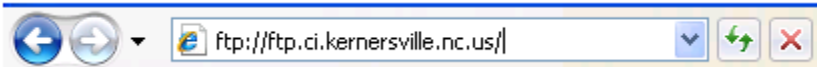


## TOK FTP Access via IE7

FTP Address: ftp://ftp.ci.kernersville.nc.us/

### Step 1:

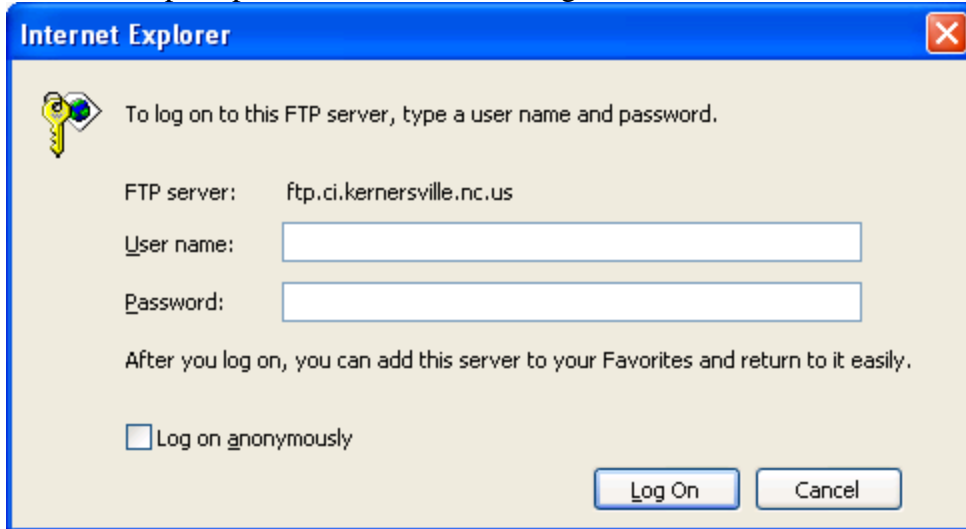
Enter the FTP address, exactly as shown above, in the address bar:



Press **ENTER**

### Step 2:

You will be prompted with a window asking for a User name and Password:



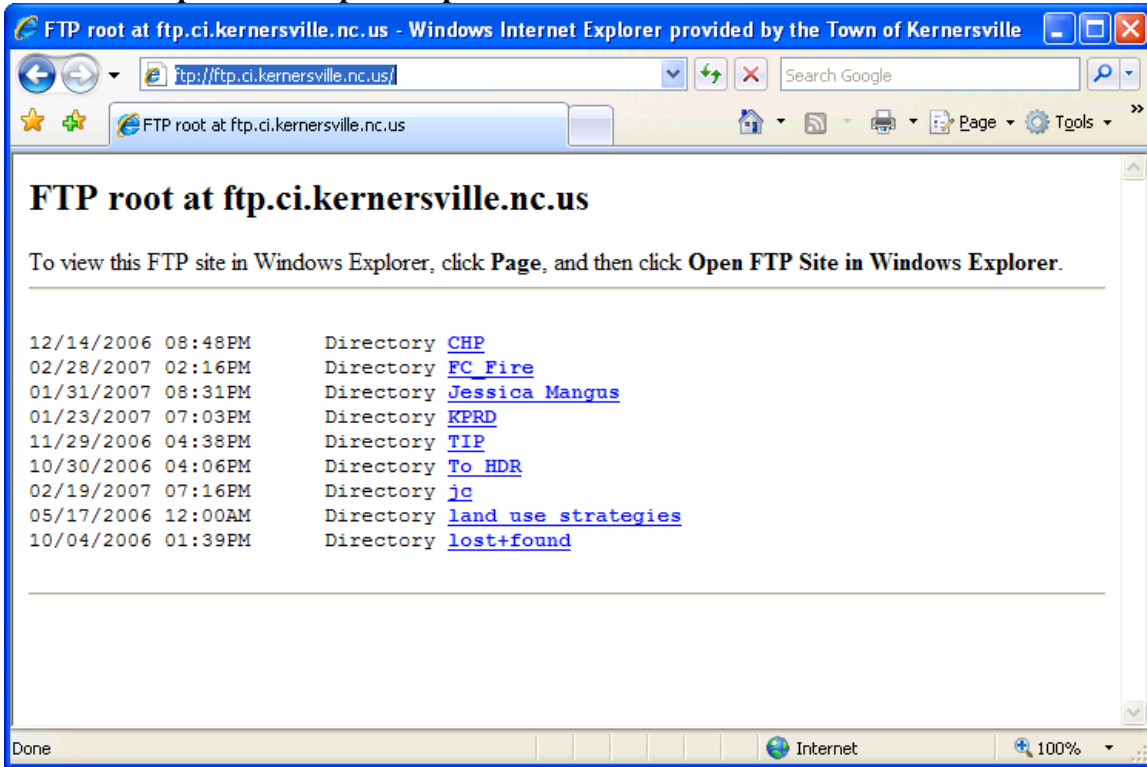
Enter the user name exactly as shown here: **public**

