

These instructions will inform you what the CCN Personal Filespace is and how to use it:



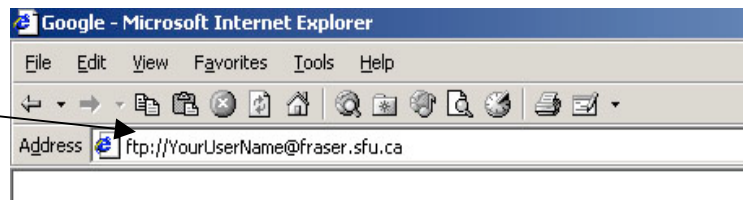
How do I access the files stored on my personal File Space from my Home PC?

There are two ways to access your File Space from home:
(i) via Internet Explorer, or (ii) via an FTP Client (File Transfer Protocol).

► (i) Using Internet Explorer:

1. Type in the **Address** field:
ftp://yourUserName@fraser.sfu.ca
Click **Go**.

*Your user name will be the first part of your email
(i.e. before "@sfu.ca")

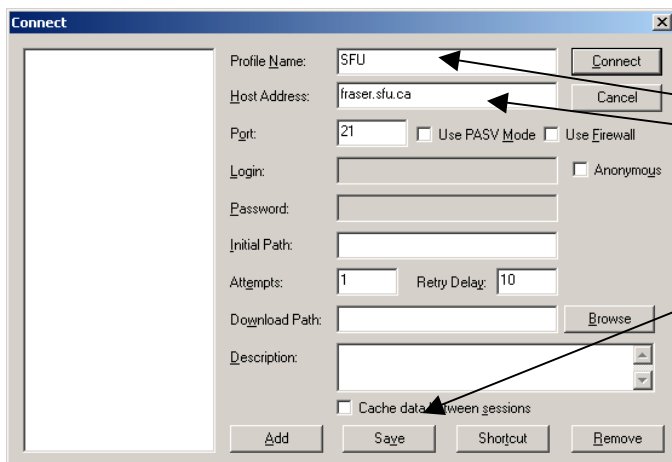


2. A login box will ask you to enter your password.
Click **Login**.

► (ii) Using FTP Explorer:

1. Download a free FTP application for PC: **FTP Explorer** from <http://www.ftpx.com/>

2. Open **FTP Explorer** program after the installation is done (you may need to restart the computer).



3. Enter the following information:
• **Profile Name:** SFU
• **Host Address:** fraser.sfu.ca
Make sure the **Anonymous** box is unchecked.

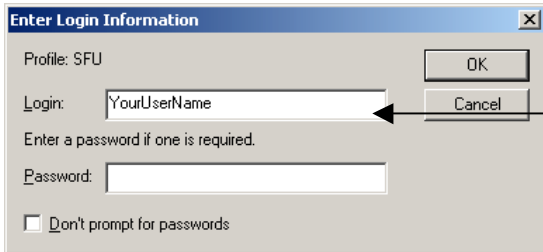
4. To save your profile, click **Save**.
To access your File Space, click **Connect**.



Use your CCN Personal Filespace from Home

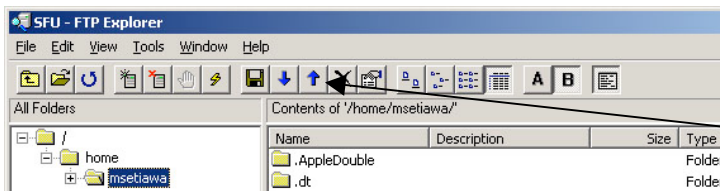
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5. Enter your SFU user name* and password. Click **OK**.

*Your user name will be the first part of your email (i.e. before "@sfu.ca")



6.

Click  to **upload** file(s) from your hard drive to your personal filespace.

Click  to **download** file(s) from your personal filespace to your hard drive.

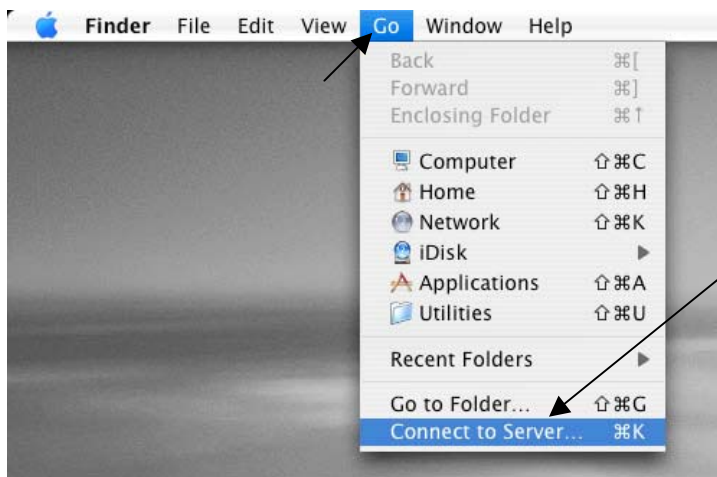


How do I access the files stored on my personal File Space from my Home MAC?

There are two ways to access your File Space from home:
(i) via Finder, or (ii) via FTP (file transfer protocol).

► (i) Using Finder:

(NOTE: If you cannot see the "Connect to Server..." option in your Finder menu as illustrated below, skip to (ii) Using Fetch FTP Client.)



