

# Uploading Assignments

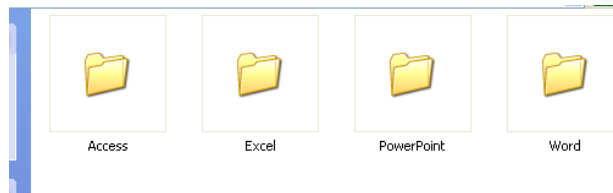
*(On-Campus or Off-Campus)*

1. Close ALL open windows on the Desktop.
2. Open a **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://ycflores.dyndns.org**      <Press Enter>

*(It might take anywhere from a few seconds to a couple of minutes to connect to the FTP server).*

- Enter User name: «**Username**» (in lowercase letters)
- Enter Password: «**Password**»
- Click the **Log On** button. *(It might take anywhere from a few seconds to a couple of minutes to connect to the FTP server).*



- You will see **4 FOLDERS**  
*(This will indicate that you have connected to the FTP server successfully.)*

5. Open the DESTINATION folder by **double-clicking** on the folder. (**Word, Excel, Access or PowerPoint**).
6. Open up another **My Computer** window or go to folder on the Desktop.
7. Reduce the size of the window and drag it to the **left-side** of your screen.
8. Locate the file or files you want to upload.
9. **Drag and Drop** the file or files inside the appropriate (**Word, Excel, Access or PowerPoint**) folder.