Enter the password exactly as shown here: **kernersville2007!**

Click the **(Log On)** button.

### Step 3:

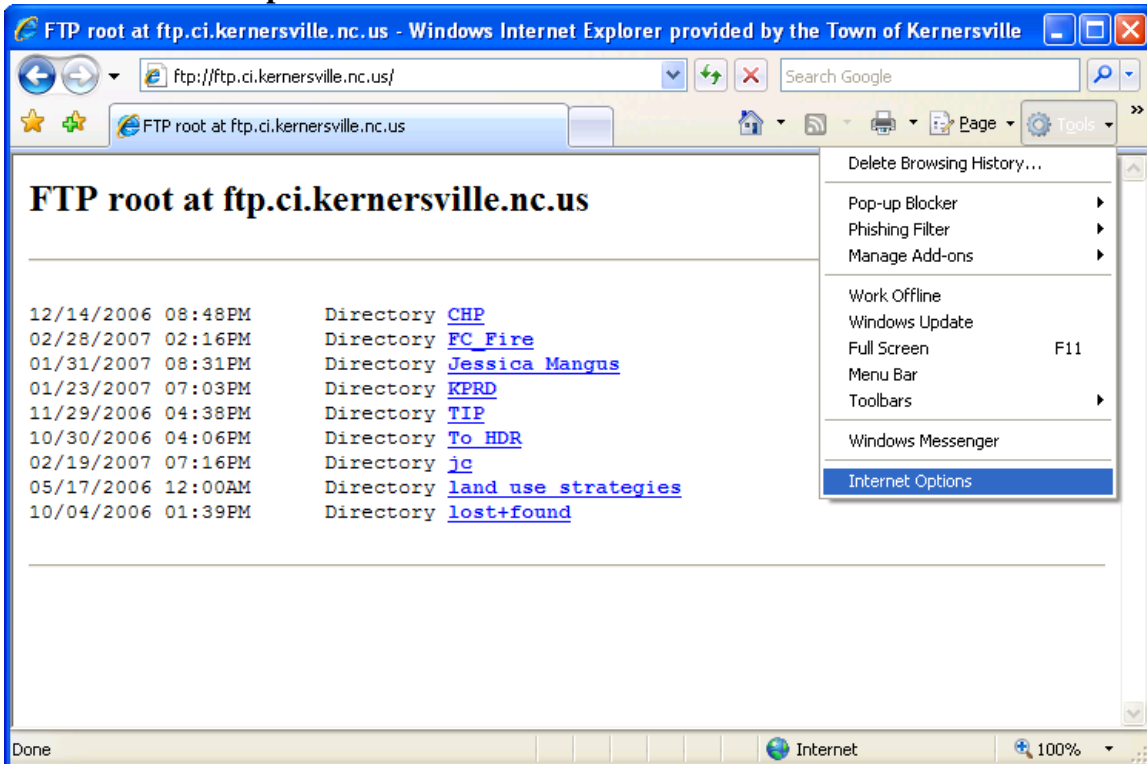
If you see the line “To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer** – Skip to Step 5.



