

University of Michigan Business School Guest FTP Instructions for Colleagues

Welcome! Our Guest FTP service makes it easy to transfer files to and from your UM Business School colleagues, whether from across the University of Michigan campus or across the world! When you log into our FTP site using the special guest ID and the password, you will have the ability to retrieve files that your colleague has left for you in our GUEST.FTP folder on our Novell network, and to deposit files from you to your colleague in this location. Please note you will not be able to delete any files in this location.

Details

You will need Internet access and either Internet Explorer or FTP software.

To FTP with a web browser, you will need to use Internet Explorer. It will not work with Netscape browsers. The box "Enable Folder View for FTP Sites" must be checked on the Internet Explorer's Tools - Internet Options - Advanced tab.:

1. Obtain the current password from your colleague.
2. Connect to the Internet, open your browser software.
3. Enter the address as **ftp://guestftp@allfiles.bus.umich.edu**
4. Enter the password when prompted
5. Navigate to the Public/Guestftp folder.
6. Drag and drop files to and from your computer and this folder.

To FTP with FTP Software:

1. Obtain the current password from your colleague.
2. Connect to the Internet.
3. Enter our Host name: allfiles.bus.umich.edu
4. Enter your user ID as guestftp
5. Enter the password.
6. Click on your software's button to establish a connection.
7. Navigate to select the files.
8. Click on the transfer arrow in your software.

You Should Know...

- ▶ The total size for all files is limited to under 200MB.
- ▶ Any file that has not been accessed within 30 days will be automatically deleted.