

# **MCS FTP (File Transfer Protocol)**

**Version 2**

**August 2004**

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The MCS FTP site is for large file transfers that normally would not attach and sent over email.  
An identity is created for each MCS employee and clients as needed.  
To add users, contact the MSC Office Manager for assistance.

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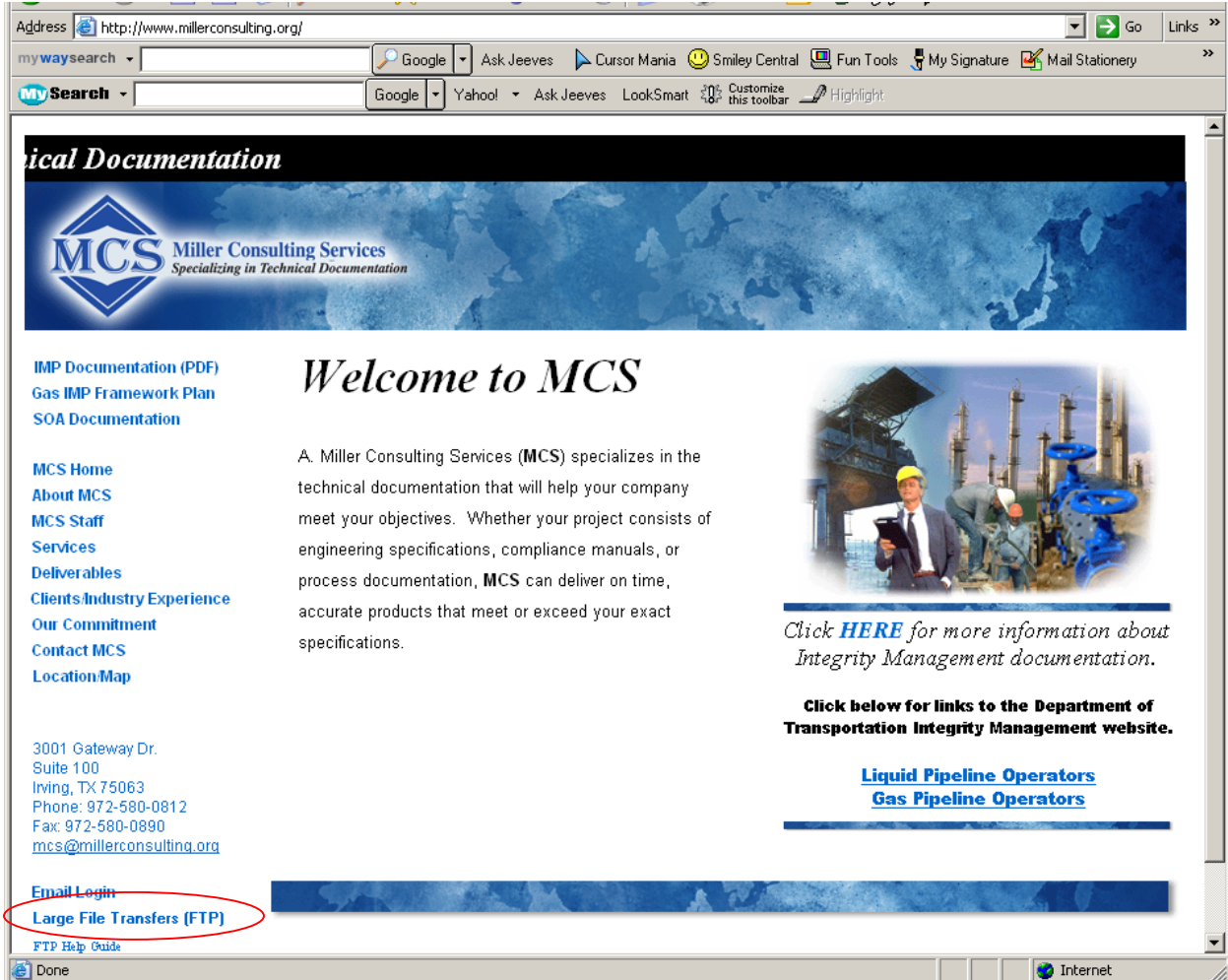
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# 1. Accessing the FTP Site

## 1.1. Site Location

Go to [http://www.swapdrive.com/clients/millerconsulting.org/millerconsulting.org\\_login.htm](http://www.swapdrive.com/clients/millerconsulting.org/millerconsulting.org_login.htm) or use the link located on our website, Figure 1.