### Step 4:

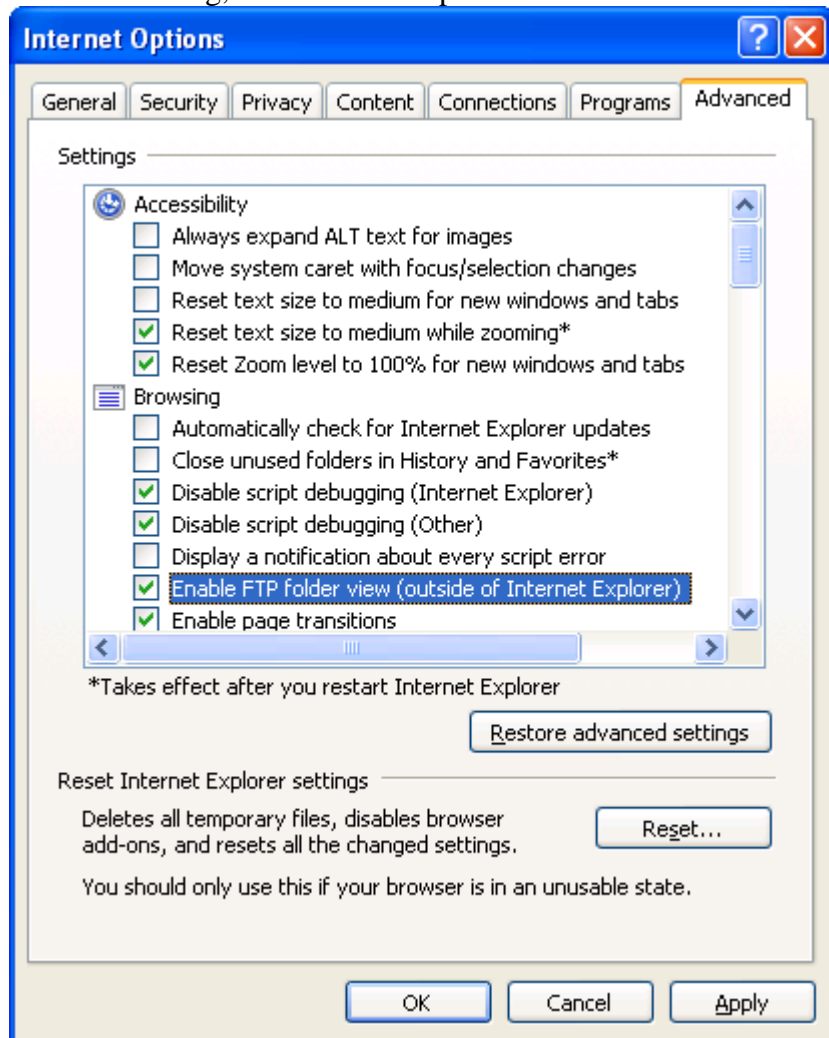
Click on the **(Tools)** button and you will see a drop down menu.

Click on **Internet Options**.



Click on the **Advanced Tab**.

Under Browsing, make sure the option “**Enable FTP folder view (outside of Internet Explorer)** is checked.



Click the **(OK)** button.

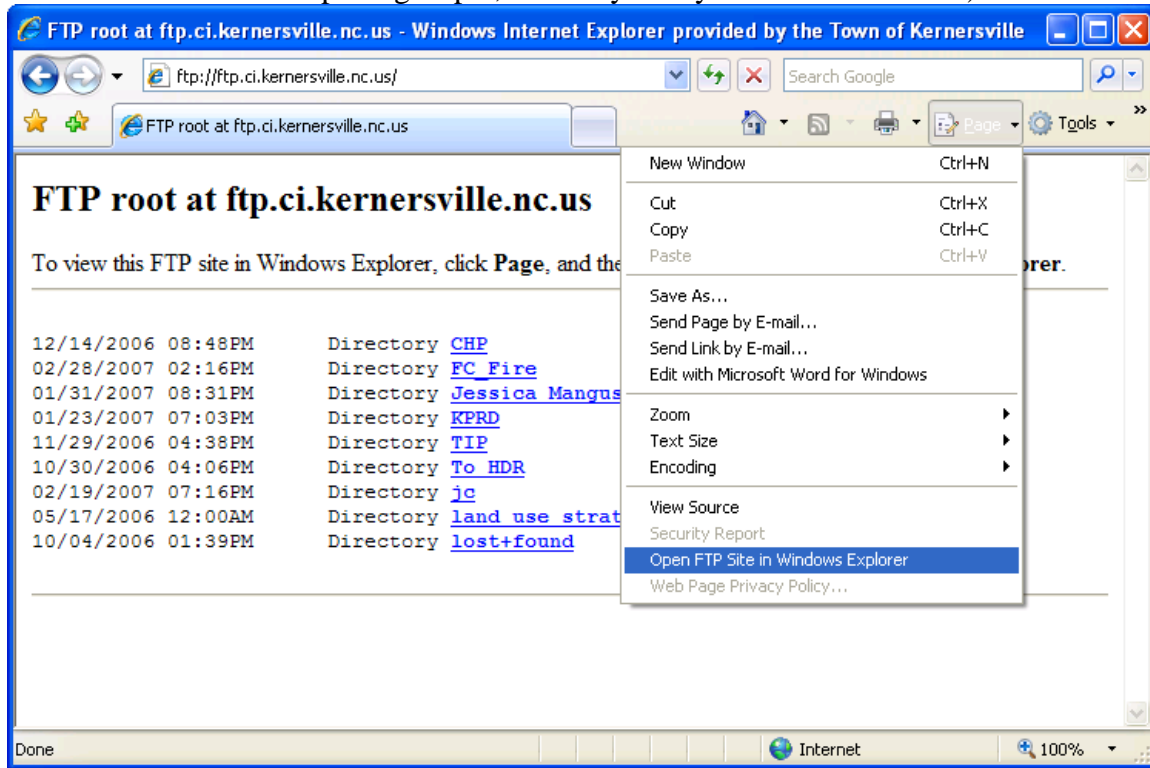
On the Internet Explorer Status bar, click the **(Refresh)** button.



