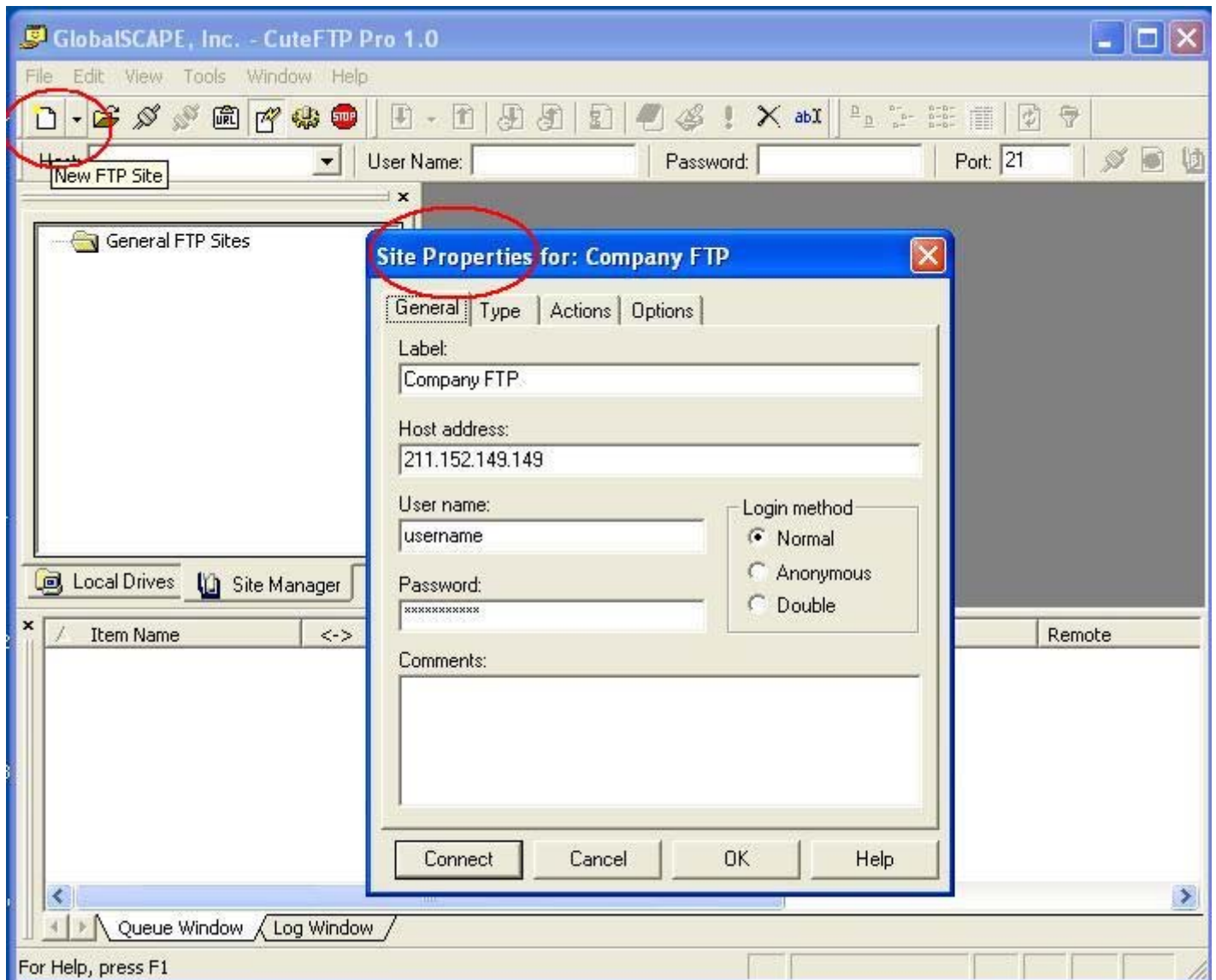


User Guide for configuring FTP client

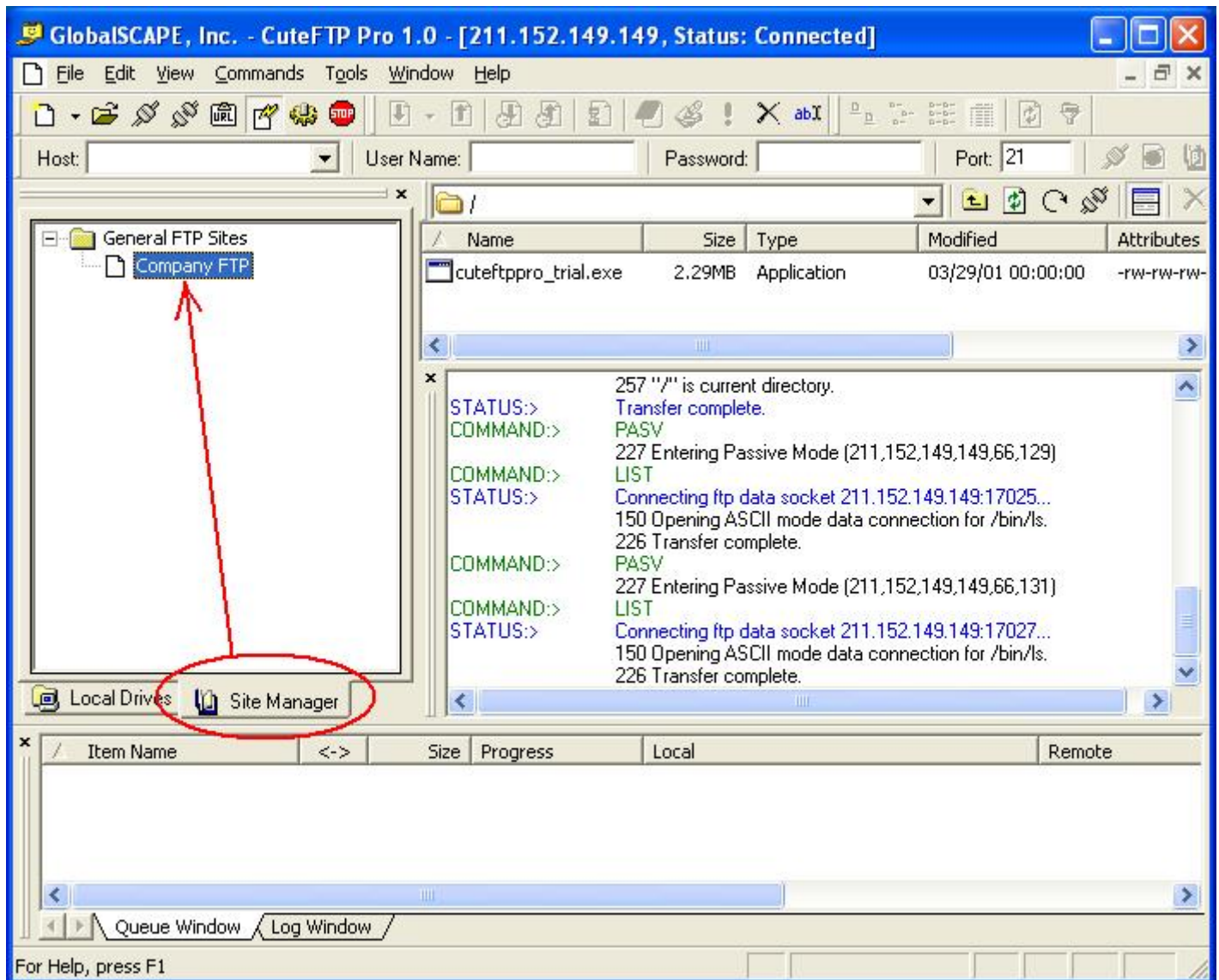
Install CuteFTP and double click shortcut on the desktop.

- 1) Click “New FTP Site” button.
- 2) Enter the basic information on Site Properties
 - a. **Label:** Any name for the FTP site as you prefer.
 - b. **Host Address:** ip address or domain name of the FTP site (provided by SSBG).
 - c. **Username:** username (provided by SSBG)
 - d. **Password:** password (provided by SSBG)
- 3) Click OK.



