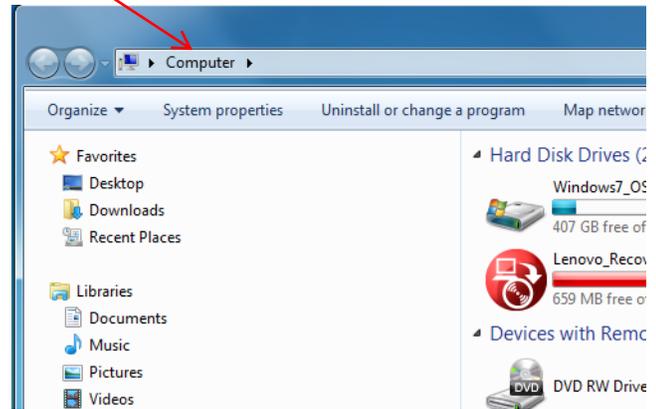


Downloading Student Data Files 2010 (Off-campus)

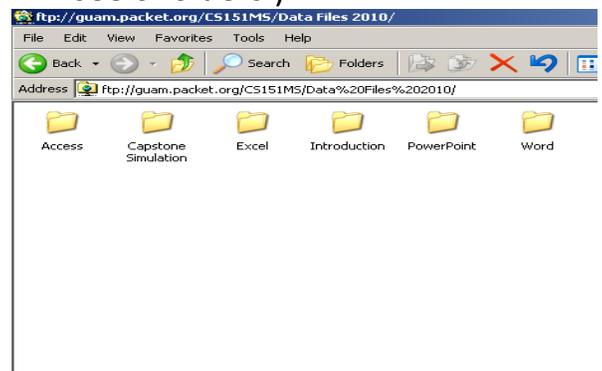
1. Close ALL open windows on the Desktop.
2. Open a **Computer/My Computer** window.
3. Reduce the size of the window and drag it to the **right-side** of your screen.
4. Enter the following in the Address Bar (**exactly as shown**):

ftp://guam.packet.org/cs151ms <Enter>

- i. (It might take anywhere from a few seconds to a couple of minutes to connect to the server).
- ii. You will see the **Data Files 2010** folder.



5. Double-click on the **Data Files 2010** folder. (You will see 6 folders.)



6. Open the **Word, Excel, Access** or **PowerPoint** folder.
7. Drag and the **Lesson** folder you need to the Desktop.