How to FTP to Webspace

1. Launch a FTP client (Filezilla shown).
2. Click on the site manager icon in upper left

3. Click on “New Site”, give the site a name and setup the options on the “General” as shown.
   For Departments use: departments.bloomu.edu
   For Facstaff use: facstaff.bloomu.edu
   For Orgs use: orgs.bloomu.edu
   Note Use your BUAD User name and password.

4. Click “Connect”