Figure 1: Website Logon Location



## 1.2. Logging On to Your FTP Account

User first and last name separated by a dot (.) as the user name. Enter the password given to you previously, or contact the MCS Office Manager to reset your password, Figure 2.

**Figure 2: FTP Logon Page**

## 2. Optional Logon Procedure

Larger corporations often have a tight internet security and/or extra firewall protection. With this in place, a user may have difficulty accessing the FTP site as in Section 2. Follow the Secure Access directions below.

- 1) Logon to <https://www.swapdrive.com>, Figure 3.
- 2) Click the Corporate Login at the bottom left of the screen.
- 3) Enter ID, password and [millerconsulting.org](http://millerconsulting.org) as the domain, Figure 4.
- 4) Click the Secure Login button.

Figure 3: Swapdrive Homepage

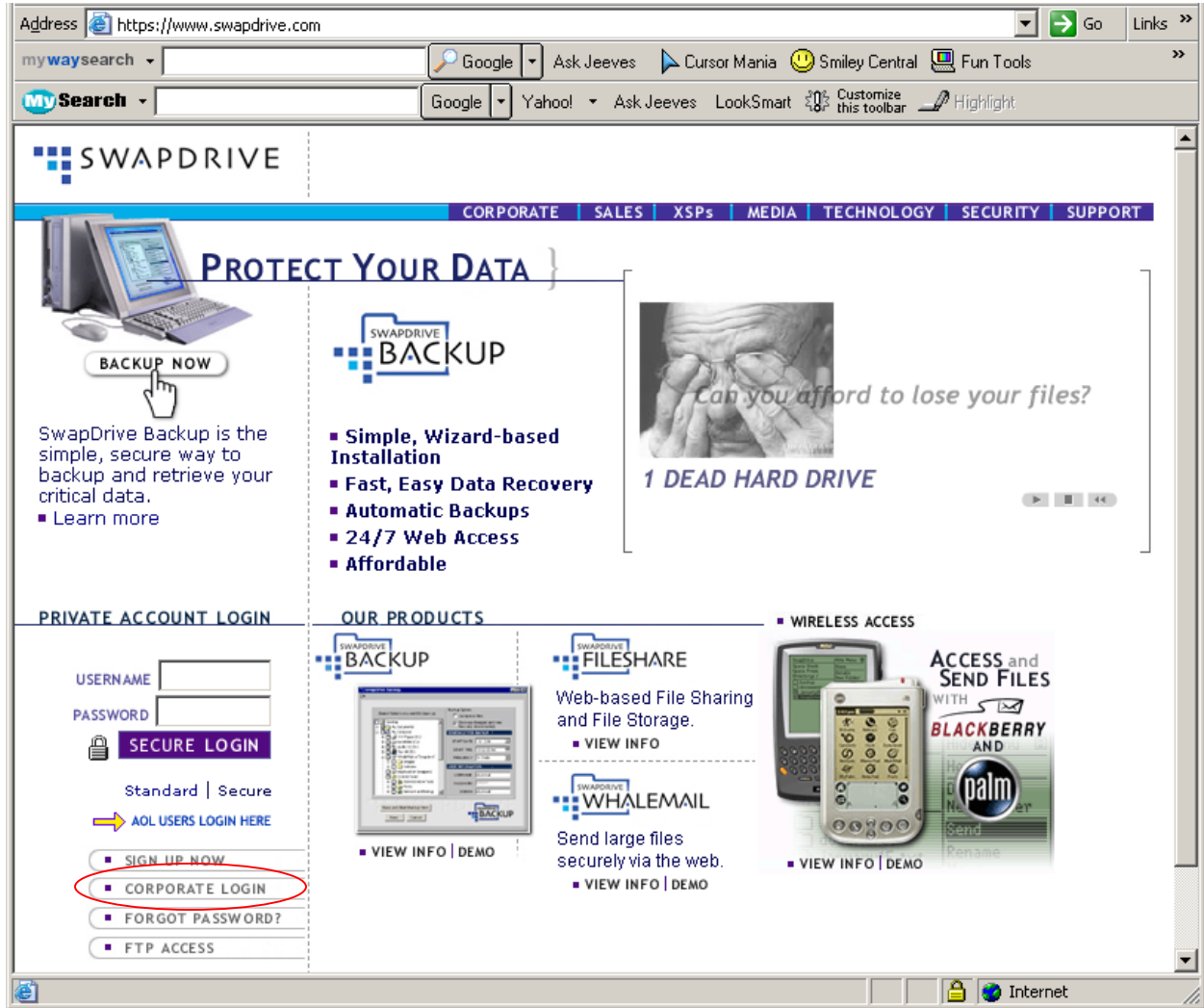


Figure 4: Corporate Login



## 3. Navigating Your FTP Location

### 3.1. Site Layout

Figure 5 is a snap shot of an FTP home page. The folder containing your user name, ex. chad.spretz, is for files you may not want to share.

