

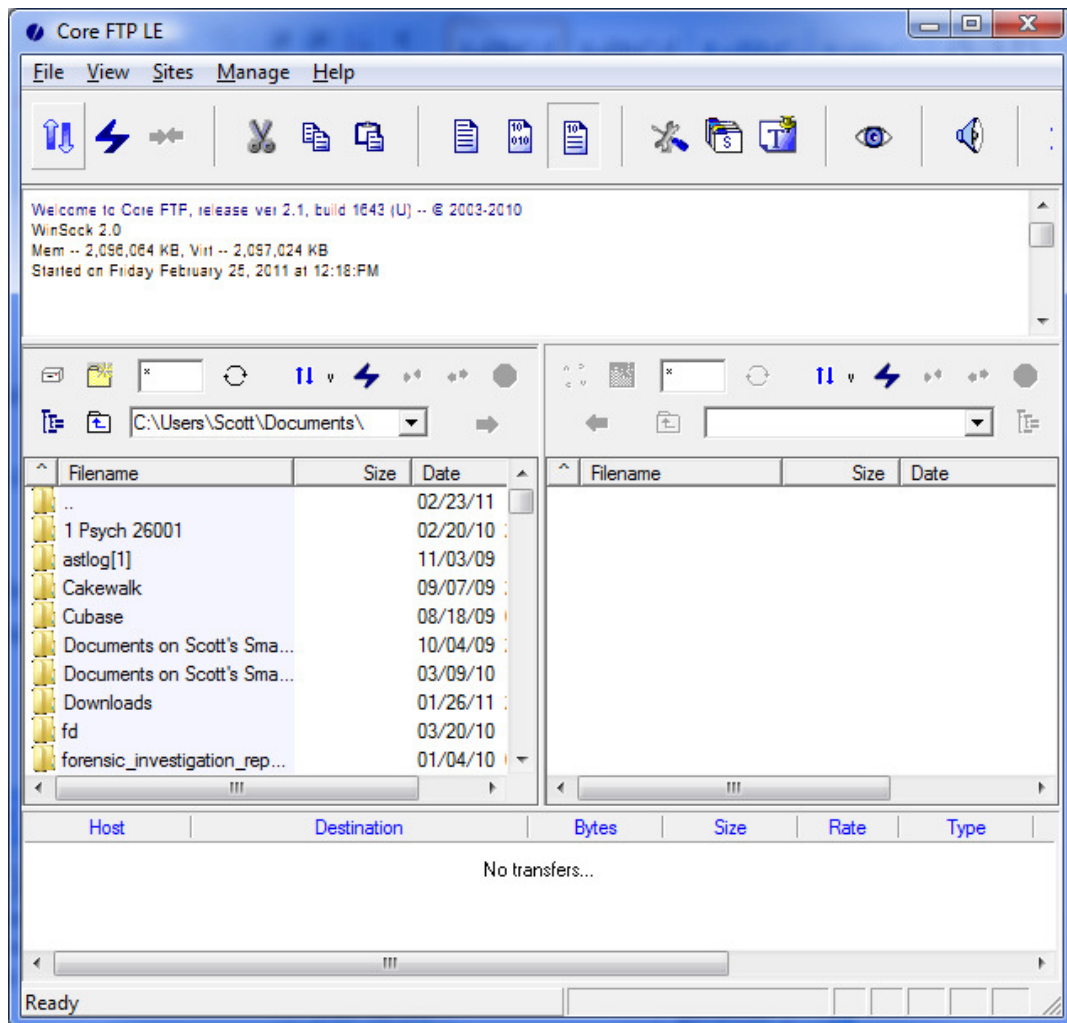


## Core FTP Instructions

In order to connect to a FTP server, we will first set up a site in the Site Manager.

To get to the Site Manager, click on the  button on the top left hand of the screen or the  button on the right side of the main window.



