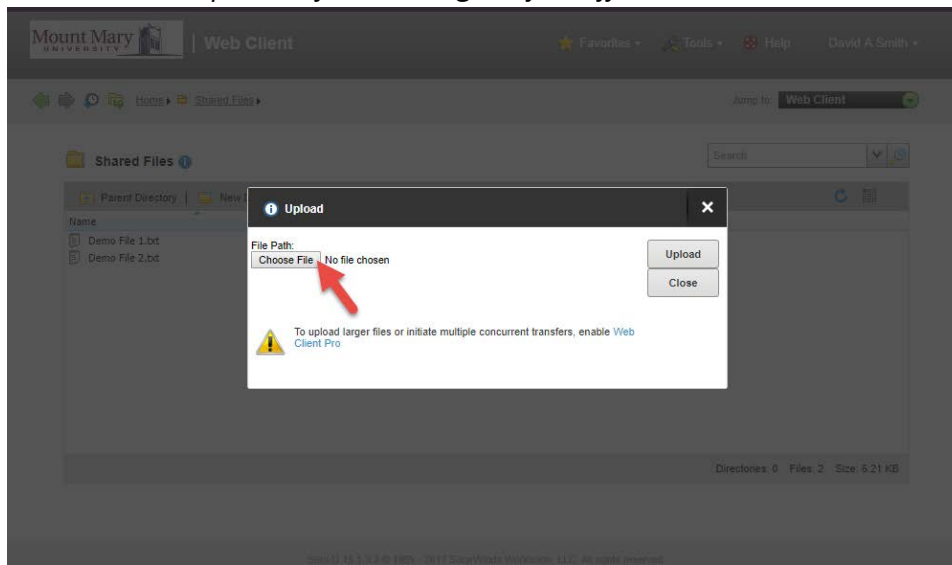
Uploading Files

1. Navigate to the folder where you want to upload a file.
2. Press the **Upload** button on the toolbar.

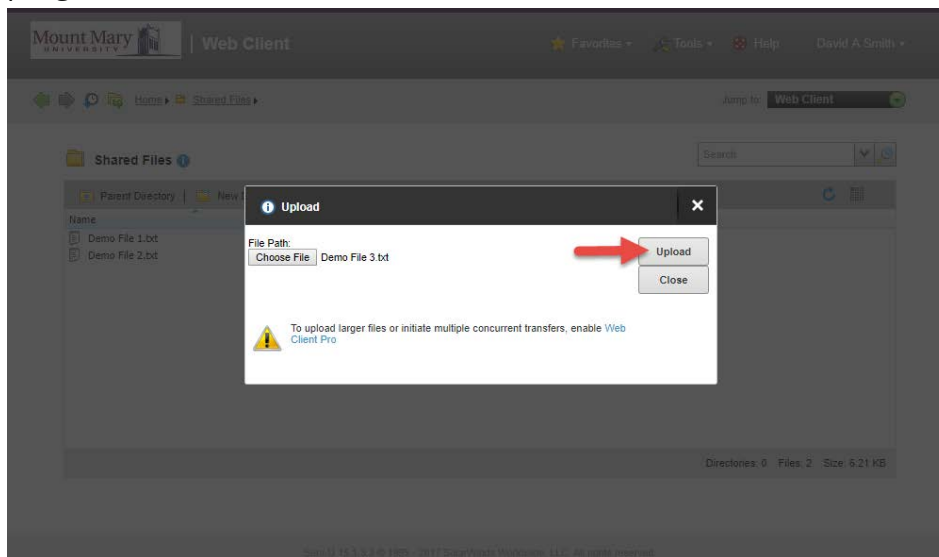


3. Press the **Choose File** button. Select the file from your computer to upload, and press the **OK** button.

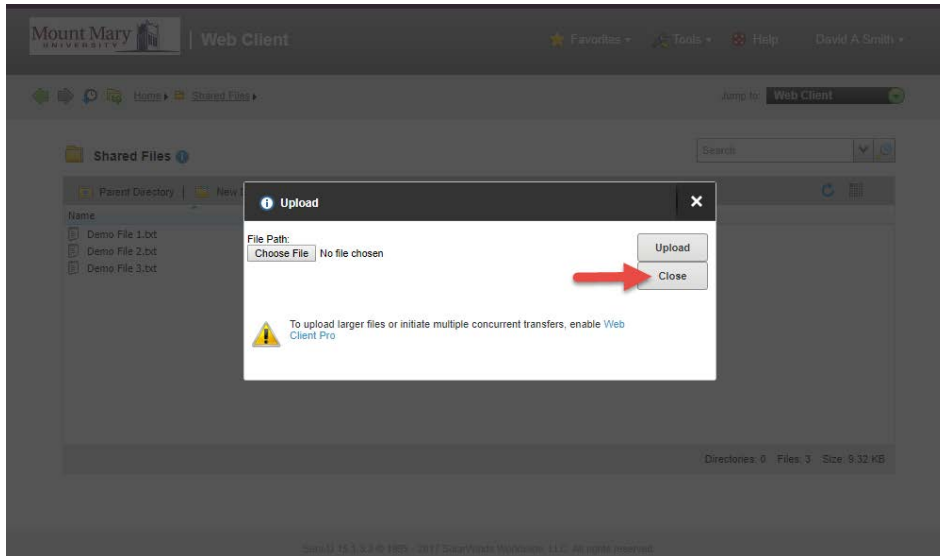
Note: The exact process for selecting the file differs between web browsers.



