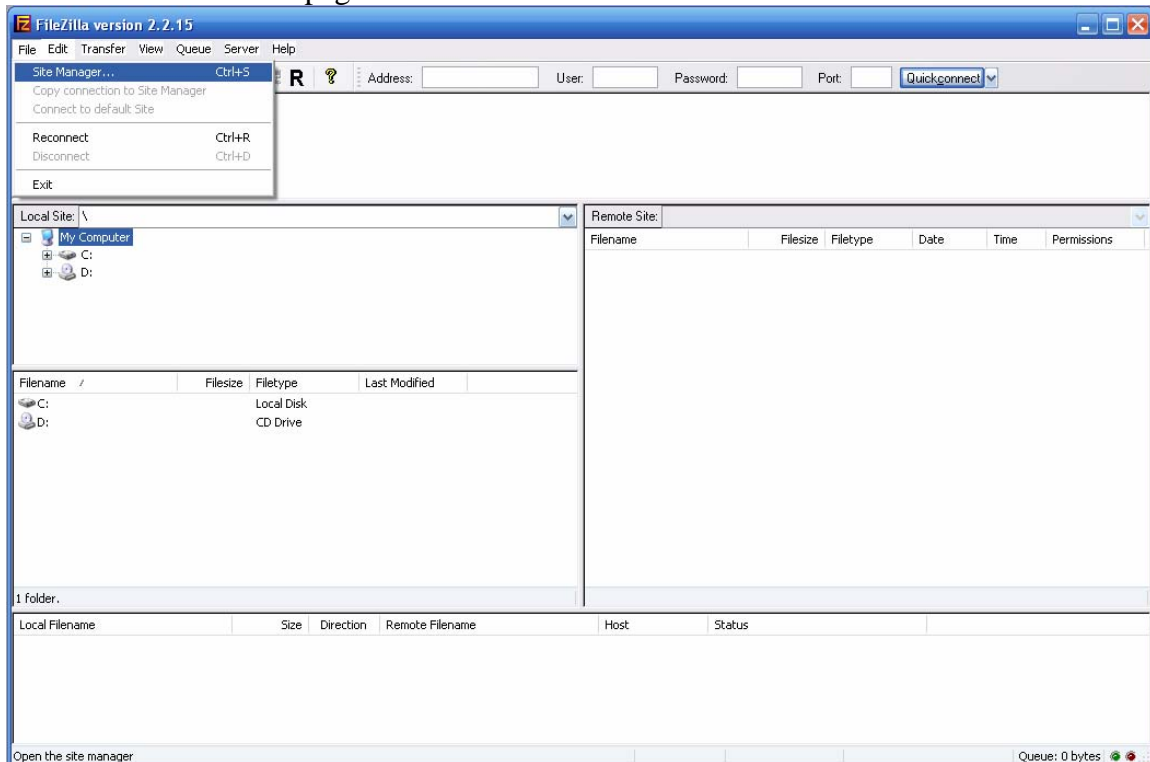
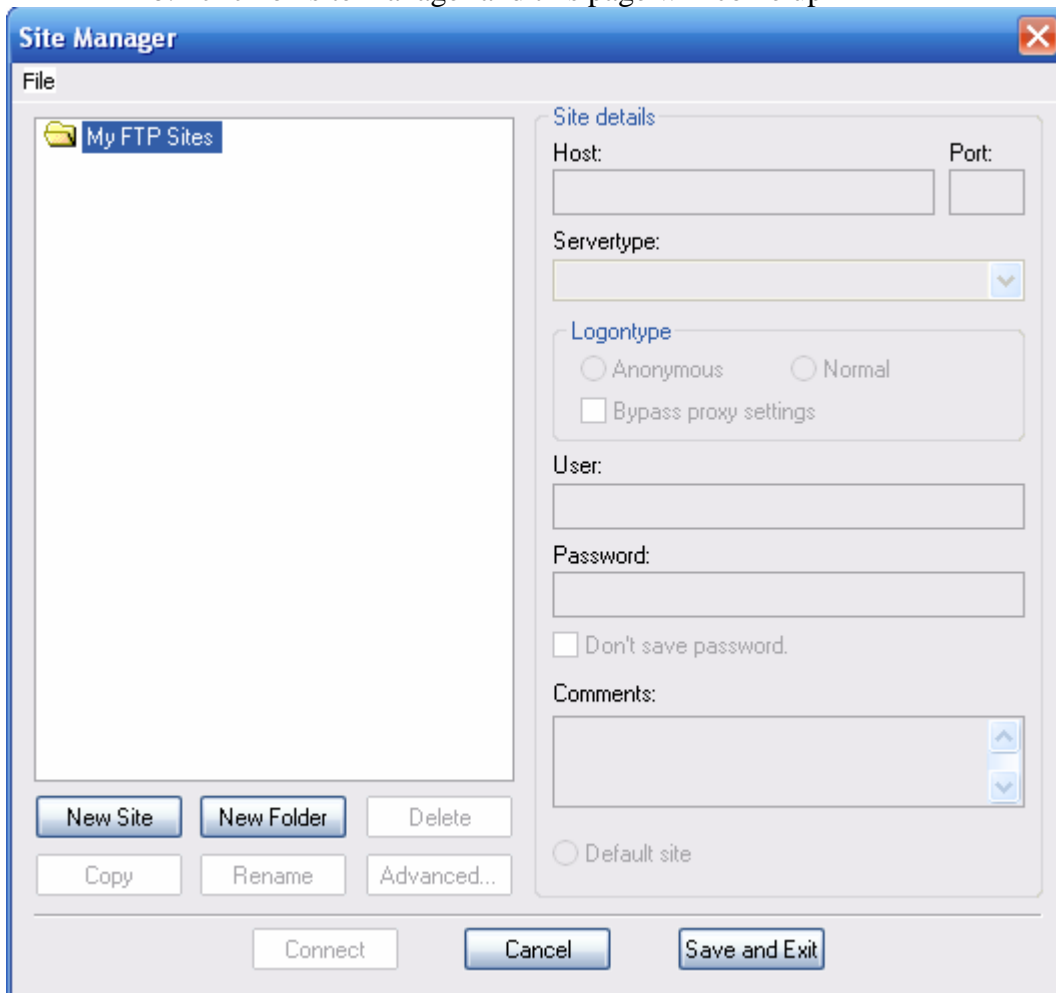


Accessing your webspace to upload and download your website html file

1. You must have permission to access this folder. IT CSC can give you the account and then an email has to be sent to [webmaster@www.uky.edu](mailto:webmaster@www.uky.edu) to get permission
2. After you have permission you must have a FTP program to access to space
  - a. UK allows Filezilla to be downloaded for free from the download site at [download.uky.edu](http://download.uky.edu)
3. Once Filezilla is downloaded and installed it must be configured to access the correct space.
  - a. the first page will look like this



- b. click on site manager and this page will come up



- c. click on new site
- i. host: [www.uky.edu](http://www.uky.edu)
  - ii. port: 21
  - iii. servertime: FTP
  - iv. Logontype: Normal
  - v. User: u-connect user id
  - vi. password: u\$ and last six of social
- d. click on connect
- e. change the remote site to /www/htdocs/StudentOrgs/
- f. find your organization's folder
- g. you can now drag files back and forth from you desktop
- h. just as a note, the name of you group's html file must be welcome.html for the server to automatically recognize it