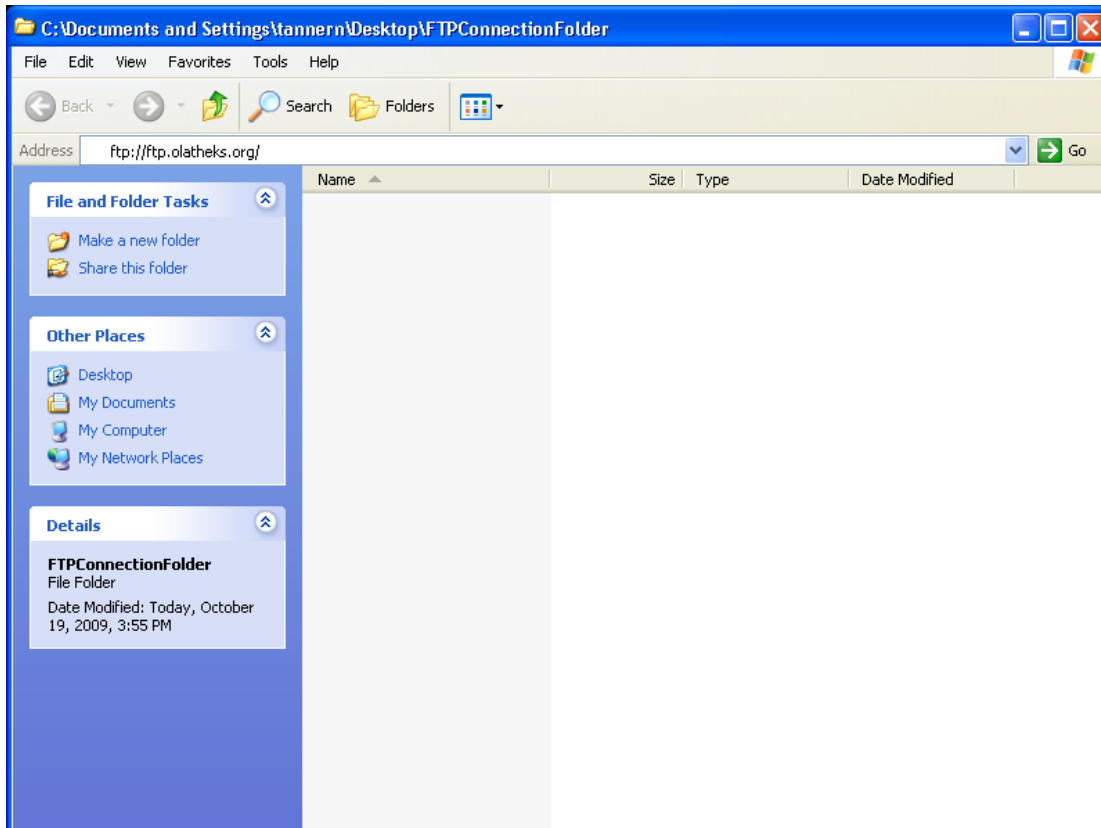


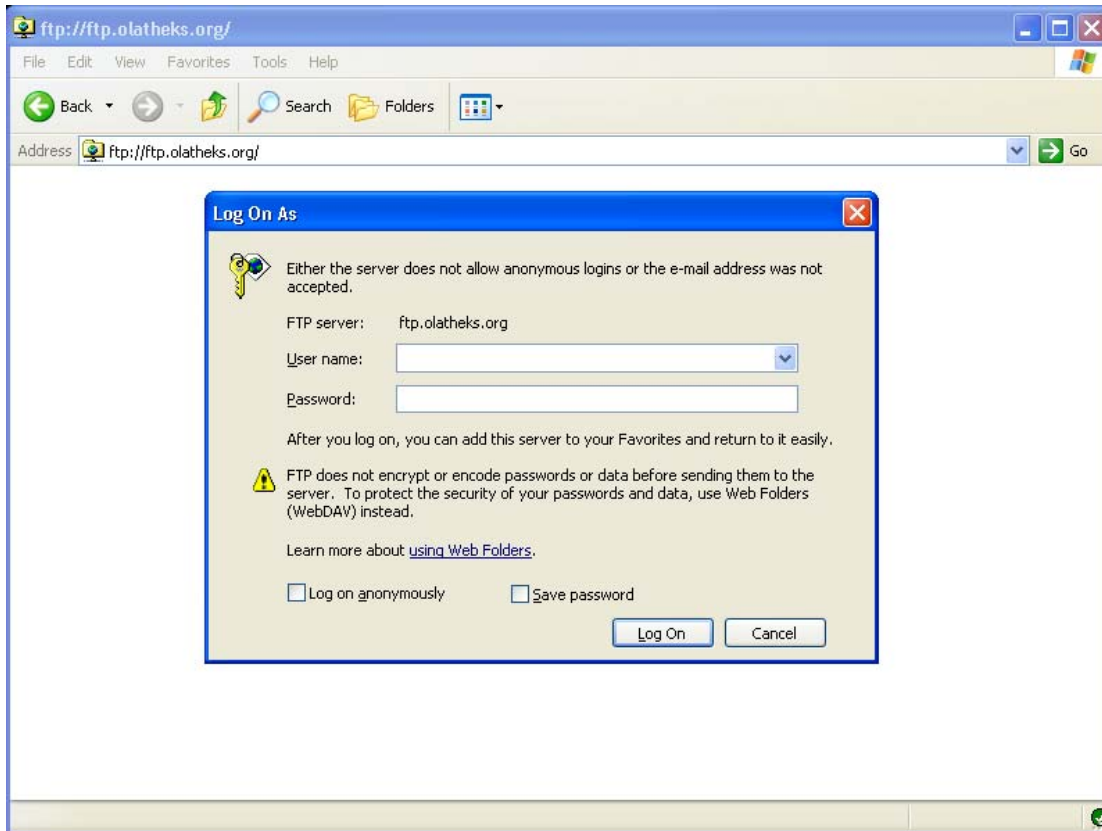
Connecting to the City of Olathe FTP Site