1. From your Finder Menu:
Choose **Go**, then "**Connect to Server...**"

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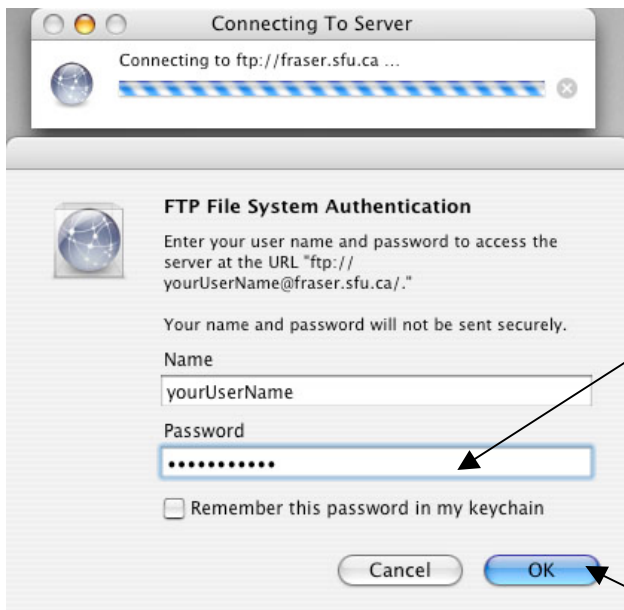


2. In the *Server Address* field enter:

ftp://yourUserName@fraser.sfu.ca

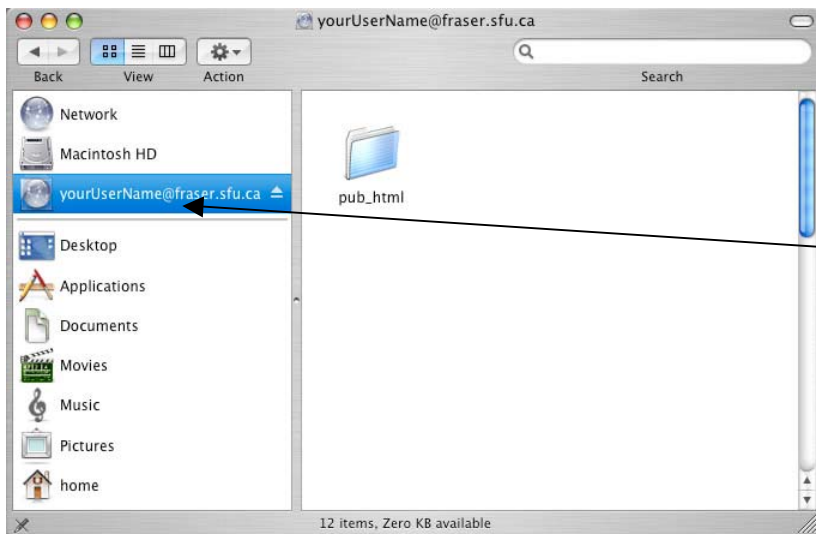
Then click **Connect** to continue.

*Your user name will be the first part of your email (i.e. before "@sfu.ca")



3. The **FTP File System Authentication** dialog-box will ask you for your Password.

Enter your password;
Then click OK.



4. **DONE.**

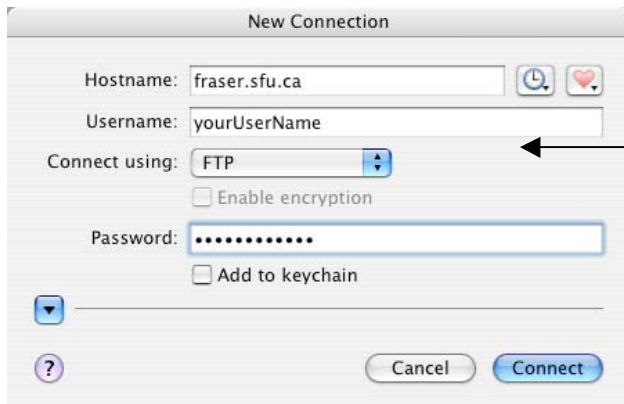
You are now connected to your File Space. You can access your files by choosing your file space in Finder. To Disconnect click on the eject button.

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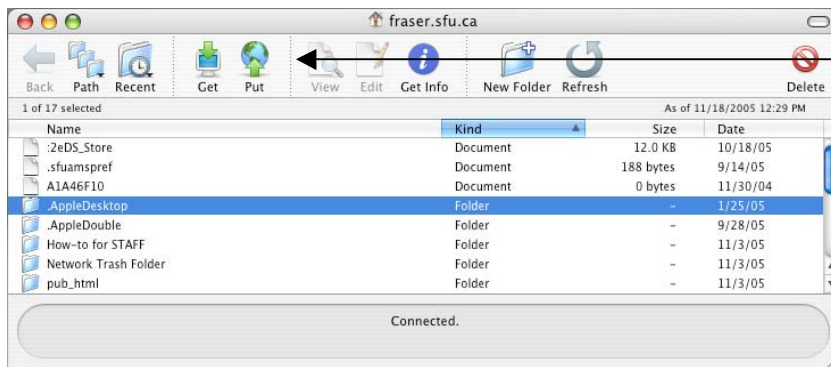
► (ii) Using Fetch for Mac:

1. Download a free 15-day trial copy FTP application for MAC: **Fetch** from <http://fetchsoftworks.com/>
2. Open **Fetch** program after the installation is done (you may need to restart the computer).



3. Enter the following information:
Hostname: fraser.sfu.ca
Username: your SFU user name*
Connect Using: FTP
Password: your password
Click **Connect**.

*Your user name will be the first part of your email (i.e. before "@sfu.ca")



4. DONE.

Click "**Get**" to transfer file(s) from your personal File Space to your hard drive.

Click "**Put**" to transfer file(s) from your hard drive to your personal File Space.

Please [contact us](#) if there are other Howtos that you think would be useful, or if you note errors in any of the posted Howtos.