

1. QUICK

- a. Open Internet Explorer
- b. Type the following in the address window:
 - i. <ftp://username:password@metromech.com> using the username and password that were assigned to you.
 - ii. Hit Enter

2. SUMMARY

- a. Enable folder view for FTP sites in Internet Explorer.
- b. Access the ftp site by typing <ftp://metromech.com> in the address window.
- c. Hit OK to accept the error message when accessing the FTP site.
- d. Trigger the 'Logon As' request to login to the ftp site.

3. DETAILS

- a. Open **Internet Explorer** from the Start Menu.
- b. On the Internet Explorer menu, click **Tools** to open the Tools menu.
- c. On the Tools menu, click **Internet Options...** . A new Internet Options window will appear on the screen.
- d. In the Internet Options window, click the **Advanced** tab
- e. First, find the setting called **Enable folder view for FTP sites** (located near the top of the list of settings). Ensure this feature is Enabled (checked).
- f. Next, find the setting called **Use Passive FTP** (located approximately halfway down in the list of settings).
- g. To enable the Passive FTP feature, set the checkmark in the box next to the Use Passive FTP setting. To disable the feature, clear the checkmark. Alternately set and clear the checkmark by clicking once inside the checkbox.
- h. Click OK or Apply to save the Passive FTP setting.
- i. Access the ftp site by typing <ftp://metromech.com> in the **Internet Explorer** or **Windows Explorer** address window.
- j. Log On As window should pop up or an error message will be displayed.
 - a. If you get an error message:
 - i. Hit OK: to accept the error message
 - b. Trigger the Logon As window
 - i. Click on File
 - ii. Click on Login As
 - iii. Enter the User name and Password
 - c. The folders are seen in the right hand window pane