4. Ensure that the correct file name is listed next to the Choose File button. Then press the **Upload** button to begin the upload process. A dialog will display while the file is being uploaded to show progress.

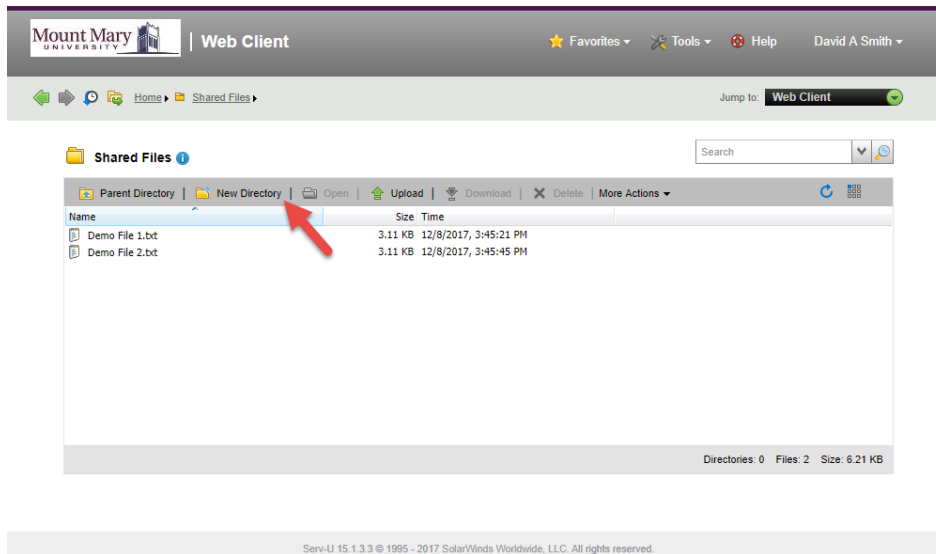


5. Once the upload is complete, the Upload dialog will be displayed again. Press the **Close** button to return to the main screen, or repeat the process if you have additional files to upload.