### 3.2. Left side, gray panel in Figure 5:

- Home Directory – Takes you back to the homepage shown in Figure 5.
- Address Book – You can enter email addresses of the MCS staff and others for future use.
- Help – Takes you to multiple help guides to answer any question you may have.
- Personal Settings – To change your password, name, etc.
- Logoff – Logs you off the site.

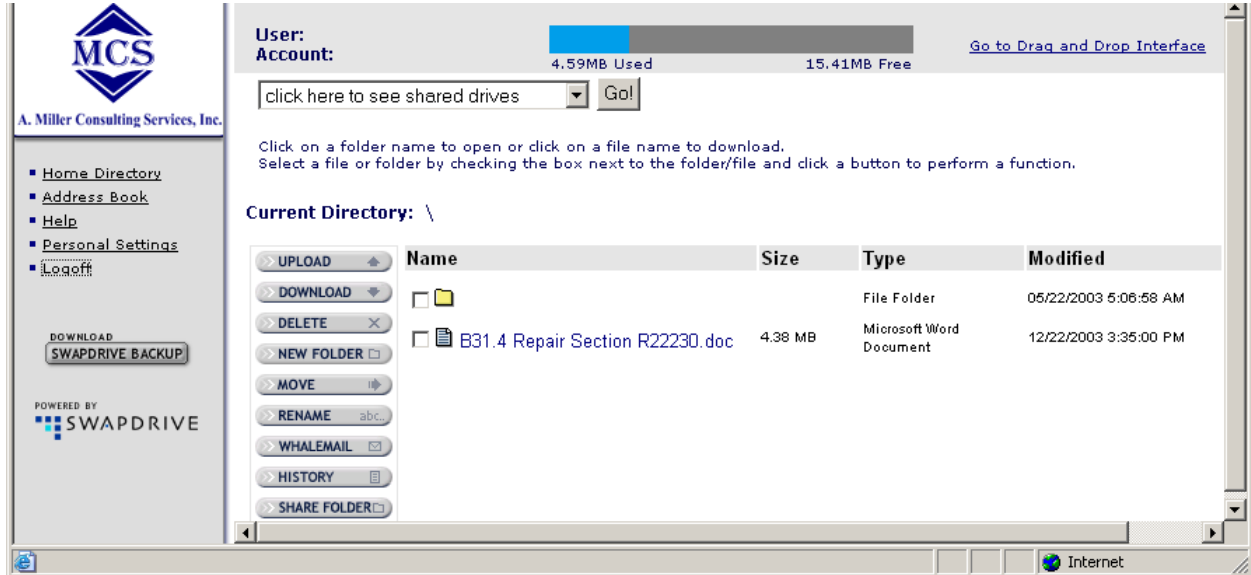
### 3.3. Top, gray panel in Figure 5:

- User: - How a user will appear in shared directories.
- Account: - Login name.
- Storage Used Bar – Shows how much space is left on account. This does not apply to shared files from other users, see Section \_\_\_\_.
- Drag and Drop Interface – This is another way to look at the site and to “drag and drop” items from a computer desktop to the FTP desktop. (Note: If selected, this option can be reversed.)

### 3.4. Center, white panel in Figure 5:

- "Click here to see shared drives" drop-down box – Shows all the shared drives available.
- Current Directory – Shows what directory currently being viewed. The "\" in figure 5 shows user viewing the FTP desktop.
- Buttons on the left are for working with files and folders.
  1. Upload – Adds files to site, open the folder you want it placed in first before uploading.
  2. Download – Downloads a copy of a file on the FTP site.
  3. Delete – Deletes any file where deletion is permitted. Permissions may vary according to directory.
  4. New Folder – Create a new folder for different projects.
  5. Move – select a file first and move it to a different directory or location in a directory.
  6. Rename – Rename a file or folder. (Note: If an email link has been sent, the link will not work if any part is renamed.)
  7. WhaleMail – Allows user to send an email link to any address.
  8. History – Select a file and view who has downloaded the file to date.
  9. Share Folder – To share a folder with another user or user group.

