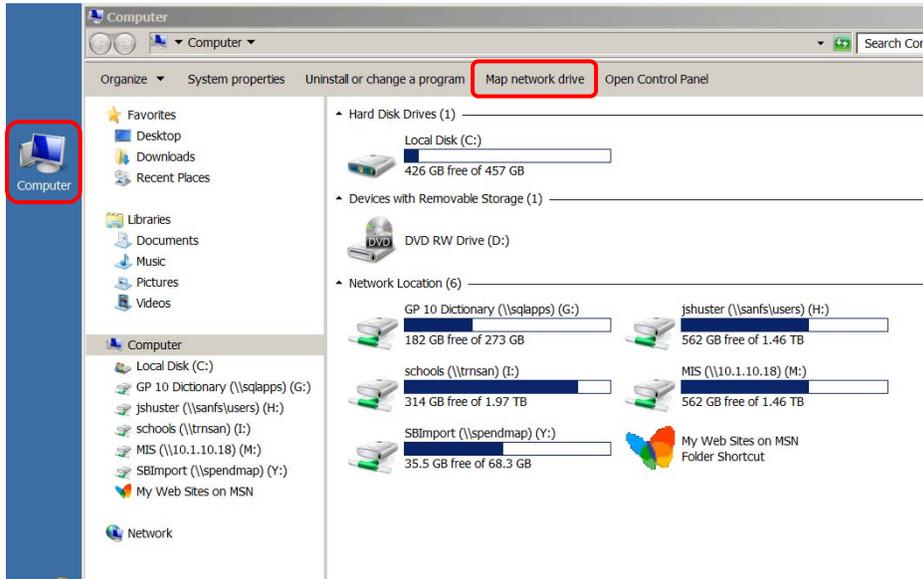
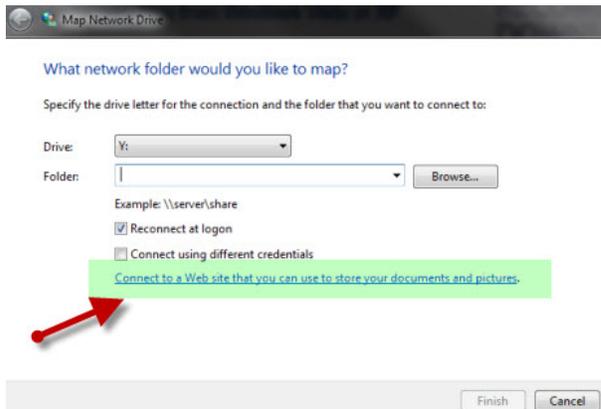


FTP Drive Mapping Guide – Windows 7

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**.



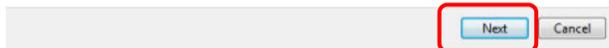
3. A new **Add Network Location** wizard will start. Click the **Next** button to continue.



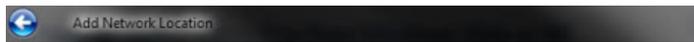
Welcome to the Add Network Location Wizard

This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a web browser and Internet connection.

You can also use this wizard to create a shortcut to a website, an FTP site, or other network location.

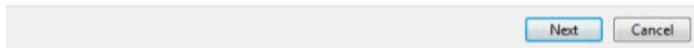


4. In the next window, click on **Choose a custom network location**.



Where do you want to create this network location?

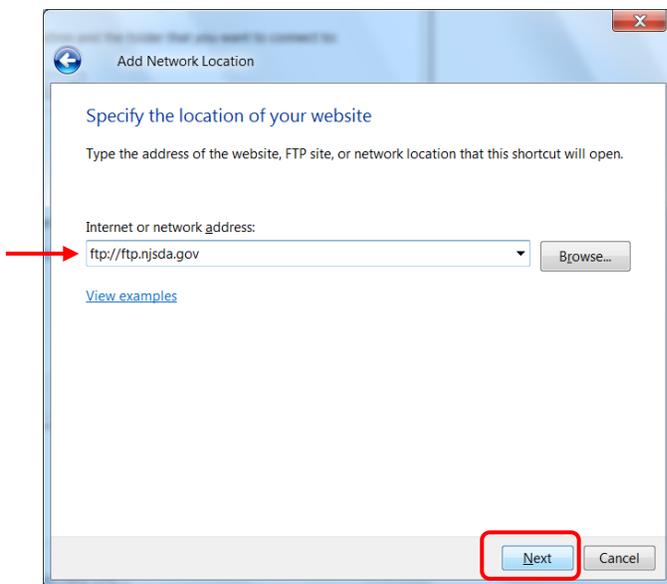
- Choose a custom network location
Specify the address of a website, network location, or FTP site.



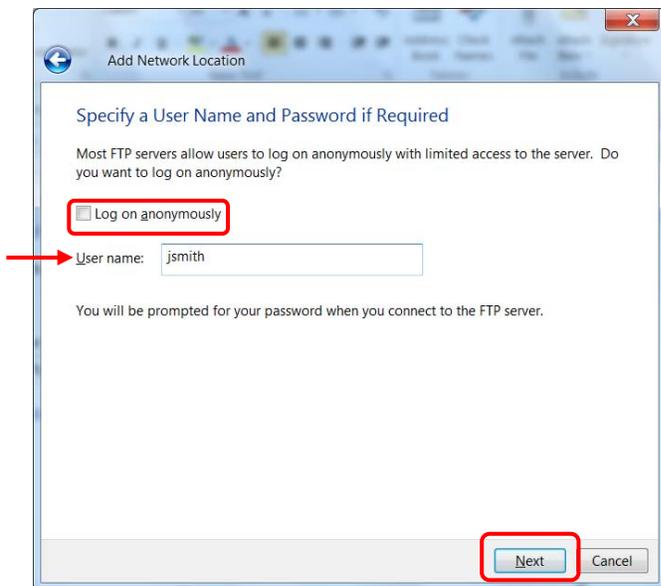
5. Type the location of the FTP site. First type **ftp://** and then the FTP site address.

