

# Configuring SmartFTP for UASHome FTP Access

These instructions will help you set up your computer to access your UASHome through FTP with SmartFTP. If you already have an FTP program configured, you do not need to continue with this documentation.

If you have any questions please call, fax, or email the UAS Computer Services Help Desk. The Help Desk is located on the Juneau Auke Bay Campus in Room 201 of the Whitehead Building. In Juneau, call 465-6400. Outside of Juneau, call us toll-free at 1(877) 465-6400. The Help Desk fax number is 1 (907) 465-6276. The webpage address is <http://www.uas.alaska.edu/helpdesk/>. The email address is [helpdesk@uas.alaska.edu](mailto:helpdesk@uas.alaska.edu).

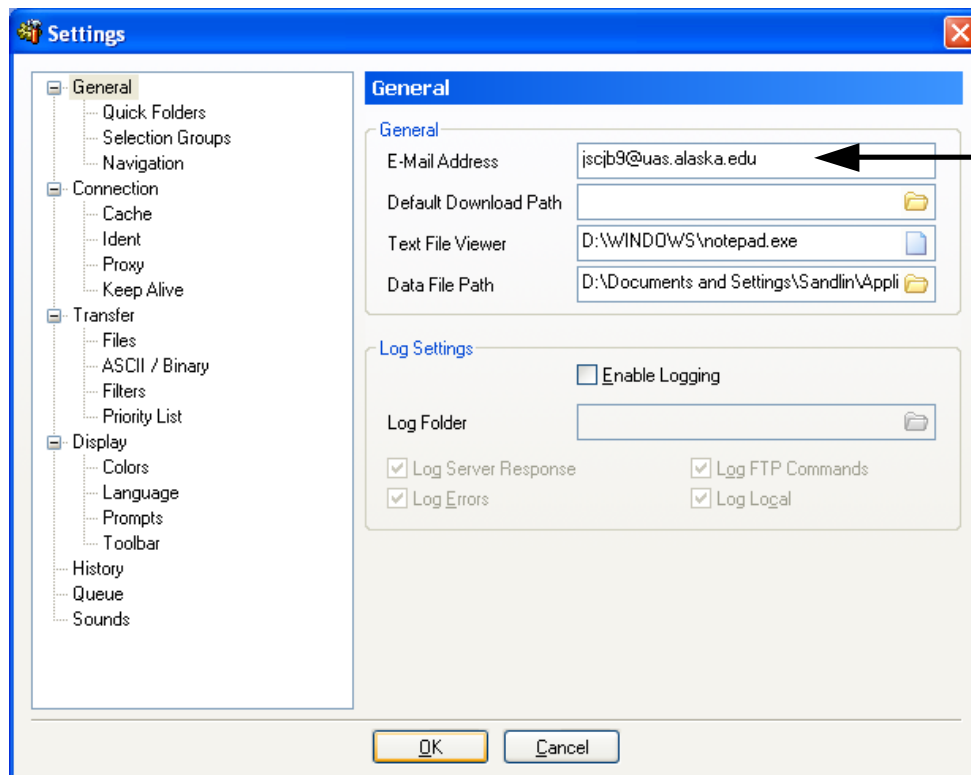
## SmartFTP configuration Instructions:

These instructions might seem complicated, but if you follow them step-by-step, you should be able to set up Netscape 6.x to access your UAS email account.

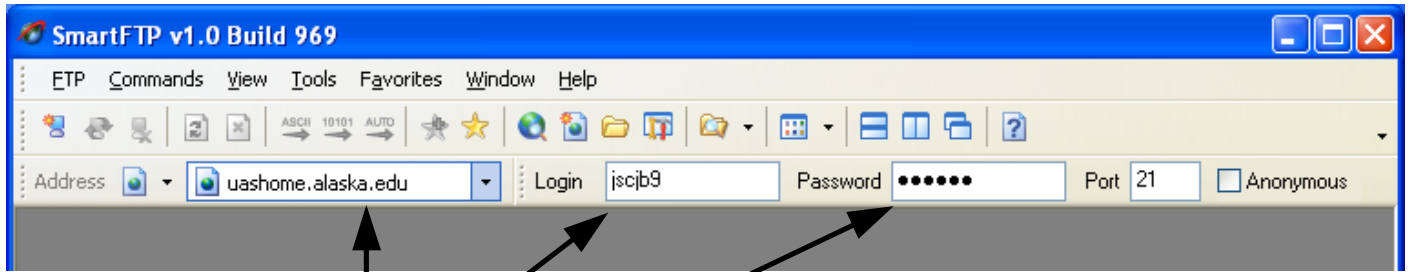
If you have problems, call the UAS Help Desk at 465-6400 or 1 (877) 465-6400. These instructions were built on the Microsoft Windows XP computer operating system. If your computer uses a different version of Windows, these instructions might look differently. The screen shots included here will be helpful, but do not expect them to exactly match everything you see on your computer's screen. Each computer is set-up differently.