1. Open Windows Explorer. This may be done by opening any folder (ie- your C drive) or by navigating to Start >> All Programs >> Accessories >> Windows Explorer.
2. Paste the following path into the address bar- <ftp://ftp.olatheks.org/>
 - a. If the address bar is not visible then click View >> Toolbars >> Address Bar
 - b. An example of what you should see at this point is shown below-

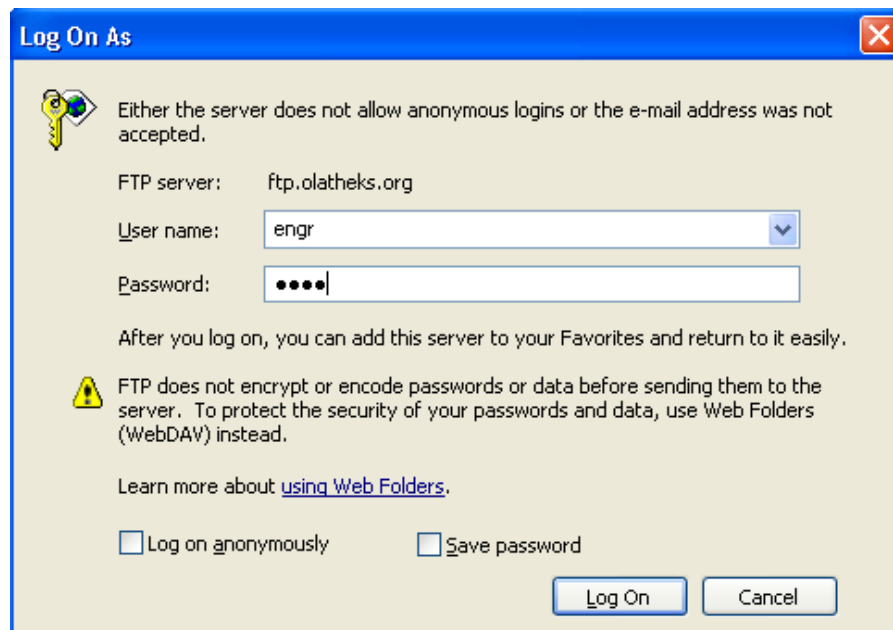


(Note- This is being displayed from Windows XP. Windows Vista will still have an address bar but the interface will be different)

3. Clicking return while the cursor is in the address bar will bring you to the Log On screen-



4. The User name and Password fields both require engr to be typed as shown for the login to be successful-



5. Select the Save password box and then click Log On.
6. The directory should now be populated with a list of folders.
 - a. If the connection was successful, select Favorites from the folder toolbar and click Add to Favorites. From now on a user may simply open any folder, select this from favorites, and instantly be logged in and connected to the correct base directory.

- b. If the connection failed then please follow the steps below-
 - i. If you are using Windows XP, and are having problems opening the FTP Site; you will need to change a setting in the browser.

Tools >> Internet Options >> Advanced
Uncheck "Use Passive FTP (for Firewall and DSL Modem)"

7. If the steps provided above do not work then please use the contact information provided below.

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