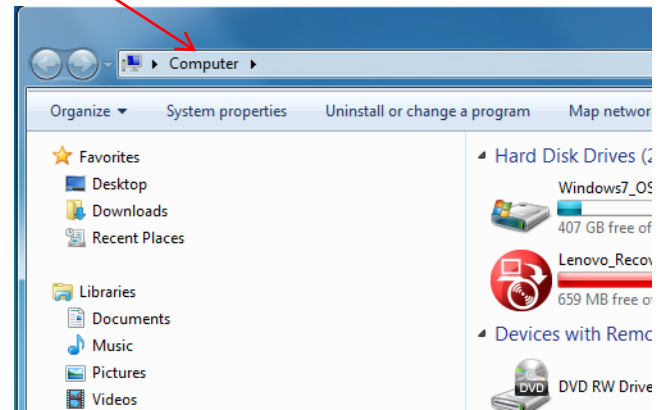# DOWNLOADING
OA109 Business Math Using Excel - Student Data Files
(Off-campus or On-Campus)

1. Close ALL open windows on the Desktop.

2. Open a **Computer/My Computer/File Explorer** 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/oa109files <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 **Chapter** folders.

5. Drag the **Chapter** folder you need to the Desktop.