Once you have installed SmartFTP, open the program (located in your Start Menu).

The first screen that will open is the settings for the program (this will only happen the first time that you run the program.)



Enter your email address in provided field (used in anonymous FTP situations).  
Click **OK**.

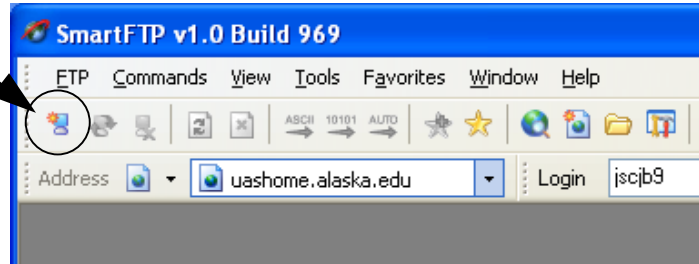


Enter **uashome.alaska.edu**.

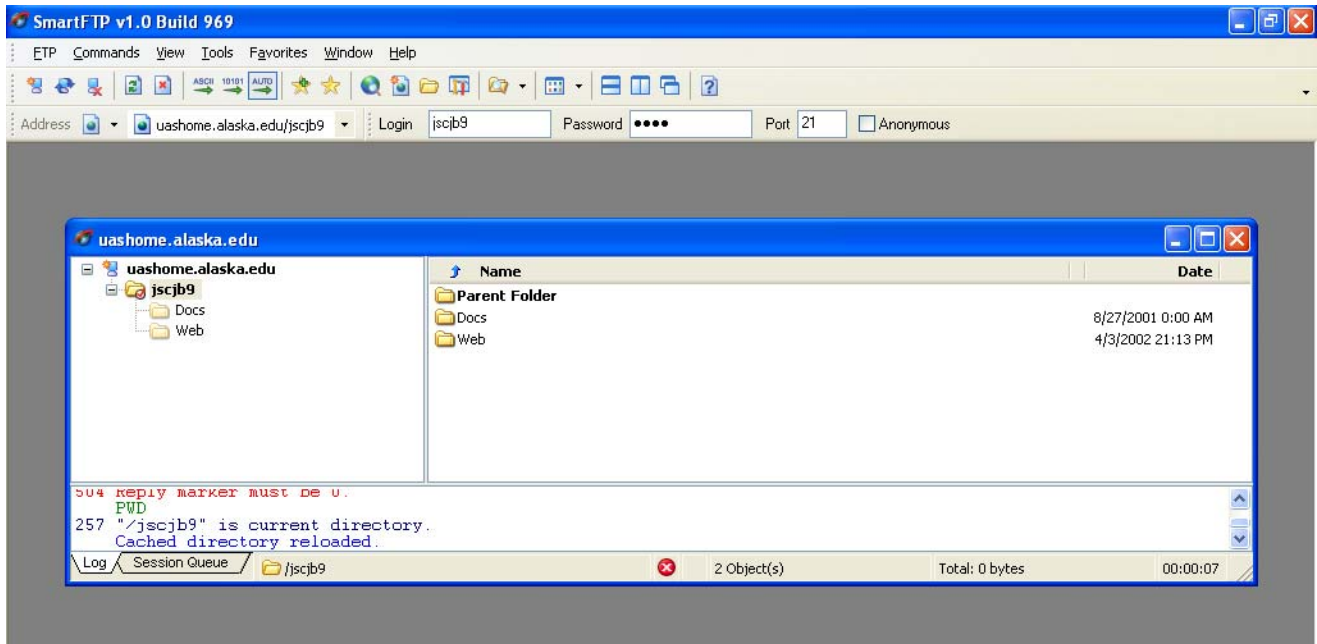
Enter your **username**. (Ex: jscjb9)

Enter your **password**.

Click **Connect**.



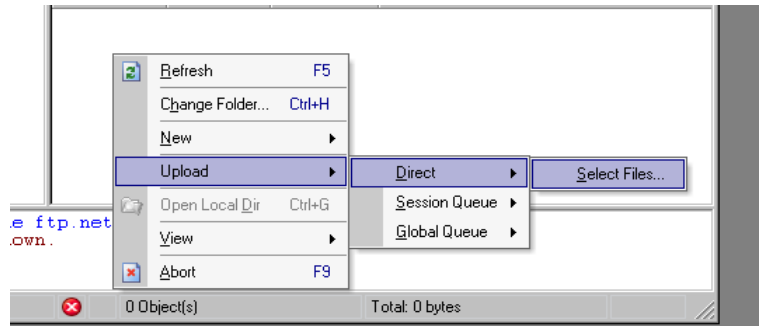
Your connection to uashome.alaska.edu will open in a similar window.



