

Introduction

This document is meant to be a guide for anyone trying to enable access to their eGCC S:/Drive (shared storage space on eGCC) laptop or desktop computer. *This guide was developed using Internet Explorer. The procedure outlined below will also work, with slight modifications, for Safari and Firefox.

You will need to know your eGCC Username and Password. For eGCC Username and Password login information, please contact the Helpdesk:

- In person: Our main helpdesk is located in HT1 inside the west entrance.
- Call: 623.845.3555

1. Open Internet Explorer and enter the FTP address <ftp://myfiles.gccaz.edu/shared> in the address bar.

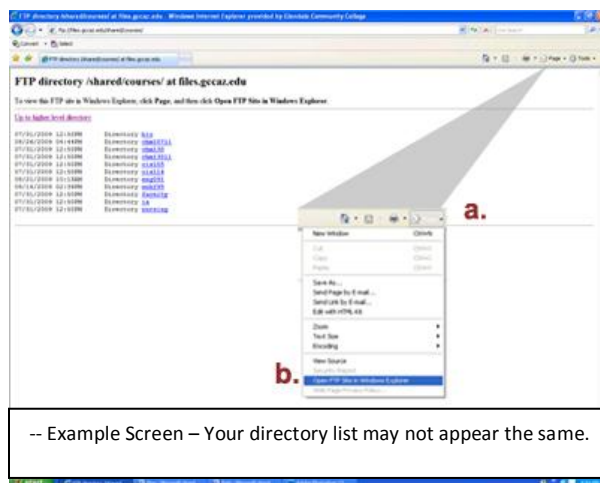


2. When the login screen appears:
 - a. Enter your **eGCC username** and **password**.
 - b. Click the **Login On** button.



3. The FTP directory screen appears.
 - a. Select **Page** from the toolbar.
 - b. Select **FTP Site in Windows Explorer** menu item.

In this example the S:/Drive is opened in Windows Explorer. You can also navigate to desired file/folder and then complete Step 3.



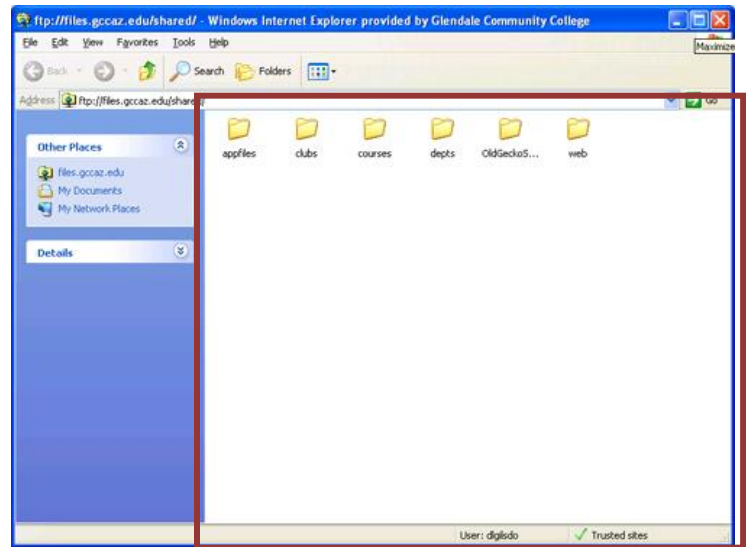
-- Example Screen – Your directory list may not appear the same.



4. Your S:/Drive directory now appears in Windows Explorer.

- To open a folder, double-click the folder.
- To open a file, double-click the desired file.
- If you want to edit a file, it is recommended that you first save the file to your computer; e.g., Desktop, Documents. Then copy the file back when you are done.
- To place a file from your computer into your eGCC S:/Drive (Windows Explorer pane), first select and copy the file. Next, paste the document to the desired location in the Windows Explorer left-hand pane.

For more information on how to use Windows Explorer, please visit GCC Online Tutorials at <http://www.gccaz.edu/hd/tutorials> and select File Management.



5. When you select a folder/file, you will be prompted to LogOn again.

- To disconnect from your S:/Drive:
 - Click the Window Explorer's close button.
 - Click the Windows Internet Explorer's close button.

