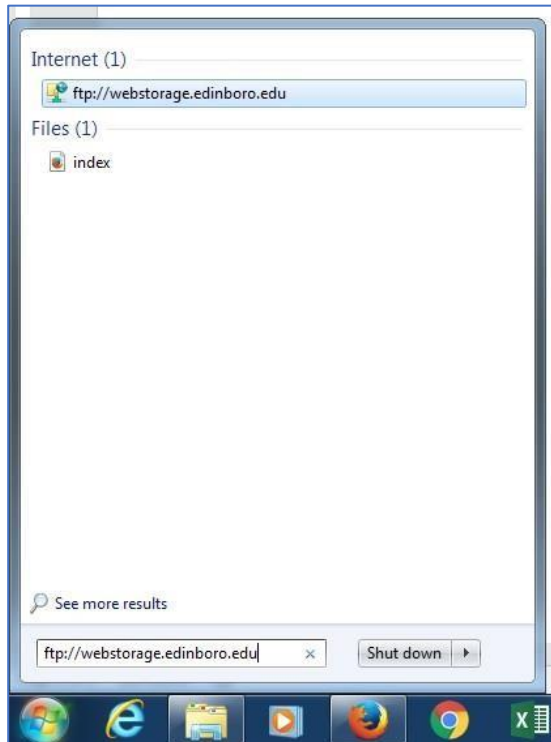


## How to Access the Web Directory when Off Edinboro Campus – Windows Explorer

### Windows 7:

- 1) Click on the Windows (start) button
- 2) Type <ftp://webstorage.edinboro.edu> in the search programs and files bar and press enter



- 3) At the Log-On As screen type your full Edinboro email address and your network password and hit Log-On
- 4) The easiest way to save a file to the ftp site is to simply copy and paste the file to the appropriate folder
  - a) Open up the source folder where the file resides that you want to copy to the ftp site
  - b) Right click on the desired file in the source folder and select copy from the popup menu
  - c) Click on the target folder in the ftp site (window that opened in step 4 above), right click and select paste from the pop-up menu

## **Windows 10:**

In Windows 10 - click the windows key + R to open the run and then type <ftp://webstorage.edinboro.edu> and press enter

## **Apple/Mac OS X:**

Download and install Cyberduck at: <https://cyberduck.io/>

1. Open the Cyberduck application
2. Click the "Open Connection" button
3. For "Server" type: webstorage.edinboro.edu
4. For "Username" type: your full Edinboro email address
5. For "Password" type: your network account password
6. Click "Connect"