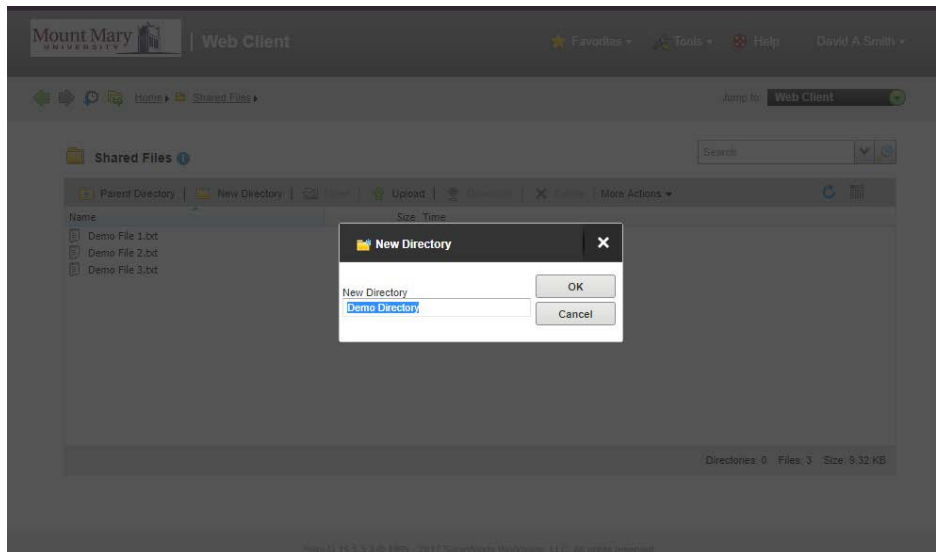


Creating a New Folder

1. Navigate to the folder under which you wish to create a new folder.
2. Click the **New Directory** button in the toolbar.

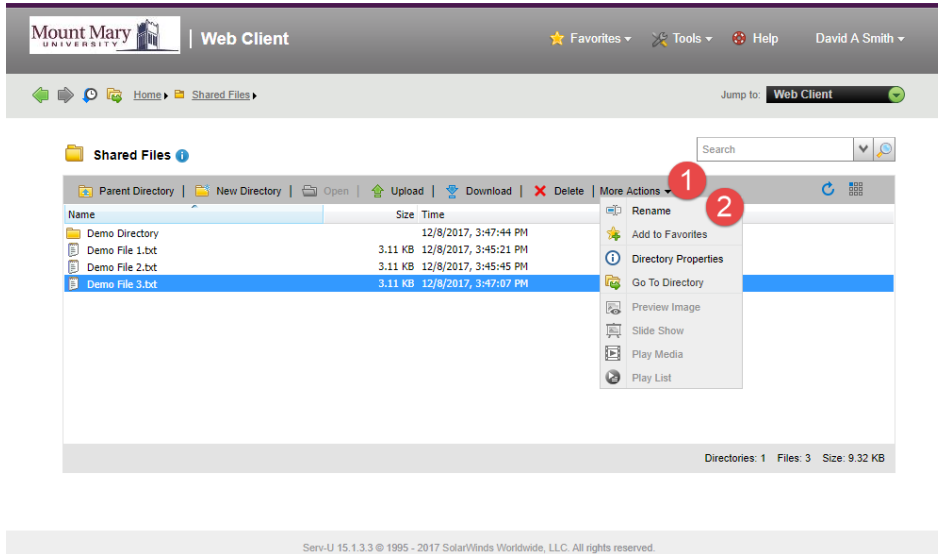


3. Enter the name for the new folder in the **New Directory** field. Then press the **OK** button.

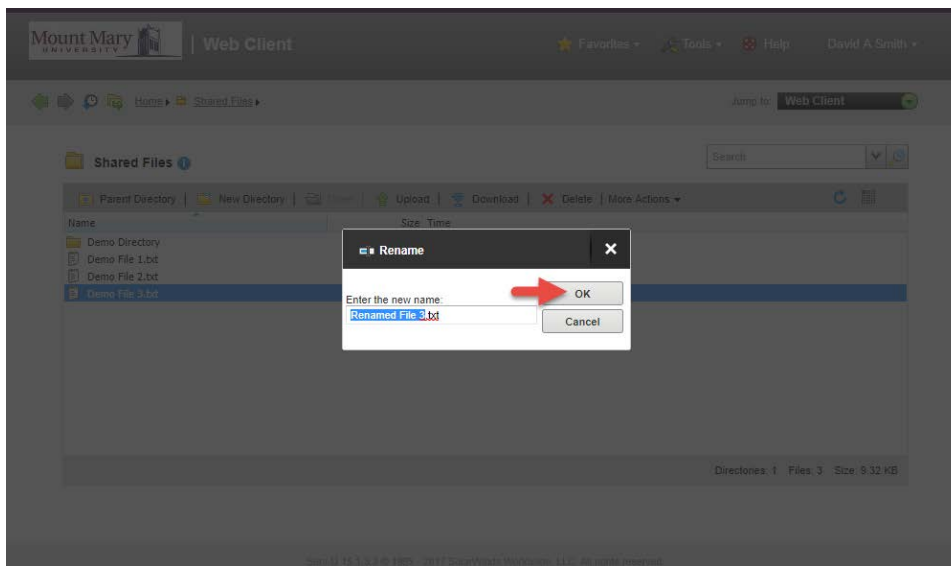


Renaming a File or Folder

1. Single-click the file or folder you wish to rename to select it.
2. Click the **More Actions** button in the toolbar (1). Then click the **Rename** button (2) in the dropdown menu.