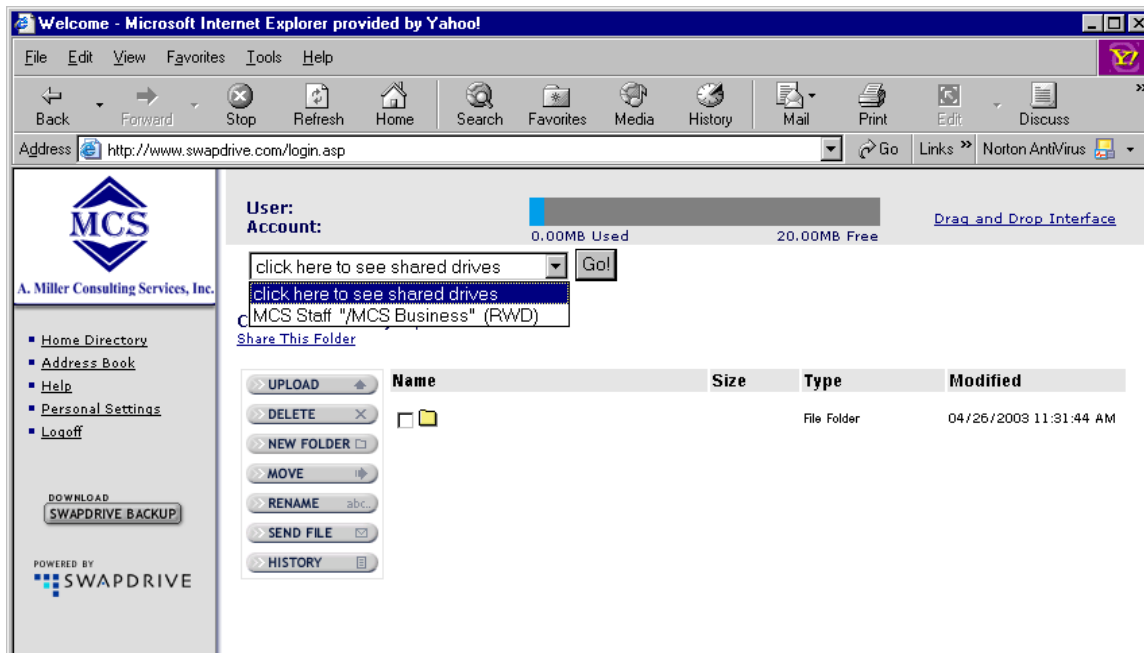
Figure 5: Your FTP Home Page



## 4. Switching Directories

To move from one directory to another, use the “click here to see shared drives” drop down box. Select the drive wanted and hit the Go! button. If a directory is not available, contact the owner of the directory to add permission.

