## FTP Drive Mapping Guide – Windows 7

1. Click the **Computer** icon found on the desktop, then click **Map Network Drive** from the header.



2. To map a drive to an FTP site, click the link that says **Connect to a Web site that you can use to store** your documents and pictures.

pecny in	e unive letter for the connection and the folder that you work to connect to:
rive:	Y: •
Folden	▼ Browse
	Example: \\server\share
	Reconnect at logon
	Connect using different credentials
	Connect to a Web site that you can use to store your documents and pictures.

3. A new Add Network Location wizard will start. Click the Next button to continue.



4. In the next window, click on **Choose a custom network location**.



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5. Type the location of the FTP site. First type **ftp://** and then the FTP site address.

Examples include: <u>ftp://ftp.njsda.gov/</u> or <u>ftp://ftp.njsda.gov/ae/.../ABC\_firm</u>

When completed, click the **Next** button to continue.

	Specify the location of your website	
Т	Type the address of the website, FTP site, or netw	vork location that this shortcut will open
I	internet or network <u>a</u> ddress:	
→ [	ftp://ftp.njsda.gov	▼ Browse
<u>\</u>	<u>View examples</u>	

6. Uncheck the **Log on anonymously** check box. Type your username (provided by SDA's Information Systems department) in the **User Name** field and click the **Next** button to continue.

Most FTP ser	rvers allow users to log on anonymously with limited access to the server. Do
you want to	log on anonymously?
User name:	jsmith
You will be p	prompted for your password when you connect to the FTP server.

7. Windows 7 now asks you to provide a name for this mapping. Type any name you want and click the **Next** button to continue.



8. To test the newly created mapping, check the box that says **Open this network location when I click Finish** and click the **Finish** button to continue.



9. When you open this new network location, you need a username and password to connect to the FTP site. Type this information in the User Name and Password fields. Check the Save password checkbox so that you won't need to enter this information every time you log in. Click the Log On button to continue.

Log On A	As				
<b>?</b>	Could not login to the FTP server with the user name and password specified.				
	FTP server:	ftp.njsda.gov			
	User name:	jsmith 🗸			
	Password:	•••••			
	After you log on, you can add this server to your Favorites and return to it easily.				
▲	FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.				
	Log on <u>a</u> non	ymously Save password			

10. The FTP site will now be available directly from the **Computer** window as a mapped drive.

**NOTE:** Please be careful. If you accidentally delete files or folders that you did not intend to remove from your website, All Squared *may not be able to restore them*. Also, there will be a charge for file restoration requests.



Microsoft Outlook