

HOW TO: UPLOAD FILES TO A VIRTUAL SERVER USING INTERNET EXPLORER FTP

1. Open Windows Explorer and locate the files to be uploaded.
2. Open Internet Explorer.
3. Click on File->Open...
4. Type ftp://www.yourdomainname, where domain name is the name of the site that you want to upload files to. (e.g. ftp://www.starsite.co.za) and click OK.
5. When the Login as box appears, ensure that the Virtual Server Name appears in the FTP server field.



6. In the Username and Password fields, type in the username and password that DataPro allocated you for uploading to your website.
7. Click the Login button.
8. Once the FTP window is displayed, you can copy, move, rename and delete files just like you can with Windows Explorer.
To logout of the FTP server, close the Internet Explorer windows.