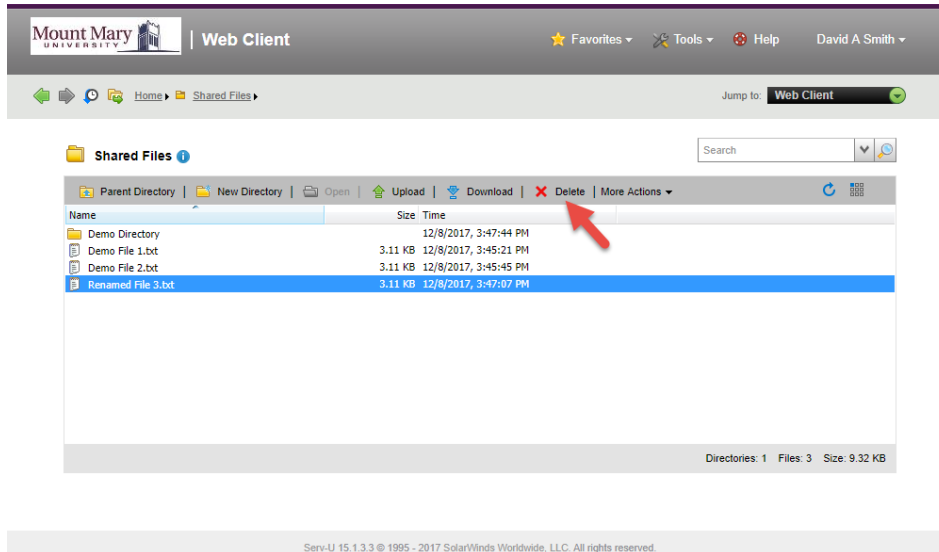


3. Enter the new name for the file or folder in the **Enter the new name** field. Then press the **OK** button.



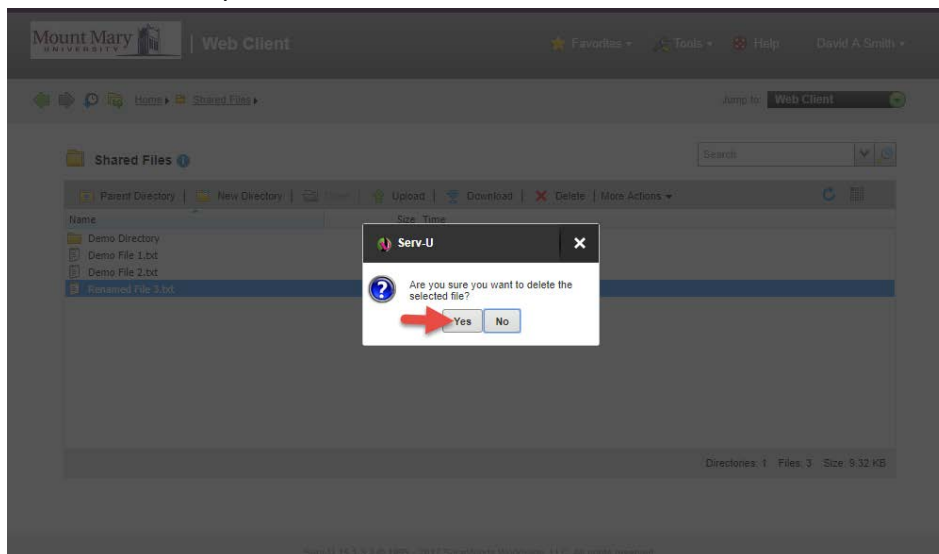
Deleting a File or Folder

1. Single-click the file or folder you wish to delete to select it.
2. Click the **Delete** button in the toolbar.



3. Press the **Yes** button in the confirmation dialog to delete the file or folder (and all files and folders it contains).

Note: Deletion is permanent, and CANNOT be undone!



Logging Out

1. Click the dropdown arrow next to your name in the top-right corner of the page. Then click the **Logout** option in the dropdown menu.

