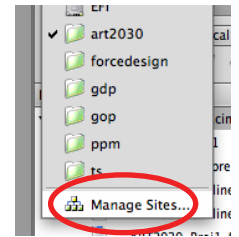


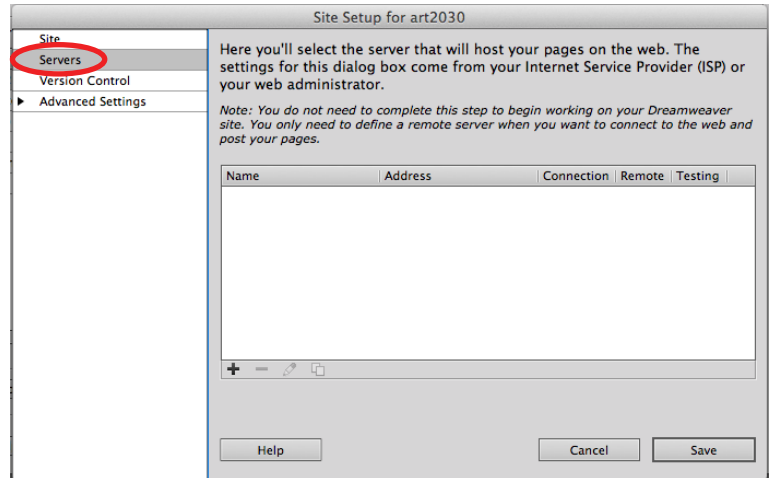
# Uploading Your Web Site Files to Your VSU Web Space

1. Open DW and make sure your site's files are loaded in the **Files** area. Go to the drop-down menu for your site, and choose **Manage Sites**.

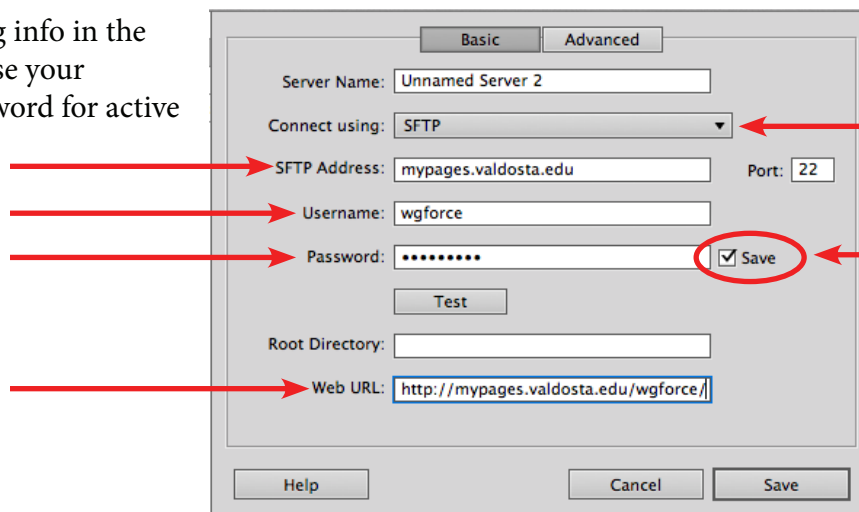
2. When the Manage Sites area opens, select your site from the list and click the **pencil icon** to edit your site's information.



3. In the next window, select **Servers** from the list on the left. **IMPORTANT: You will not immediately see the box and + symbol. You will need to position your cursor over the area where the box should be and click. Then, position your cursor where the + symbol should be and click again.**



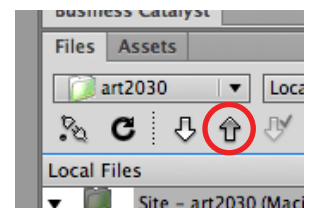
4. Add the following info in the box that appears. Use your username and password for active directory.



Choose SFTP from the drop-down menu.

Make sure you UNcheck this box after you test the connection.

5. After clicking **Save** and then **Done**, use the UP arrow in the **Files** area to transfer your files to the server.



6. After your files have been transferred, you should be able to access your web site on the Internet using the following address:

**<http://mypages.valdosta.edu/yourusername/>**