FTP Drive Mapping Guide – Windows 7

1. Click the **Computer** icon found on the desktop, then click **Map Network Drive** from the header.
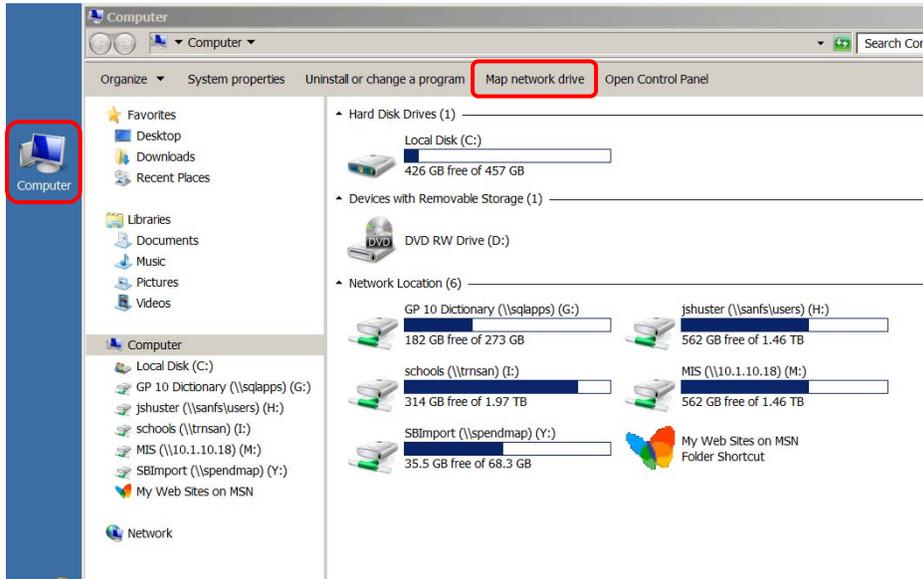
2. To map a drive to an FTP site, click the link that says **Connect to a Web site that you can use to store your documents and pictures.**
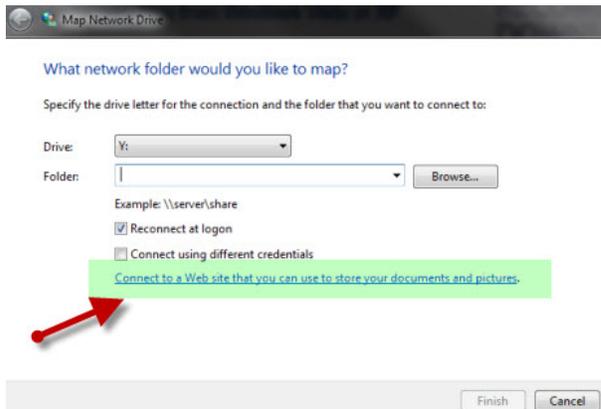
3. A new **Add Network Location** wizard will start. Click the **Next** button to continue.
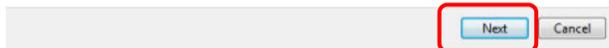
4. In the next window, click on **Choose a custom network location**.
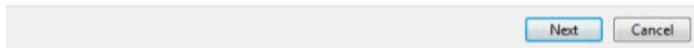
5. Type the location of the FTP site. First type **ftp://** and then the FTP site address.

Examples include: ftp://ftp.njsda.gov/   or   ftp://ftp.njsda.gov/ae/.../ABC_firm