## To upload files:

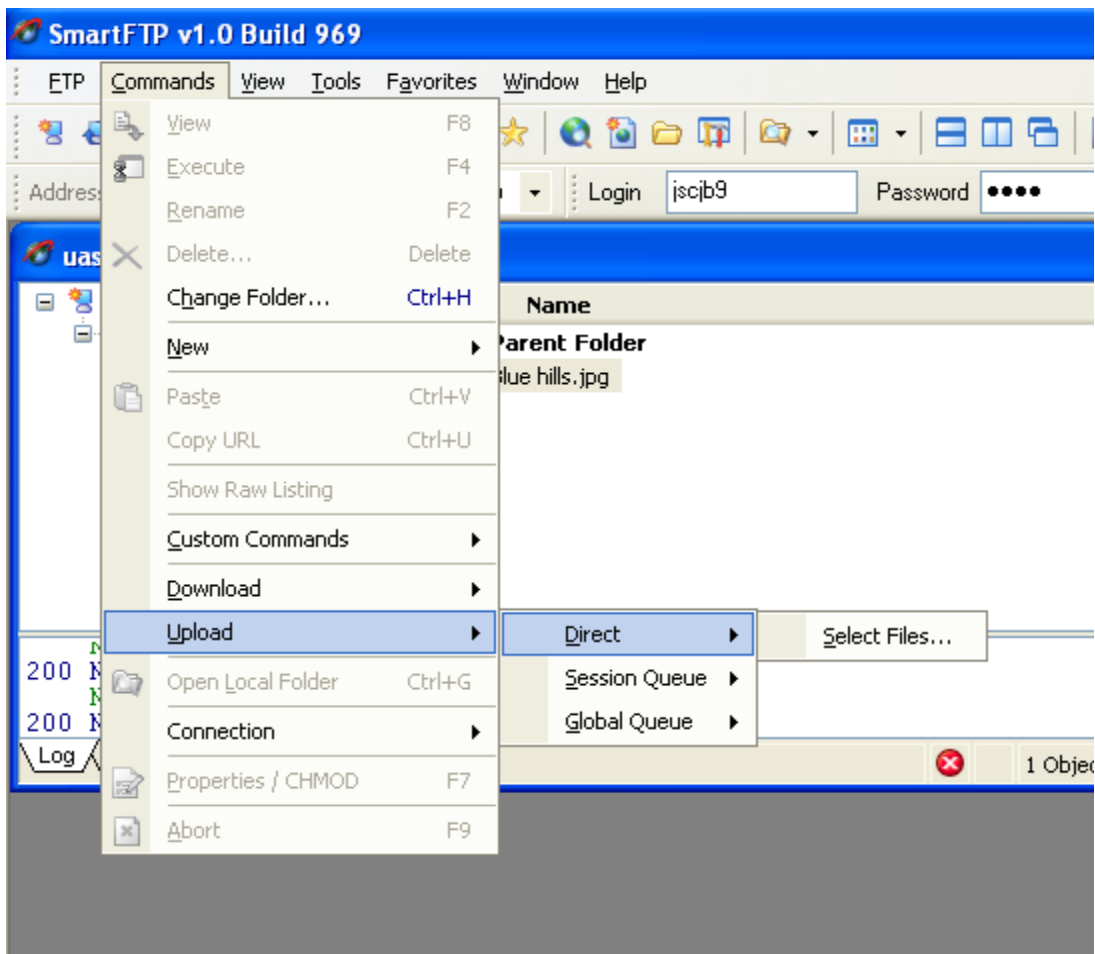
Using the mouse:

Right click in the directory you would like to upload and select Upload > Direct > Select Files...



Using the Commands Menu:

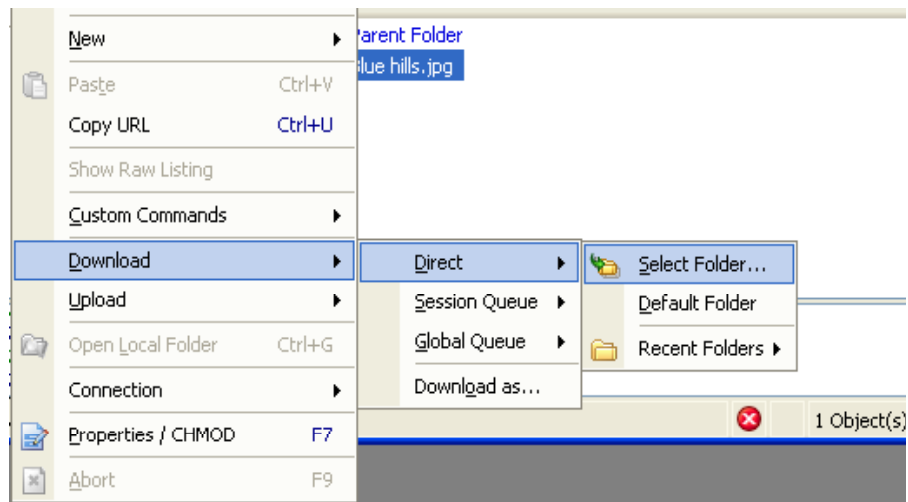
From within the directory you would like to upload to, Click Commands > Upload > Direct > Select files...



## To download files:

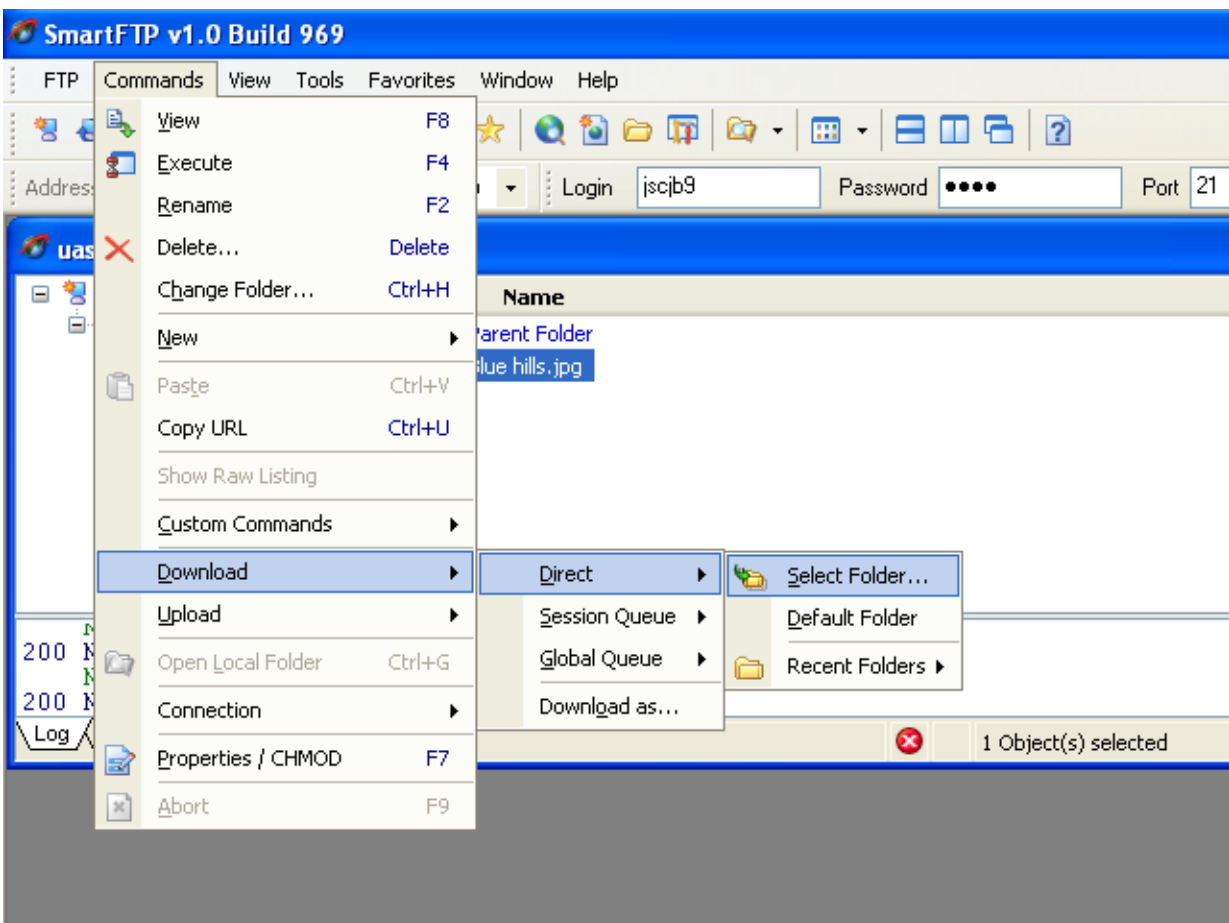
Using the mouse:

Right click the file you would like to download and select Download > Direct > Select Folder...



Using the Commands Menu:

From within the directory you would like to upload to, Click Commands > Download > Direct > Select Folder...



**Happy FTP'ing!**