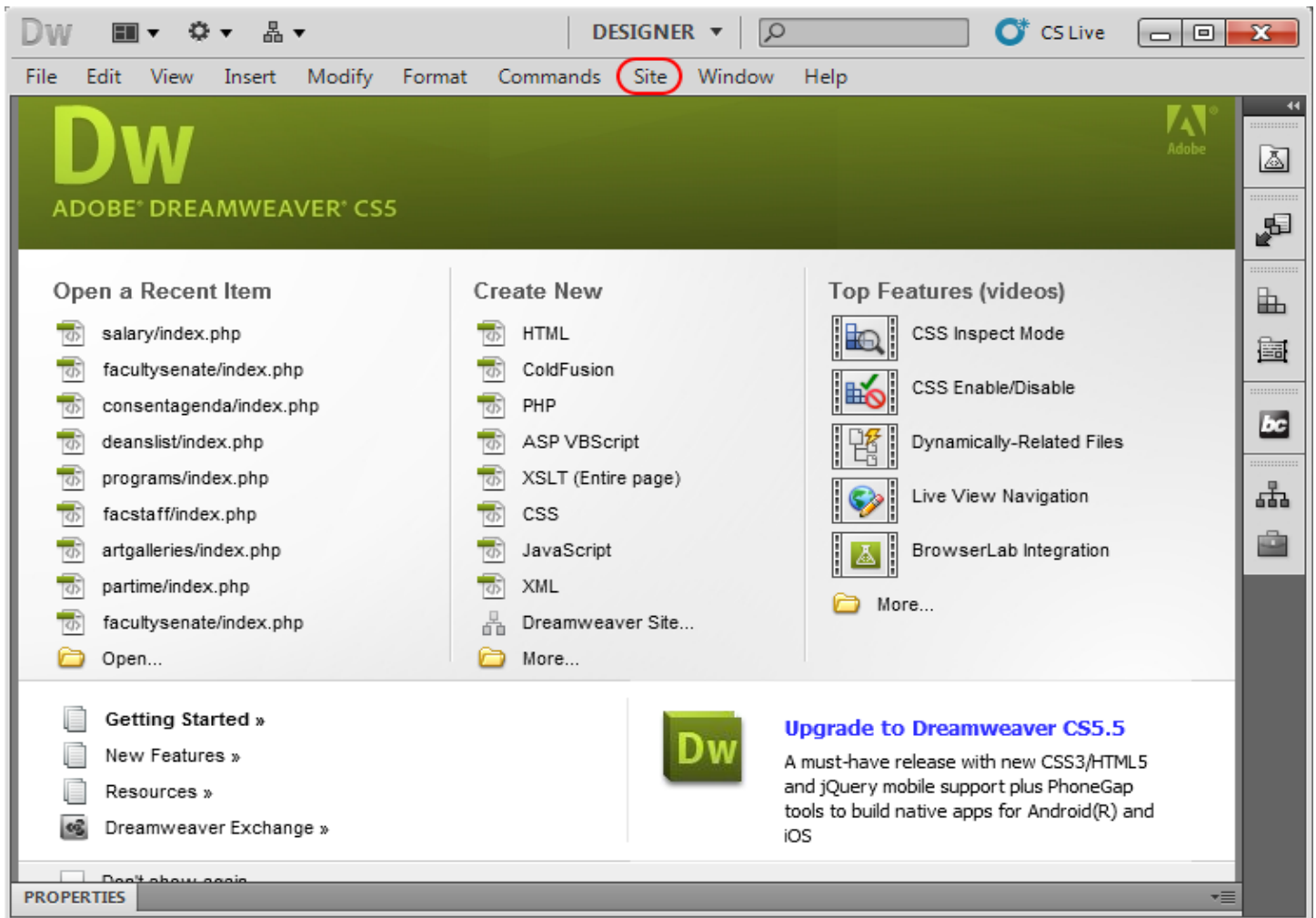


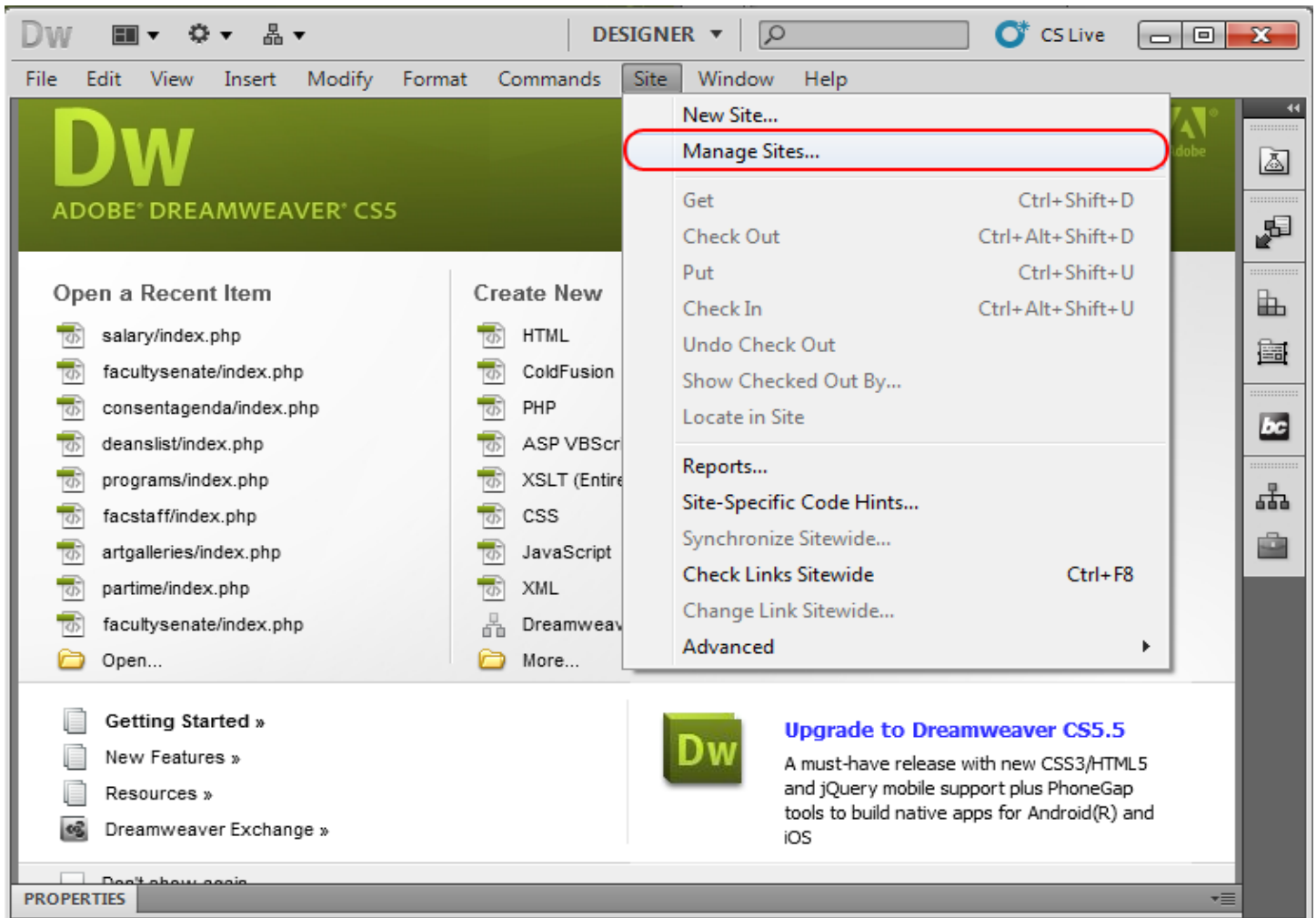
FTP SETUP USING DREAMWEAVER

If you already have a TMCC faculty website hosting account set up, please read the following information on how to access your account using secure FTP (sFTP). If you don't have a hosting account yet, please first read the [TMCC website publishing procedures](#).