Examples include: <ftp://ftp.njsda.gov/> or ftp://ftp.njsda.gov/ae/.../ABC_firm

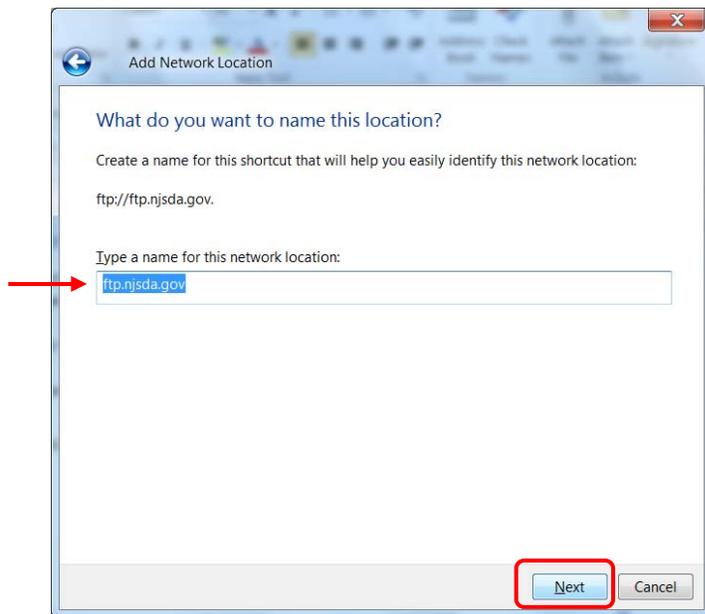
When completed, click the **Next** button to continue.



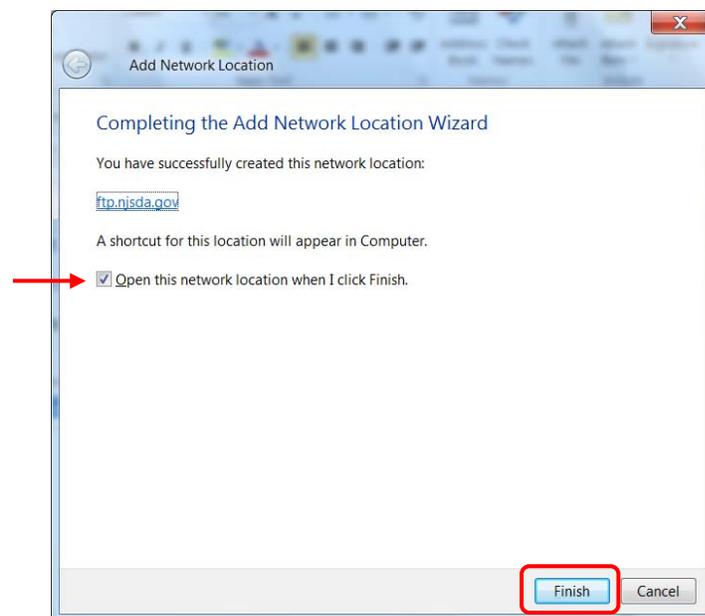
6. Uncheck the **Log on anonymously** check box. Type your username (provided by SDA's Information Systems department) in the **User Name** field and click the **Next** button to continue.



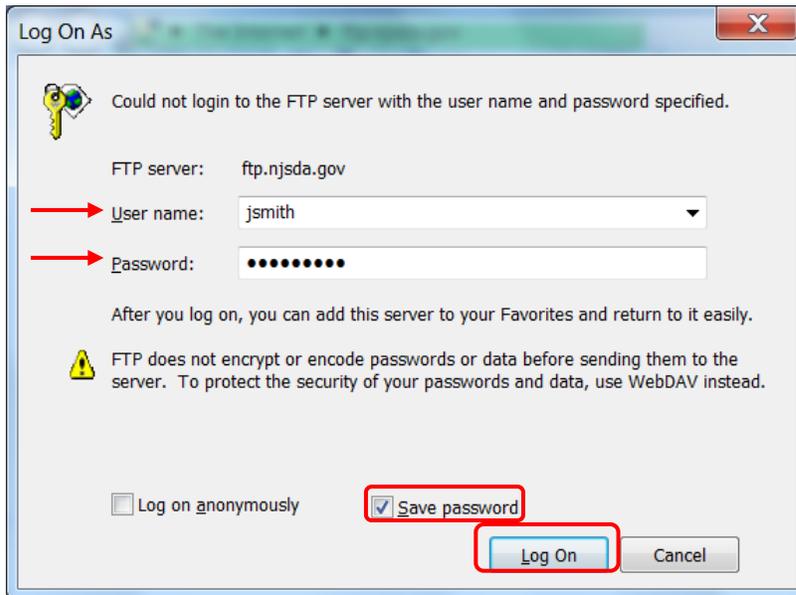
7. Windows 7 now asks you to provide a name for this mapping. Type any name you want and click the **Next** button to continue.



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.



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.

