


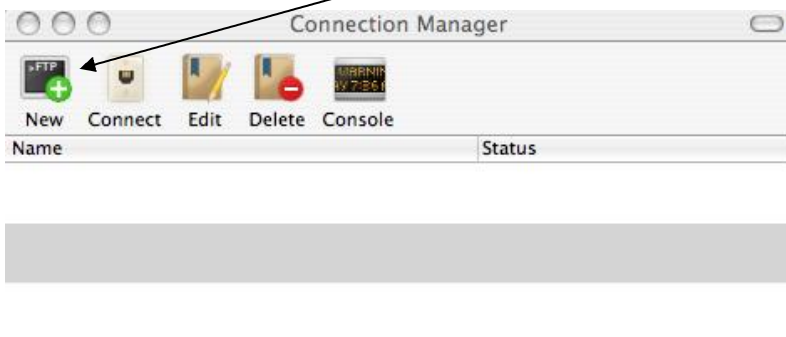


Accessing your S Drive in the IMC (on the MACs) Use One Button FTP, File Transfer Protocol application

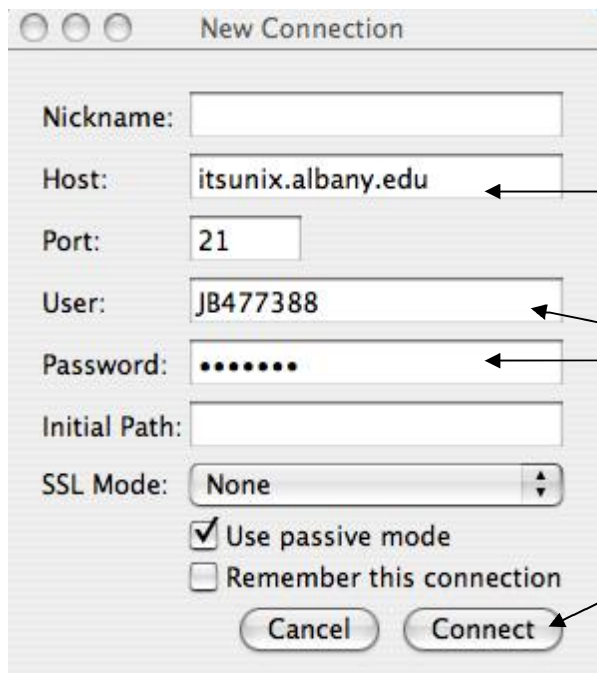
There are many ways to store and access your files so you can download them at school or at home. As a student here at SUNY Albany you were given space on the University's UNIX server called "S drive". The advantage of using this space is that you can access your files from any computer connected to the Internet. When you log onto a computer in the Information Commons, you are automatically connected to your S drive. This is not true in the Interactive Media Center. You must log into your S drive using One Button FTP on the Macs and SSH Secure Shell on WIN XP machines. These are file transfer programs. To download this free application to use offsite go to: <http://onebutton.org/>

From the Apple menu, select  > **Programs > Web > OneButton FTP**

The following screen displays: Select **New**



You will enter your NETID, UNIX password, and the host name as shown in the figure below. Be sure to copy the Host name exactly as shown.

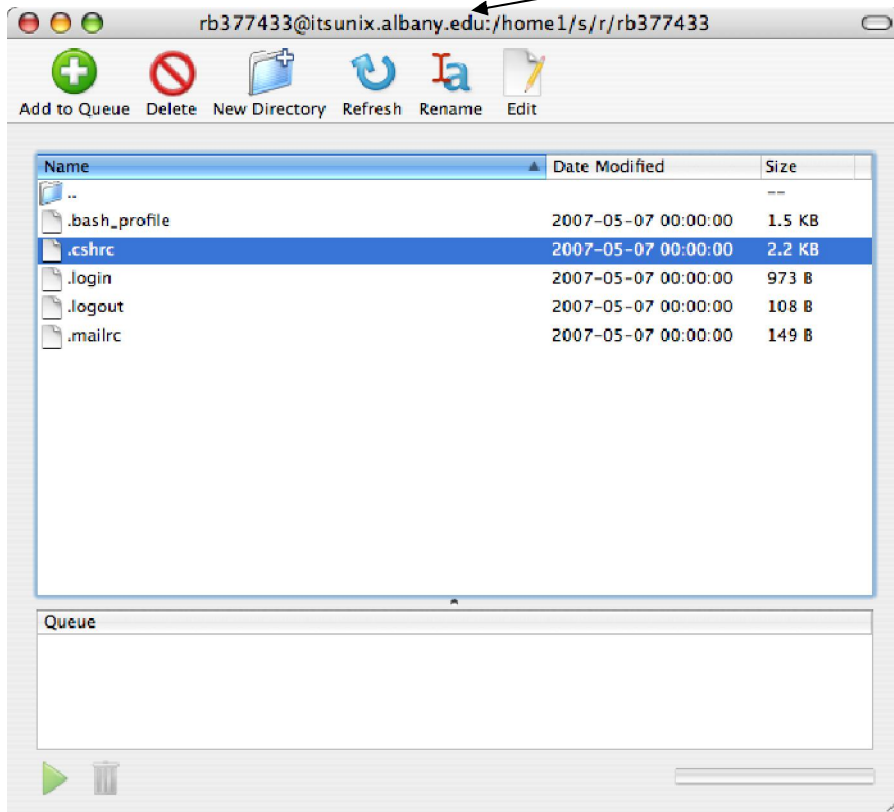


Enter the Univ. at Albany's host server exactly as shown in the figure.

Enter your MyUALbany User ID and your password.

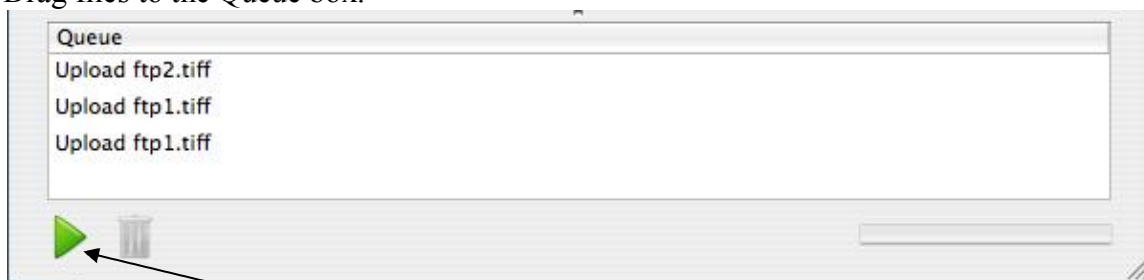
click **Connect**

The following *similar* screen appears. Notice the offsite location is identified as your S drive space:



Drag and drop files from your S drive directly to your current location (e.g., My Documents folder, USB drive).

Use the Queue to upload files from your current workstation or USB drive to your S drive.
Drag files to the Queue box.



To start the transfer, click the green play button.

You cannot exceed the allotted space at the Remote Site. Since the S drive has limited space, smaller files are easier to store. Large files, such as a movie file, will not fit on your S drive. It is recommended that you borrow a flash drive from the IMC if a file or the files you want transferred are too big.