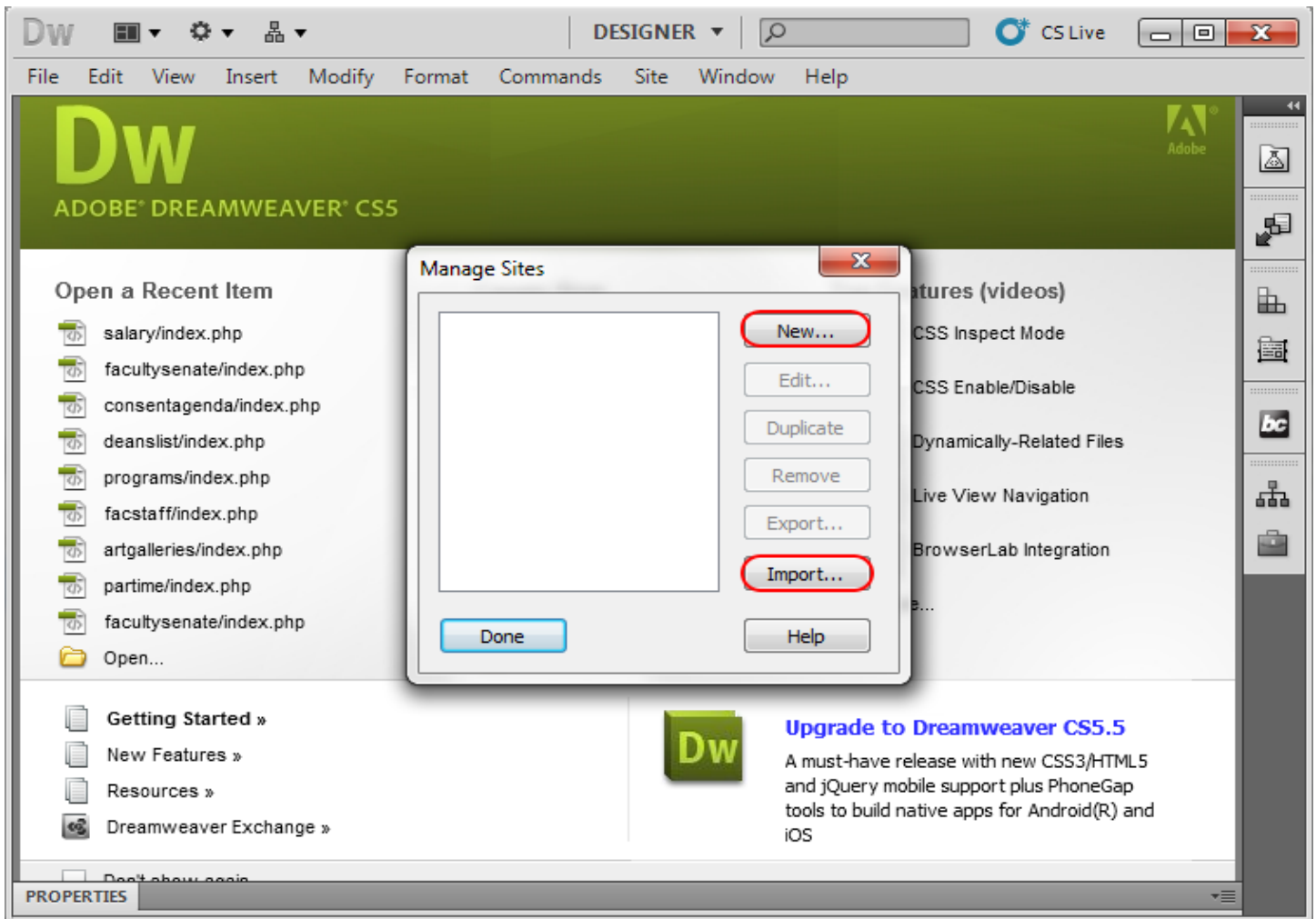
Step 1: In Dreamweaver there is a "Site" tab on top for a drop-down menu.