## Step 5:

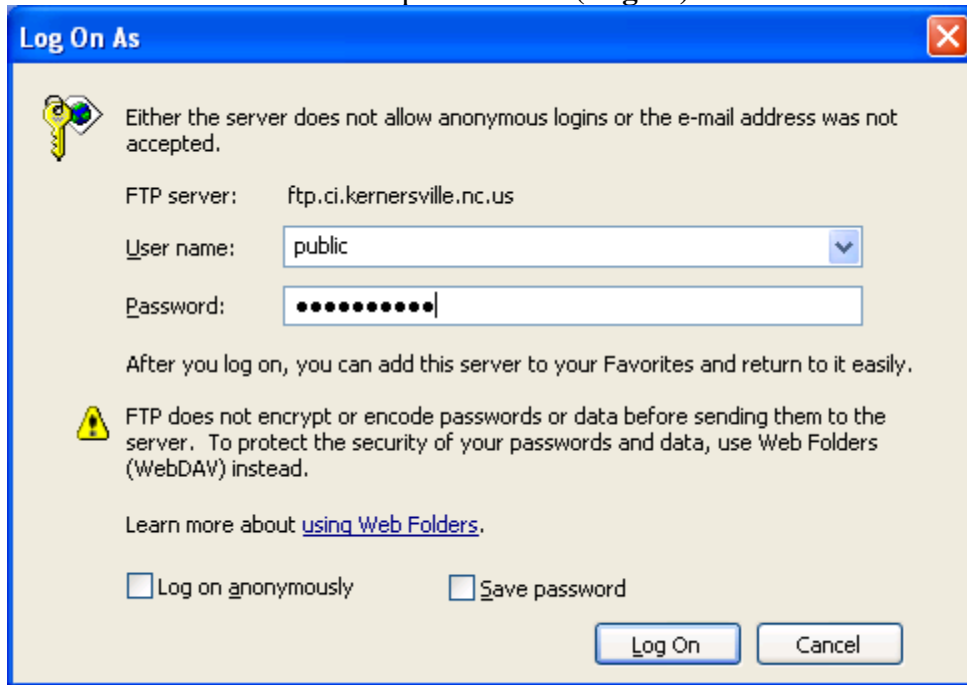
Click on the **(Page)** button and you will see a drop down menu.

Click on **Open FTP Site in Windows Explorer**. (If you do not see this option, go to Step 4. If you still do not see this button after completing step 4, contact your System Administrator.)