Figure 6: Switching Directories



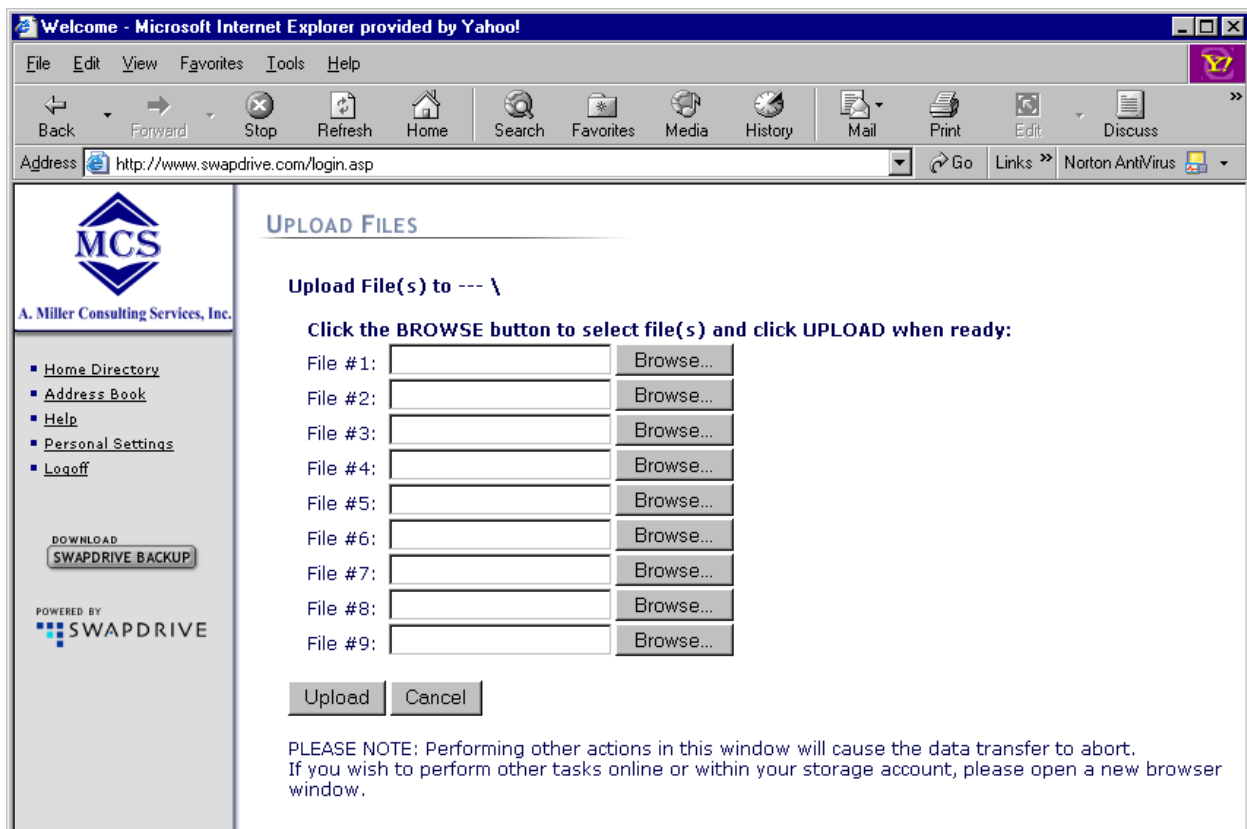
## 5. Uploading Files

There are several quick steps to uploading files

1. Open the folder that will contain the files.
2. Click upload, see Figure 7.
3. Click browse and search computer for files.
4. When file is found, select it, and hit Open. File name will appear in the box.
5. Hit the upload button and files will appear in opened folder.

Note: The larger the file, the longer the upload time. Avoid uploading multiple large files at once if ISP tends to quite with timeouts. Leave browser alone while uploading.

**Figure 7: Upload Files Windows**



## 6. Send File to Users and Clients

Send a link to an uploaded file through email so that the client will not need to navigate the FTP site.

1. Check the file/s to send to client/recipient.
2. Click the WhaleMail button.
3. In the send window, Figure 8, check that the Selected file/s is correct.
4. Choose a Recipient – Populating the address book will allow user to check a person without entering the email each time.

5. Additional Emails – Allows user to send to email accounts not listed in the address book.
6. Subject line – This is automatic but can be altered to apply to situation.
7. Notes – Send any extra note needed to recipient for explanation.
8. Hit send file at the bottom of the window.

A confirmation page will pop up for your review, Figure 9.

**Figure 8: Send Files Window**

Address <http://www.swapdrive.com/login.asp> Go Links Norton AntiVirus

**MCS**  
A. Miller Consulting Services, Inc.

- Home Directory
- Address Book
- Help
- Personal Settings
- Logoff

DOWNLOAD  
SWAPDRIVE BACKUP

POWERED BY  
SWAPDRIVE

### SEND FILES

**SELECTED FILES** ▼

- Exxonlogo.bmp

**CHOOSE RECIPIENTS**

To	Name	Email Address
<input checked="" type="checkbox"/>	Candy Lee	candy.lee@millerconsulting.org