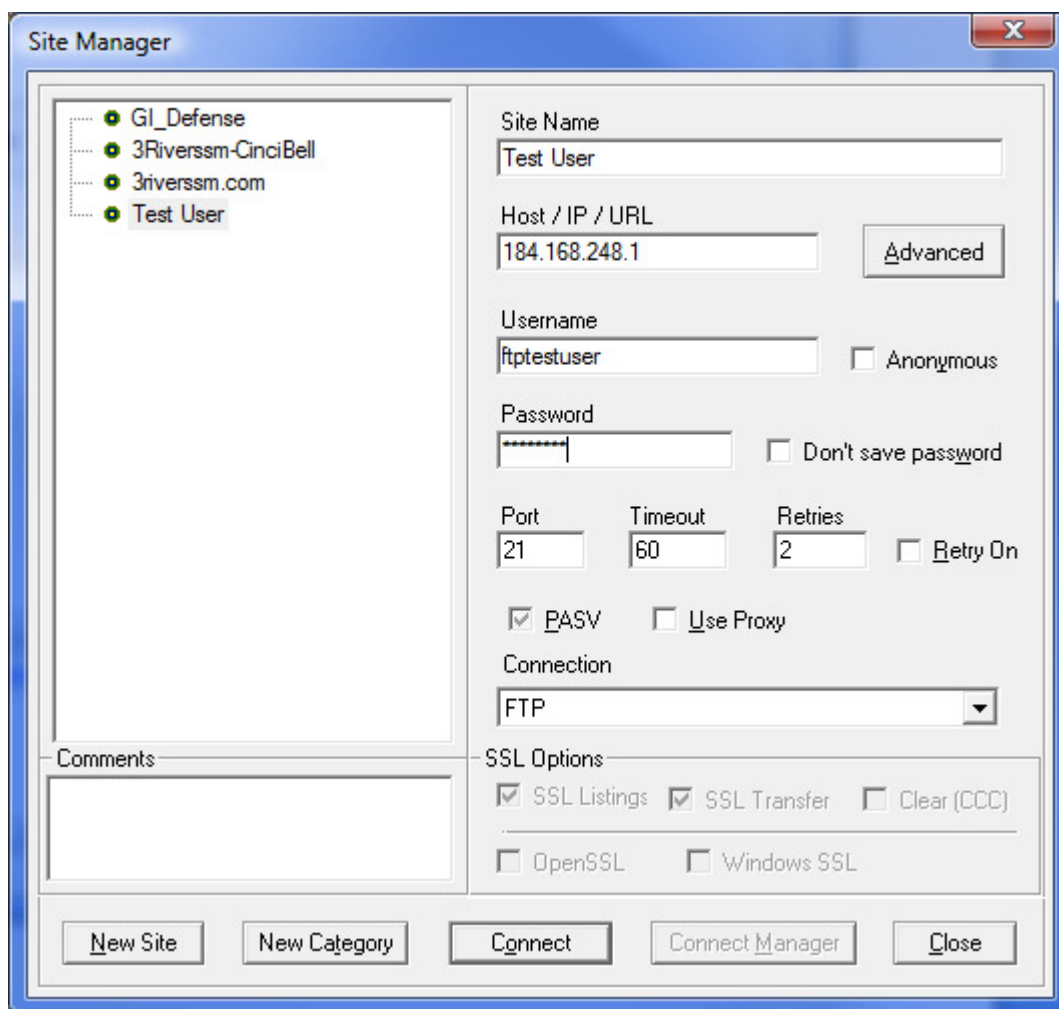
You should now be at the Site Manager. The first step is to create a new site profile.

Click on the "New Site" button and new site profile will be created for you (you may change the site name to whatever you wish, it is only for reference).

Enter the Host: 184.168.248

Enter Username and password (provided to you by 3 Rivers)

Then click connect.



To transfer files just remember the left side is your local computer and the right side is the ftp server. You can either drag and drop or select a file or folder then click the transfer arrow at the top.

