

How to upload files to the Web site

This document shows you how to logon on to the website to allow you to upload files to the website. There are directions below for both Windows (Internet Explorer) and MAC setup.

Internet Explorer

If you use a Windows computer, your Internet Explorer browser can double as an FTP tool!

Here we'll show you how to set up Internet Explorer versions 5 and above to use FTP. (If you're using [Internet Explorer 7](#), please see our special instructions below.) Please note that FTP features are not available in Internet Explorer for the Macintosh.

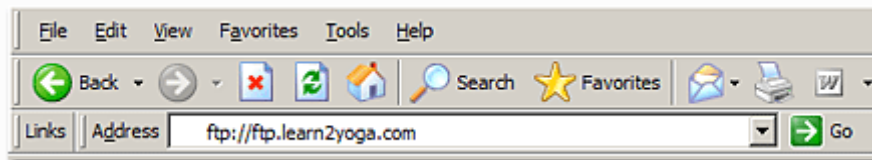
To start using Internet Explorer with your Web Hosting account, you'll need your unique [FTP settings](#),

Username: upload

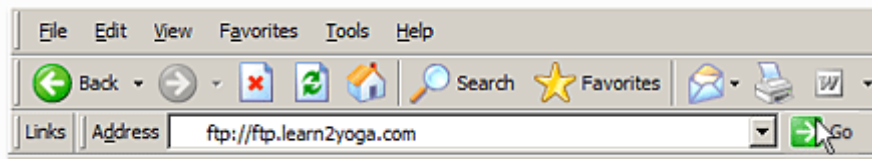
Password: vvhsimp

To connect to your account:

1. Open Internet Explorer.
2. In the address field, enter `ftp://` and then your FTP **host**, like this: `ftp://ftp.vvhsimp.org`.

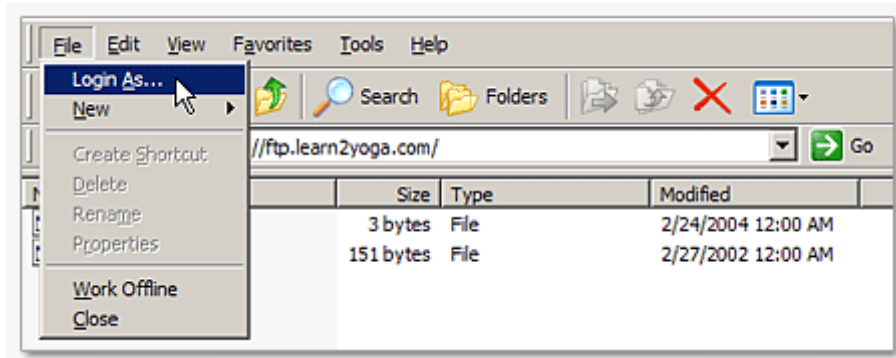


3. Click the "Go" button.



4. You may see a dialog asking you to enter your user name and password. If you do not see this dialog, click the "View" menu in the upper-left corner of the window and select "Open FTP Site...."

5. Click the "File" menu in the upper-left corner of the window and select "Login As...."



6. In the "User name" field of the "Log On As" dialog, enter upload@vvhsimp.org
7. Enter vvhsimp in the "Password" field.



8. Click "Log On."

When you successfully connect, the window will display the files and folders in your Web Hosting account!

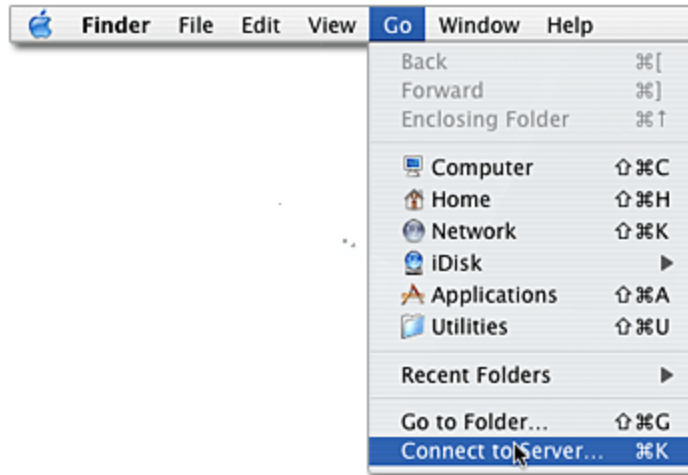
9. At this point you can drag and drop files to the ftp://ftp.vvhsimp.org window.

Mac OS X

Mac users: You can connect to your Web Hosting account using your computer's own FTP tool! Here we'll show you how to set up FTP for Mac OS X versions 10.2 and higher.

To connect to your account:

1. Go to your Finder and select "Connect to Server..." from the "Go" menu.

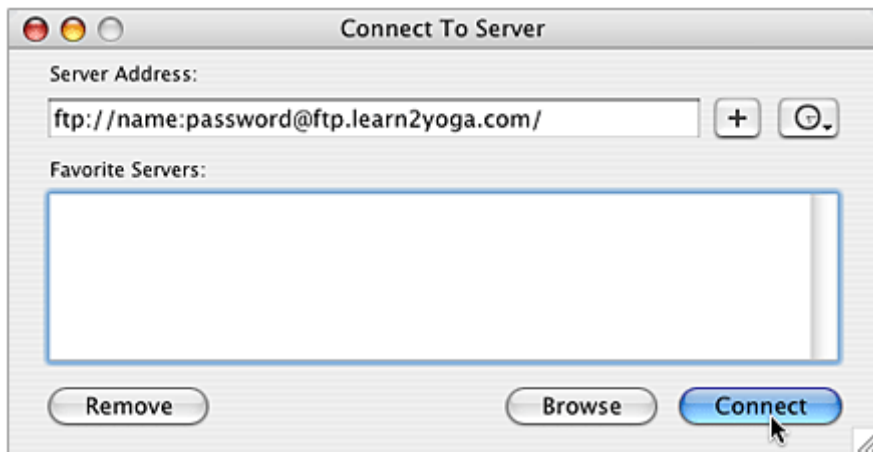


2. In the "Server Address" field, enter your FTP settings like this:

[upload@vvhsimp.org](ftp://upload@vvhsimp.org)

Security note: Please note that when you enter this information, your password will temporarily become visible on your computer screen. Be careful not to let others see you enter your private information.

The password should be: vvhsimp



3. Click the "Connect" button.

When you successfully connect, your Web Hosting account files and folders (your *remote site*) will appear on your desktop like another hard drive or network.

To view your files and folders anytime, just click twice on the icon that represents your remote site (it will be called something like upload@vvhsimp.org). Now you can view, rename, delete, and organize files in your site exactly as you'd work with other files on your computer.

To transfer a file to your account, just locate the file on your computer and drag it onto a folder in your remote site