

# Using Internet Explorer and Windows Explorer for FTP Access

There are at least two methods for accessing an FTP site when using Windows XP. One is through Internet Explorer and another is through Windows Explorer. However, depending on which version of Internet Explorer is installed, the steps taken to access the FTP site will be different. Please note: These steps are very basic and do not cover every aspect of FTP. Please verify that you have FTP folders enabled in your Internet Explorer. Open Internet Explorer - Go to Tools\Internet Options\Advanced Tab and midway down please checkmark "Enable Folder View for FTP sites" Close out of Internet Explorer and then reopen it.

## Internet Explorer 6.0/7.0 (IE 6.0/IE 7.0) Public/Anonymous Access:

After launching IE 6.0 or IE 7.0, type the ftp address in the Address field (i.e. [ftp.netl.doe.gov](ftp://netl.doe.gov)).

Navigate to the 'pub' folder.

Once in the 'pub' folder, navigate to the folder given and proceed to read/download the file(s).

## Internet Explorer 6.0 (IE 6.0) Restricted Access (User ID/Password):

After launching IE 6.0, type the ftp address in the Address field (i.e. [ftp.netl.doe.gov](ftp://netl.doe.gov))

Select 'File', 'Login As...'

Enter the User ID/Password that was provided. See Figure 1 below. **Note:** Prior to accessing the given folder, the User ID/Password should be entered. If not an error similar to Figure 2 will appear.

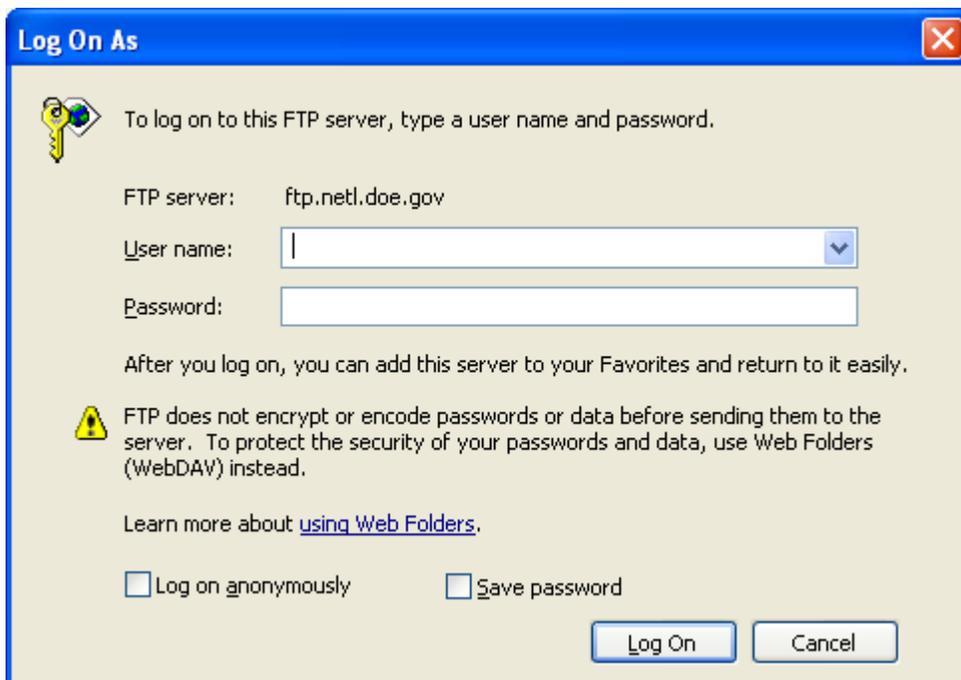


Figure 1



Figure 2

Once in the given folder(s), navigate and proceed to read/download the file(s).

### **Internet Explorer 7.0 (IE 7.0) Restricted Access (User ID/Password):**

IE 7.0 is no longer used for accessing FTP sites that require a User ID/Password. This functionality is primarily through Windows Explorer.

### **Windows Explorer Restricted Access (User ID/Password):**

The next steps apply regardless of which version of Internet Explorer is installed on the workstation.

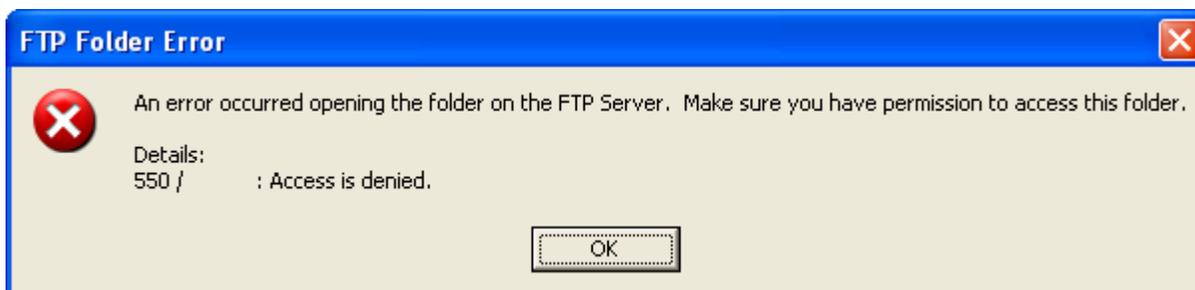
After launching Windows Explorer, type the ftp address in the Address field (i.e. [ftp.netl.doe.gov](ftp://netl.doe.gov))

Select **'File', 'Login As...'**.

Enter the User ID/Password that was provided. See Figure 3 below. **Note:** Prior to accessing the given folder, the User ID/Password should be entered. If not an error similar to Figure 4 will appear.



**Figure 3**



**Figure 4**

Once in the given folder(s), navigate and proceed to read/download the file(s).