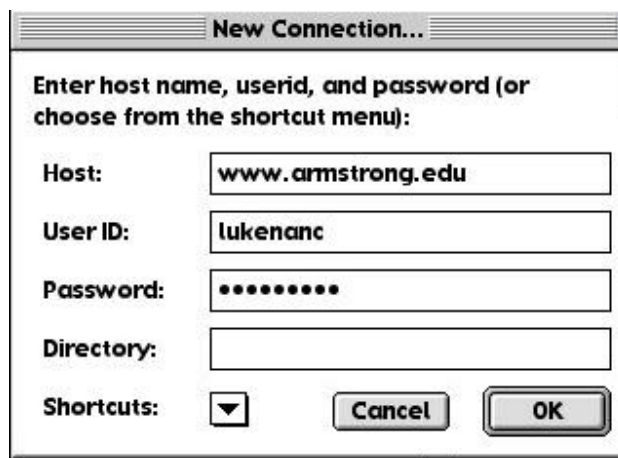
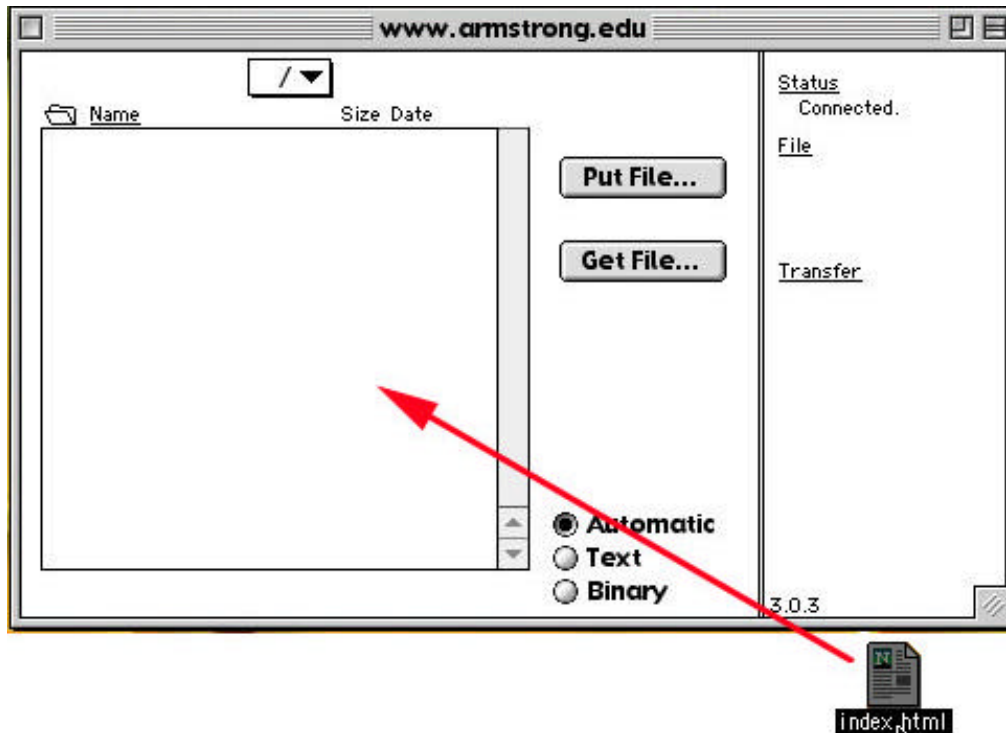


FOR MACINTOSH USERS

1. Once you have installed Fetch on your Mac, open the program and type in the information to connect to your virtual space. If the following window does not appear, drop and drag from the **File** menu to **New Connection**. NOTE: If you do not have Fetch installed on your computer, contact Faculty Support.
2. The host information is `www.armstrong.edu` and your login information is: User ID = your email login (e.g. `parkerch`) and Password: = your email password. By default, there may be the word *Pub* in the Directory field, remove this by highlighting and using your delete key.
3. When you have entered all of the information, click OK.



4. Once you are logged into your virtual space, you will see a list of files in the left side of the window. If you have not uploaded any files into the space, it will appear empty. The FTP software will take you directly to your virtual space so that you will not have to click or navigate anywhere in that window.
5. To upload web pages (.htm or .html files) into your virtual space from your desktop computer or from disk, you need have access to the visual representation of that file (e.g. its icon). You may do this by opening folders on your computer until you see the icons for your web documents. NOTE: You may have to rearrange windows so that you have both files icons and the Fetch window visible on your desktop.



- Using your mouse, drag the .htm or .html file(s) from your hard drive to the left window of Fetch. Repeat this with all of the files you wish to upload to your virtual space. NOTE: If you have inserted images into your web pages you **must** also upload them into your virtual space.

If you go to your web address using Netscape or Internet Explorer, you can test your page by typing in the address of your virtual space, the directory in which your file(s) are stored and the .htm filename. (e.g. <http://www.it.armstrong.edu/myname/mypage.htm>).