



800-399-4925

## Uploading Files to Your Website Using Internet Explorer

### Instructions:

1. Open an Internet Explorer browser
2. Type in the ftp server name emailed to you when your web hosting services tuned up. It should be one of the following:
  - ftp://ftp.telepacific.net
  - ftp://ftp1.telepacific.net
  - ftp://ftp2.telepacific.net
3. On the top left hand corner go to *File - Login As* (this is a drop down menu)
4. Login using your user name and password
5. Right click on the file you want to edit and choose *Copy to Folder*
6. Select the directory you want to copy the file to
7. Once you have download the file, edit the file with a text editor (Notepad) and save the document
8. Right click on the saved file and choose copy
9. Go back to the ftp session on Internet Explorer and paste the edited file
10. Exit out of Internet Explorer
11. To see your updates immediately, delete the cache from Internet Explorer by right clicking on the Internet Explorer icon, going into *Tools - Internet Options* and *Delete Temporary Internet Files* and *Clear History*.



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