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.
   
a. Paste the following path into the address bar-  \texttt{ftp://ftp.olatheks.org/}

b. An example of what you should see at this point is shown below:

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

3. Contact one of the staff members below for the Username and Password.

   Joseph Ayers  
   913-971-9076  
   jmayers@olatheks.org  

   Jared Daniel  
   913-971-9404  
   JMDaniel@olatheks.org
4. The directory should now be populated with a list of folders. If the connection failed:

If you are using Windows XP, 7, 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)

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

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jmayers@olatheks.org

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JMDaniel@olatheks.org