**ADDITIONAL EMAILS** separate with semi-colon (;)

candylee@mindspring.com

**SUBJECT LINE**

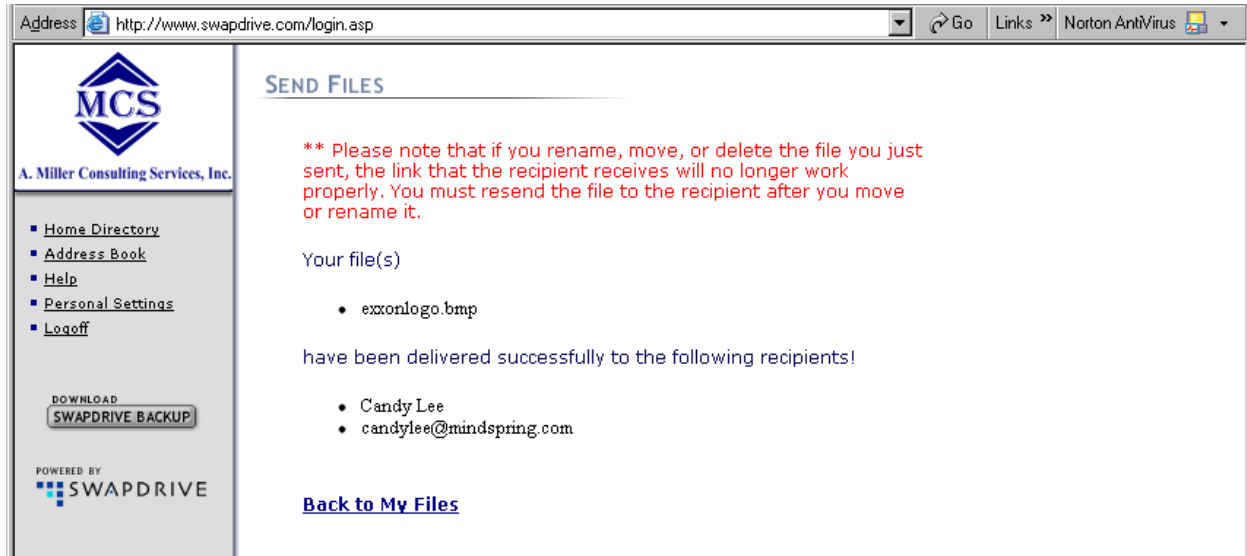
**NOTES**

Here is the logo we were discussing.  
Thanks.

[Send Files](#)

[Back to My Files](#)

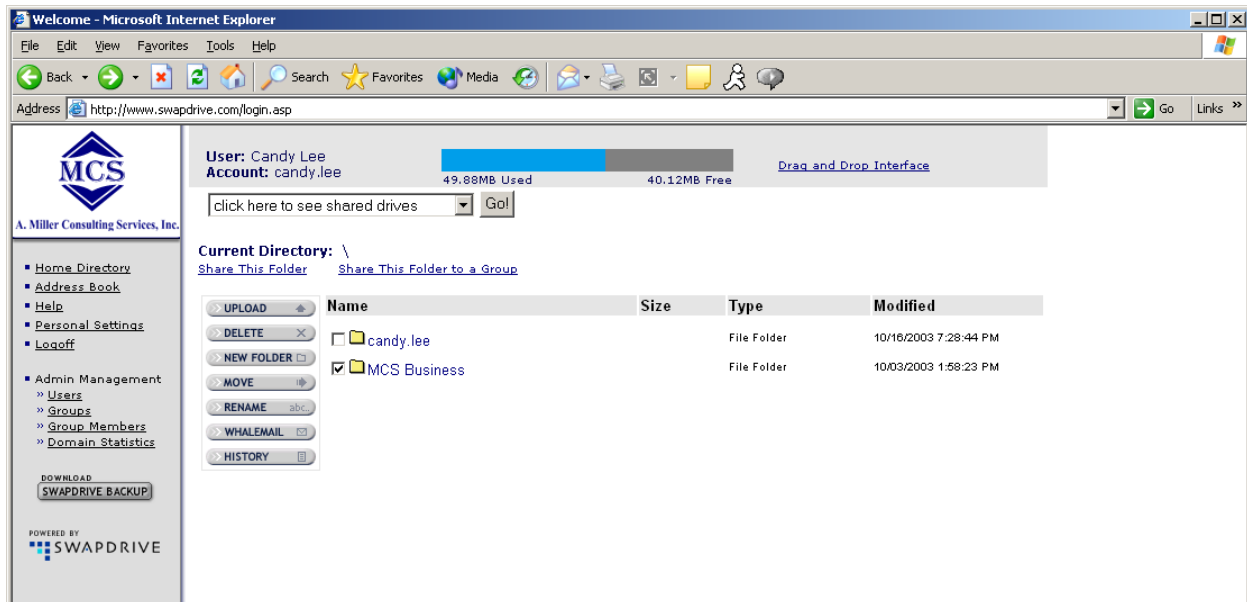
Done Internet

**Figure 9: Confirmation Screen**

For more information see the help link or contact the MCS Office Manager.