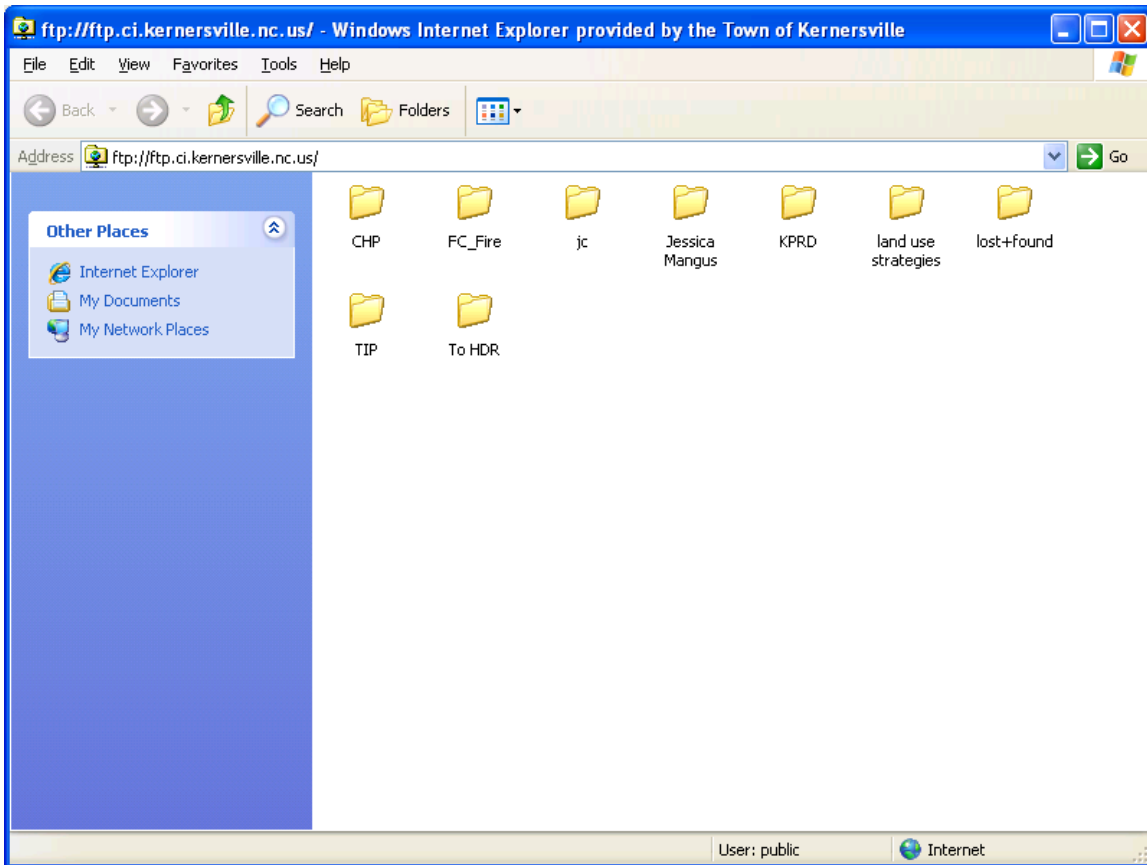
You may be prompted for a User name again.

Enter the information from Step 2 and click **(Log on)**.



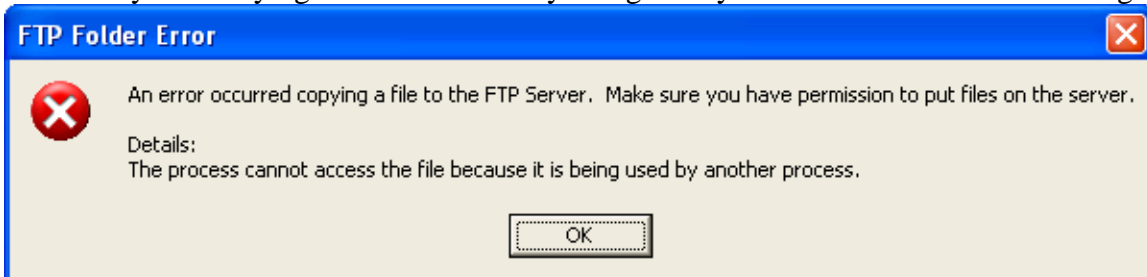
## Step 6:

You will now see a standard Windows Explorer window. From here, you can drag/drop any icons from your computer to TOK FTP window to “upload” a file or drag a file from the TOK FTP window to your computer to “download” a file.



\*\*\*Make sure the file you are sending is not opened or being used by any other programs.\*\*\*

If the file you are trying to send is currently being used you will receive an error message:



## Notes:

This is a PUBLIC FTP site. No sensitive data of any kind should be stored on this server.

Copyrighted material such as music(ex: .MP3; .WAV) and video (ex: .MPEG; .AVI) should not be stored on this server.

No executable files(ex: .EXE; .COM; .BAT) should be stored on this server. If you see an executable file DO NOT OPEN IT, as it may cause harm to your computer.

As this is a public FTP site, we have limited space. After you have transferred your files as you wish, please remove them from the server to conserve space.

Questions: Email [Helpdesk@toknc.com](mailto:Helpdesk@toknc.com)