

H: Drive Access Instructions

To Access Your Documents from Home

- a) Close or minimize all open windows
- b) Open windows explorer by right clicking the start button and then left clicking “Explore” if you are using Windows XP or “Open Windows Explorer” if you are using Vista or Windows 7
- c) In the address bar at the top of windows explorer type <ftp://ftp.cheylin.com> and press enter (To enable typing an address in Vista or Windows 7 click the small folder icon in the left side of the address bar)
- d) In the username box type your username. On some computers you may need to use your email address for the username
- e) In the password box type your password and then press enter
- f) Navigate to the document you want to work with and click the left mouse button and while holding the left mouse button down drag the file to your desktop and then release the mouse button. If given the option to “move here” or “copy here” click “copy here”
- g) Work on your document as necessary and when done drag it back to the windows explorer window and click “yes” to confirm that you want to replace the existing document