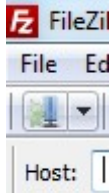
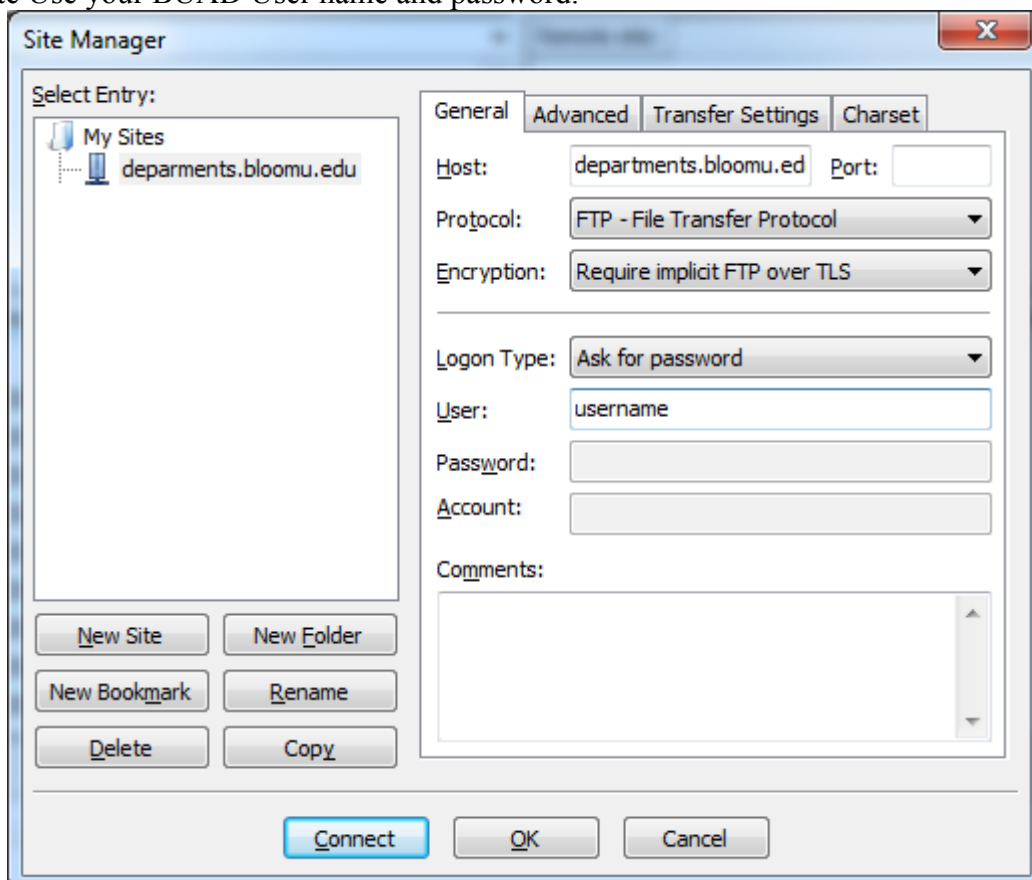


How to FTP to Webspaces

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 Faestaff use: facstaff.bloomu.edu
For Orgs use: orgs.bloomu.edu
Note Use your BUAD User name and password.



4. Click “Connect”