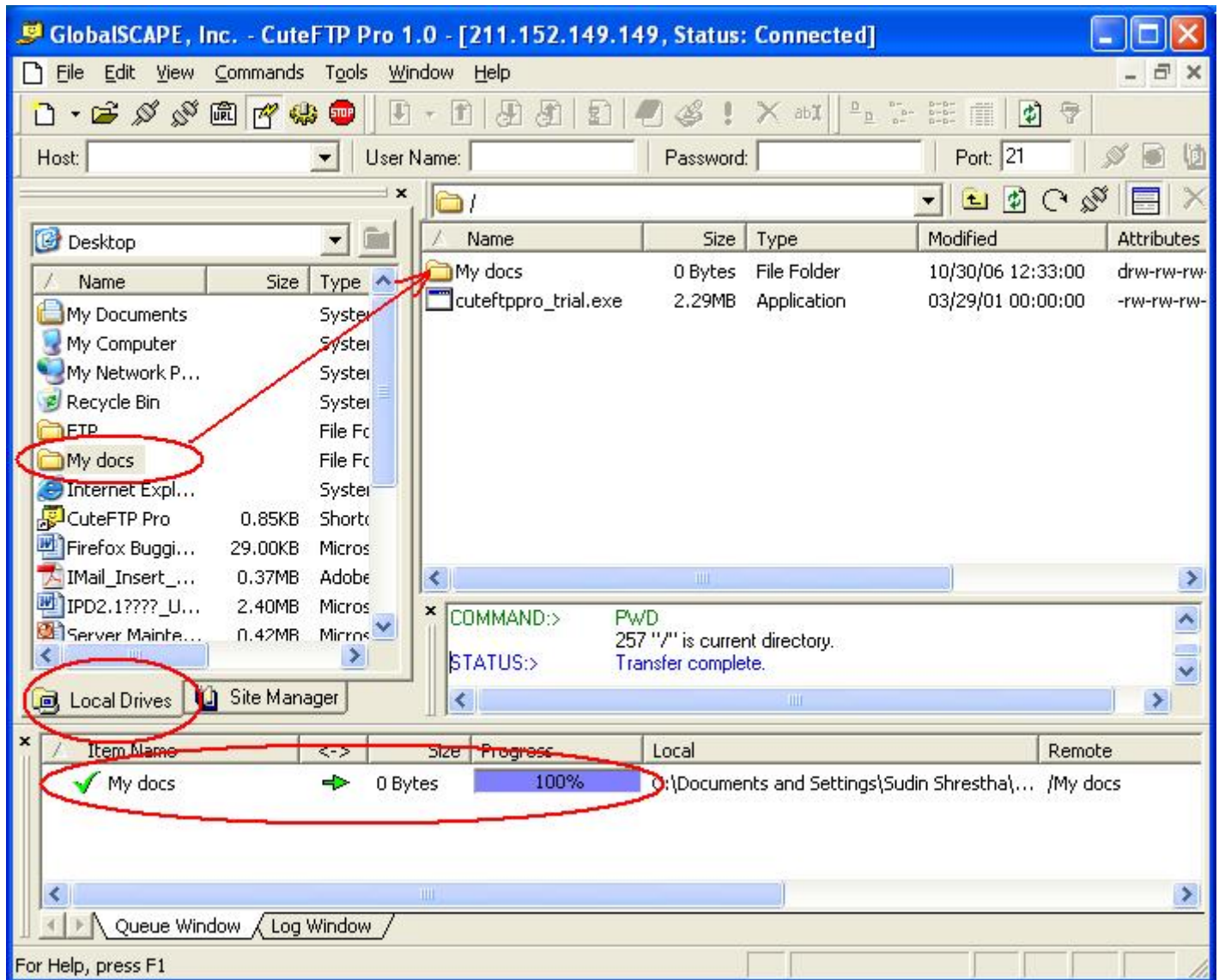
Add FTP site

FTP site has been added in CuteFTP. Whenever, you would like to connect FTP site to upload or download files, double click the link in the Site Manager tab.



Connect (double click the link)

Click "Local Drives" tab, find the location on your hard drive for the files that you want to transfer to or from the FTP server. Drag the file or folder and drop it the other side. You can see the progress of the transfer at the bottom on the "Queue Window". If you want to transfer more than one file/folder at a time, press Ctr or Shift button and select all of them, drag and drop to the other side just like in Windows Explorer.



File Upload

-----End-----