

Guide to accessing home directories from off campus

This document provides details for staff and students on how to access their home directories (also referred to as “H drive” or “My Documents”) from off campus using FTP.



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Contents

Introduction.....	3
Accessing your Home Directory	4
Starting FTP.....	4
Saving a copy of your work to your PC	5
Saving work back to your home directory	5
Notes	5

Introduction

All staff and students have a home directory (accessed through the **H: Drive** or **My Documents**) on one of the file servers, which is accessible from any networked PC on campus.

The FTP service allows access to home directories from off campus.

Any references to your Username and Password refer to the Username you use to log on to the school network (e.g. BSmith) and your normal logon password.

Accessing your Home Directory

You can use this to transfer files to and from your home directory when you aren't on campus, this can be useful for transferring homework and other assignments when you are at home.

Please note, when using Internet Explorer to view your home directory it will appear like a normal folder. Do not try to edit files on the server. You must first copy the files to your local PC, then edit, then copy back. Editing directly on the server is likely to cause problems.

Starting FTP

Open an **Internet Explorer** window, and type in the following at the address bar:

[ftp.home.keqms.co.uk](ftp://home.keqms.co.uk)

Click on the green **Go** button or hit the **Enter** key.

A login window will now appear:

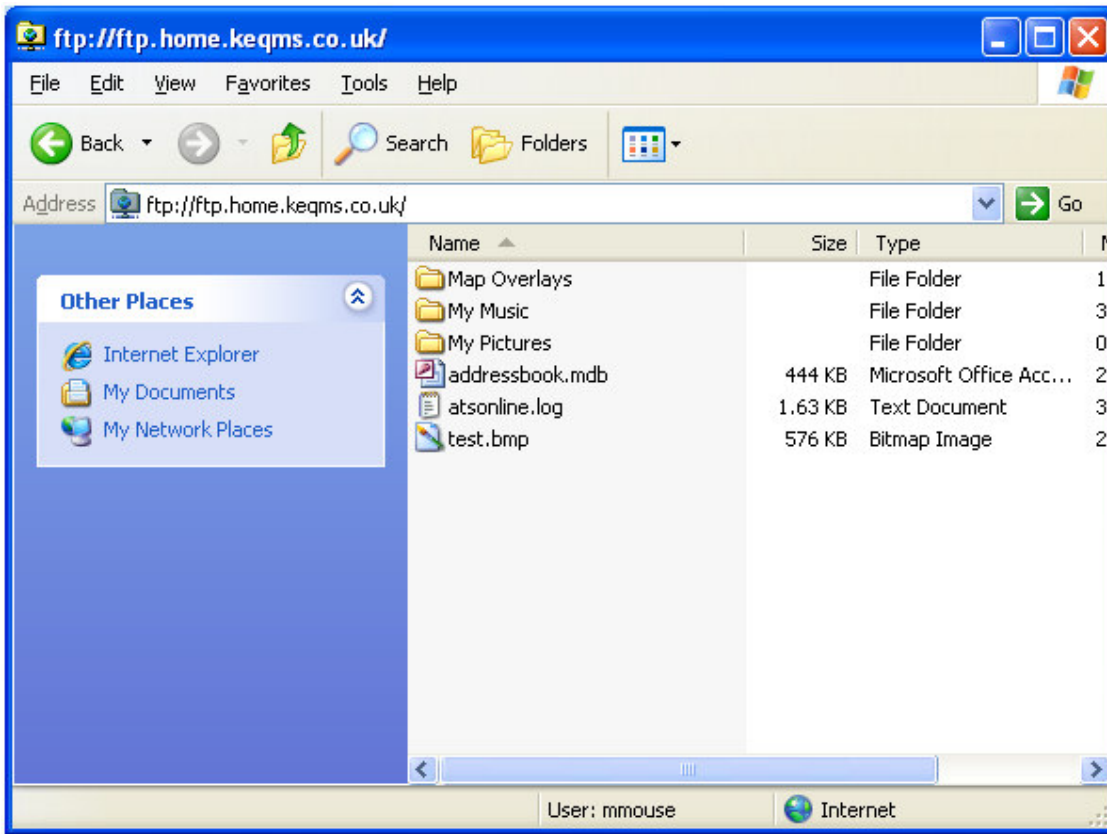


Enter your username and password, and click on **Log On**. We don't recommend that you tick **Save Password** as this will allow anyone with access to your computer to get at your files.

If you are using Internet Explorer 7:

The file list view will be in plain text in Internet Explorer 7, and you will be unable to save documents back to the server. To fix this, click on **Page**, then **Open FTP site in Windows Explorer**. You will then be required to log in again, but your documents will appear as shown below in an Explorer window.

Your home directory should now be displayed:



Saving a copy of your work to your PC

Right-click on the file or folder you wish to copy, then select **Copy to Folder**. You will now be able to choose where you want to save a copy on your PC.

Saving work back to your home directory

Find the work you wish to save, right-click it and choose **Copy**. Then find your FTP window and right-click in the white space, and choose **Paste**.

Notes

If you are comfortable with drag and drop, you can use it to both download and upload work.

Please do not transfer large (over 5MB) files as this will put a strain on the school's internet connection.