## 7. Sharing a personal folder with a group

You can create a folder in your personal directory and share it with another person or a group. Use the NEW FOLDER button to create a new folder, see MCS Business as an example below. Select the folder and click the Share folder button, or on older version click on the Share This Folder (for one person) or Share This Folder to a Group as shown in Figure.

**Figure 10: Sharing Options**

## 7.1. Share This Folder

There will be a list of users, if it is already being shared. Range of permissions can also be decided for the users.

- 1) They can Read the folder which doesn't allow adding or deleting files but they can download.
- 2) They can Read and Add files to the folder but they can't delete files.
- 3) Or, they can Read, Add and Delete.

Add each user in the places provided and select Share Folder.

**Figure 11: Share Option Setup**

The screenshot shows a web browser window titled 'Welcome - Microsoft Internet Explorer' with the address bar displaying 'http://www.swapdrive.com/login.asp'. The main content area is titled 'SHARE FOLDER' and contains the following text:

The following users currently have access to the "candy.lee" account:  
No users.

Below this text is a 'GRANT ACCESS' button. Underneath, it says 'Folder to Share: \'. The instructions state: 'Select a permission level, enter a valid userid, and click the "Share Folder" link.' There are three radio button options for permissions: 'Read' (selected), 'Read/Write', and 'Read/Write/Delete'.

A table is provided for adding users:

UserID	Domain
1: <userid>	millerconsulting.org
2: <userid>	millerconsulting.org
3: <userid>	millerconsulting.org

Below the table is a 'Share Folder' button. At the bottom of the page, there is a note: 'Please note: If you run out of spaces, simply return to this page and fill out the form once again.' and a link: 'Cancel and return to My Files'.

## 7.2. Share This Folder to a Group

- 1) Select the previously created group in the boxes provided.
- 2) Choose an Access level of Read, Add and/or Delete.
- 3) Click the Share Folder button to complete.
- 4) To remove a shared access, click the Remove Share button.
- 5) To change the Access level from Read only to Read, Write and Delete (or other) select the Shared folder in the bottom left box and click the Share Access Level button. Make the change and hit the Share Folder button again.

Note: If a new group needs to be formed, contact the MCS Office Manager for details.

Figure 12: Group Permissions

**Welcome - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.swapdrive.com/login.asp> Go Links

**MCS**  
A. Miller Consulting Services, Inc.

- Home Directory
- Address Book
- Help
- Personal Settings
- Logoff
- Admin Management
  - Users
  - Groups
  - Group Members
  - Domain Statistics

DOWNLOAD  
SWAPDRIVE BACKUP

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**ADMIN MANAGEMENT > Manage Group Folders**

Select a group from the 'Existing Groups' box to see the folders (and access levels) its members have access to in the 'Shared Folders' box.

To change the access level for a shared folder, select the group from the 'Existing Groups' box and the folder from the 'Shared Folders' box. Select 'Read', 'Write' or 'Delete' and then click the 'Change Access Level' button to make the change. The 'Shared Folders' box will be updated to reflect the change.

To share a folder (to a group) - Select the folder you desire to share from the 'Existing Folders' box. Select the group you want to share the folder with from the 'Existing Groups' box. Select 'Read', 'Write' or 'Delete' and then click the 'Share Folder' button to share the folder with the group. The 'Shared Folders' box will show the new folder and the permission granted.

To remove a folder (from a group) - Select the folder you desire to remove from the 'Shared Folders' box. Select the group you want to remove the folder-share with from the 'Existing Groups' box. Click the 'Remove Share' button to remove the share from the group. The 'Shared Folders' box will no longer display that folder.

GROUPS ▾

NEW FOLDER PATH ▾

ExxonMobil Group (Lee, Candy\_candy.lee)  
MCS Staff (Lee, Candy\_candy.lee)  
Tech Writers (Wood-Martin, Donna\_donna.wood-martin)

ACCESS LEVEL ▾

Read (R)  Write (RW)  Delete (RWD)

SHARED FOLDERS ▾

/MCS Business (RWD)

SHARE FOLDER  
REMOVE SHARE  
CHANGE ACCESS LEVEL

All other questions can be directed to the MCS Office Manager at 972-580-0812.