When completed, click the **Next** button to continue.
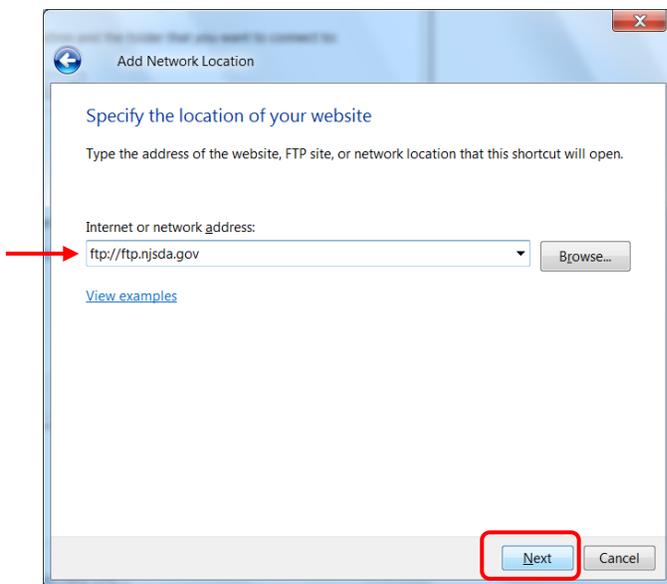
6. Uncheck the **Log on anonymously** check box. Type your username (provided by SDA's Information Systems department) in the **User Name** field and click the **Next** button to continue.
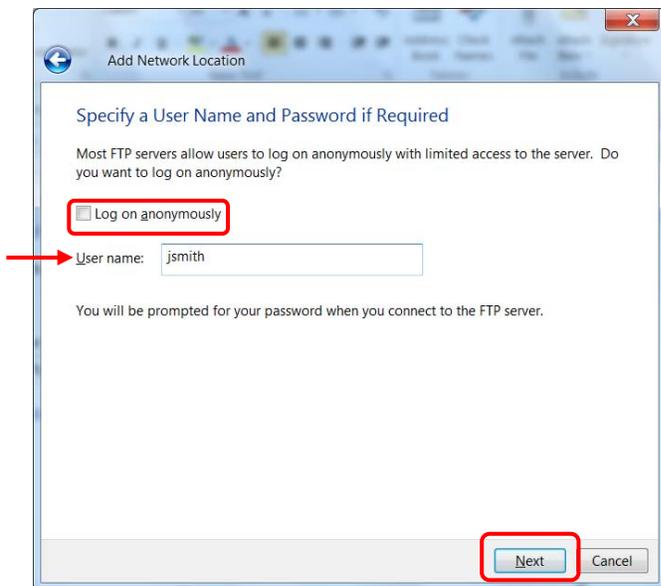
7. Windows 7 now asks you to provide a name for this mapping. Type any name you want and click the **Next** button to continue.
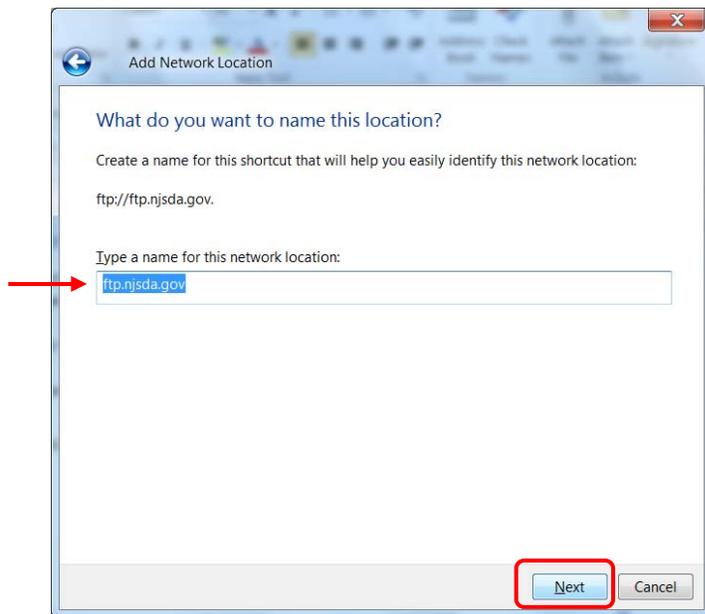
8. To test the newly created mapping, check the box that says **Open this network location when I click Finish** and click the **Finish** button to continue.
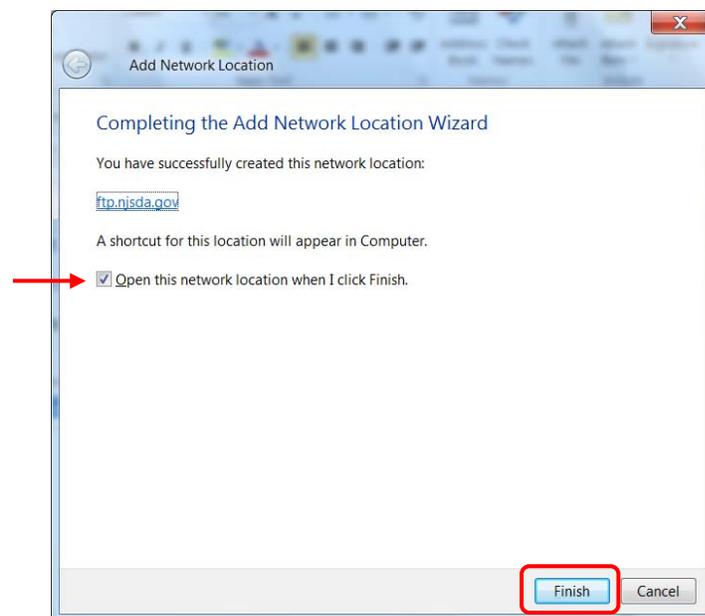
9. When you open this new network location, you need a username and password to connect to the FTP site. Type this information in the **User Name** and **Password** fields. Check the **Save password checkbox** so that you won't need to enter this information every time you log in. Click the **Log On** button to continue.
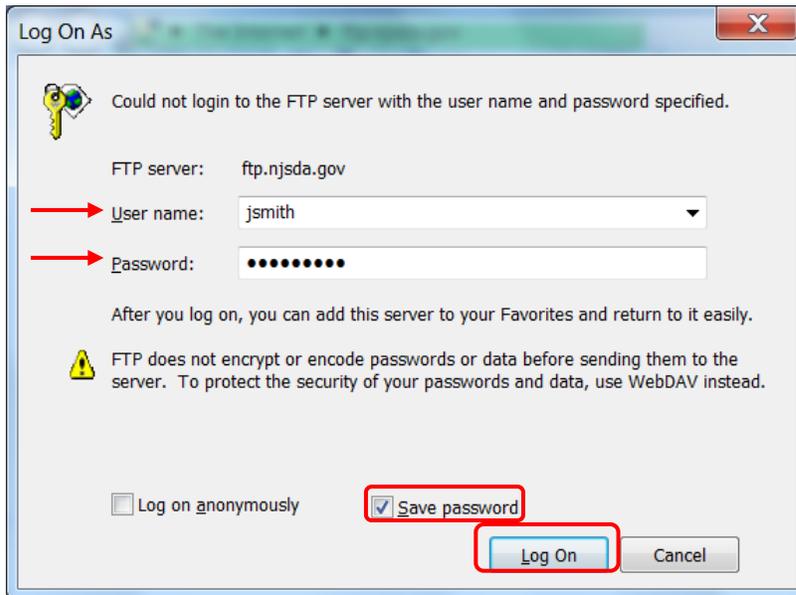
10. The FTP site will now be available directly from the **Computer** window as a mapped drive.

   NOTE: Please be careful. If you accidentally delete files or folders that you did not intend to remove from your website, All Squared *may not be able to restore them*. Also, there will be a charge for file restoration requests.