

Uploading files to your website using FileZilla.

FileZilla is an easy-to-use FTP client that helps you transfer files from your computer to your website. It's generally installed on all OC computers.

Preparation: Getting your own OC website.

Log into My Okanagan.
Click on the Employee tab.



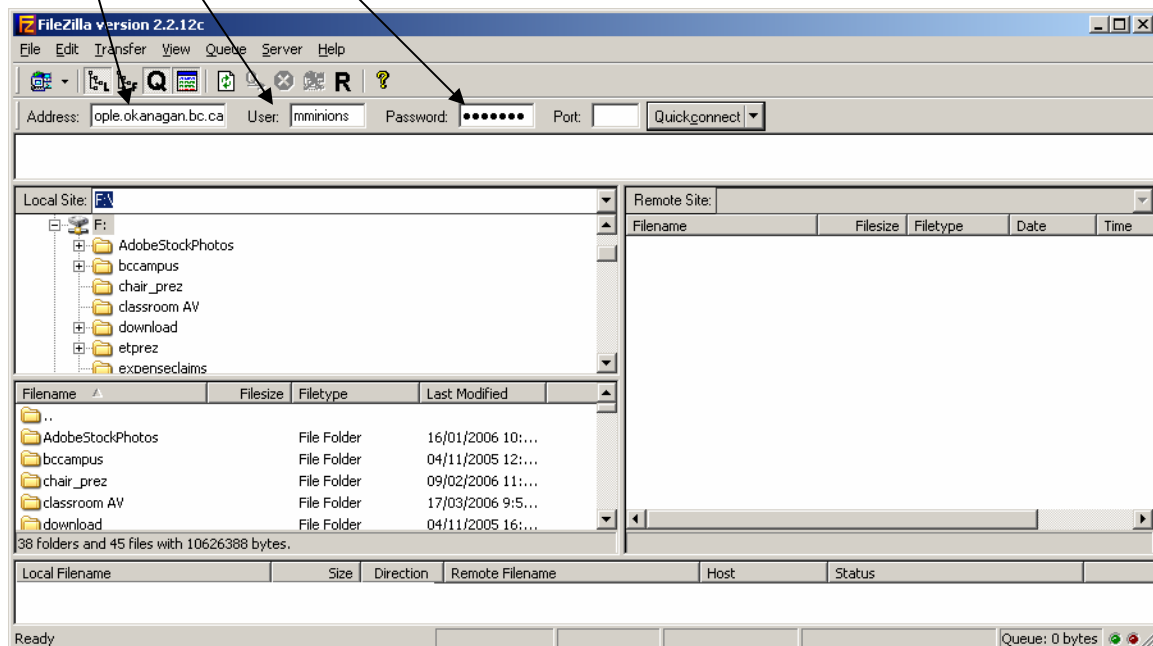
Click on Personal Webspace Account Request.
Fill in the form and submit it.

In a couple of days you'll have a listing at <http://www.people.okanagan.bc.ca/>

Launch FileZilla.
(Start, All Programs, Internet, FileZilla)



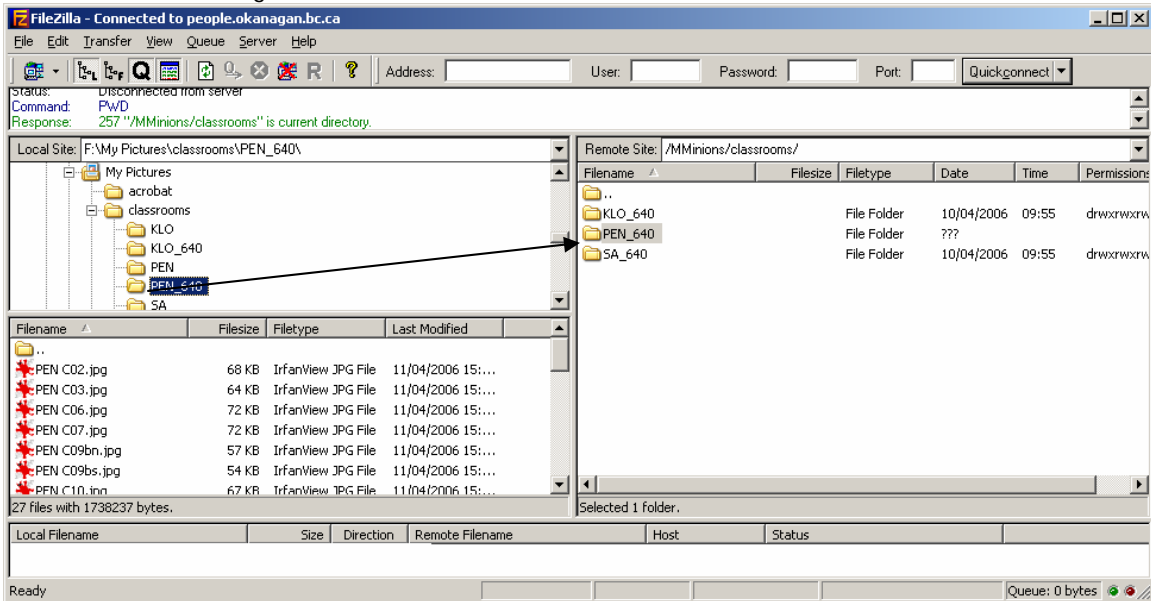
In the Address textbox enter: people.okanagan.bc.ca
In the User textbox enter your okanagan.bc.ca e-mail name.
In the Password textbox enter your okanagan.bc.ca e-mail password.



Click the Quickconnect button.

You will automatically be connected to your website. Any files already on your website will appear in the Remote Site window. (the next time you connect, you don't need to enter any text, just pull down the triangle beside Quickconnect and your settings should be there).

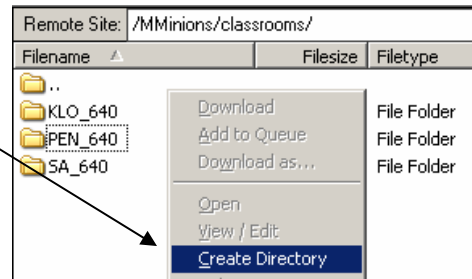
To upload a file or folder, simply drag it from the Local site window at the left to the Remote site window at the right.



You can create folders on your remote site by right-clicking and pulling down to Create Directory.

You can navigate within your remote site by opening folders.

To close a folder (and go up a level) double-click on the folder with the two dots after it.



If you don't want anybody to be able to see your directory, create a webpage called index.html and put it at the top level of your site. This page would be a good place to put navigational links to the items in your site. You can't create a page within FileZilla - it's only for uploading files you've already created.

To delete a file, right click on the file name and pull down to Delete.

To test your page, launch a web browser (like Internet Explorer) and enter the address of your site.

ie. <http://www.people.okanagan.bc.ca/mminions>