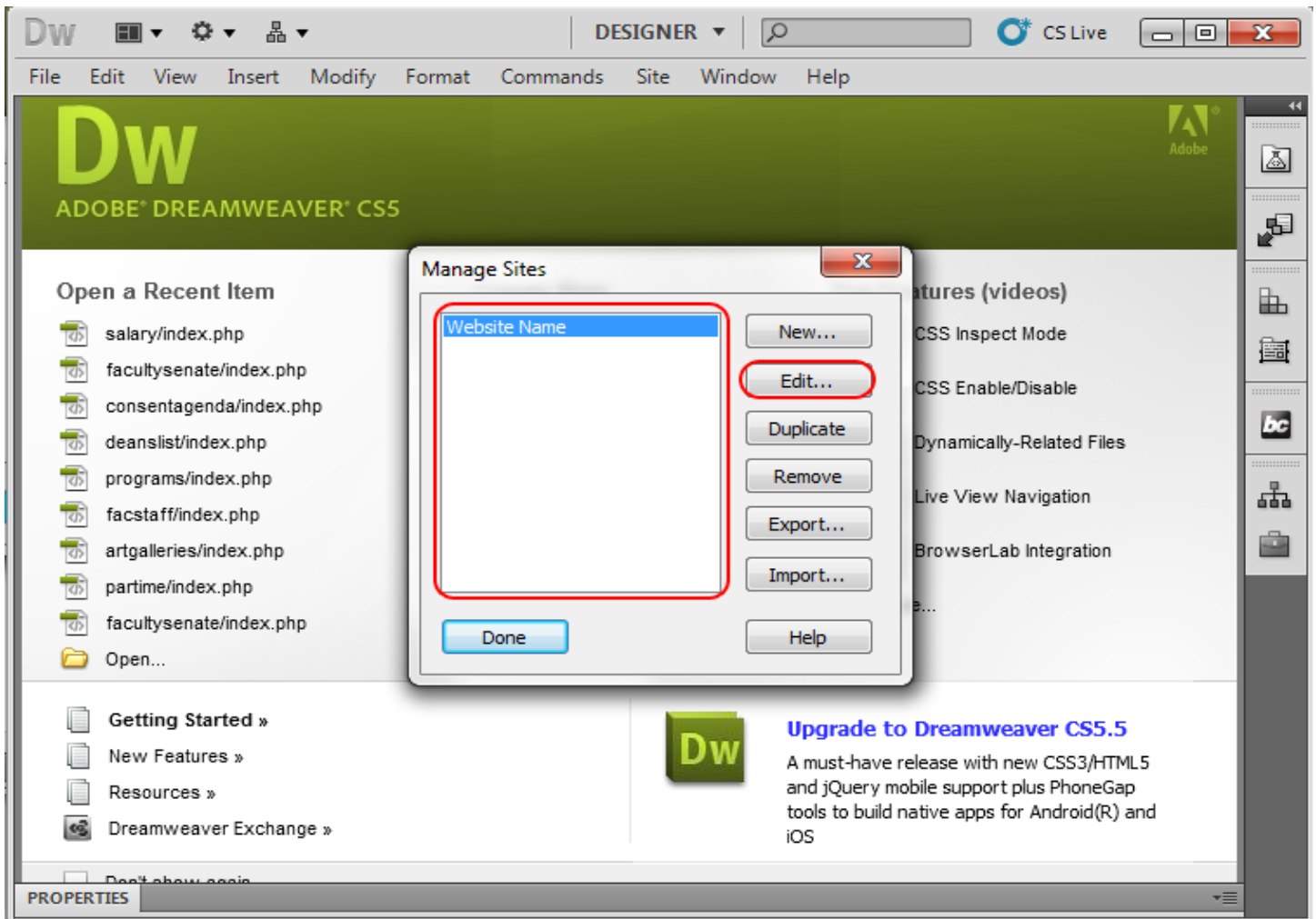
Step 2: In the drop-down menu select the 'Manage Sites...' option.



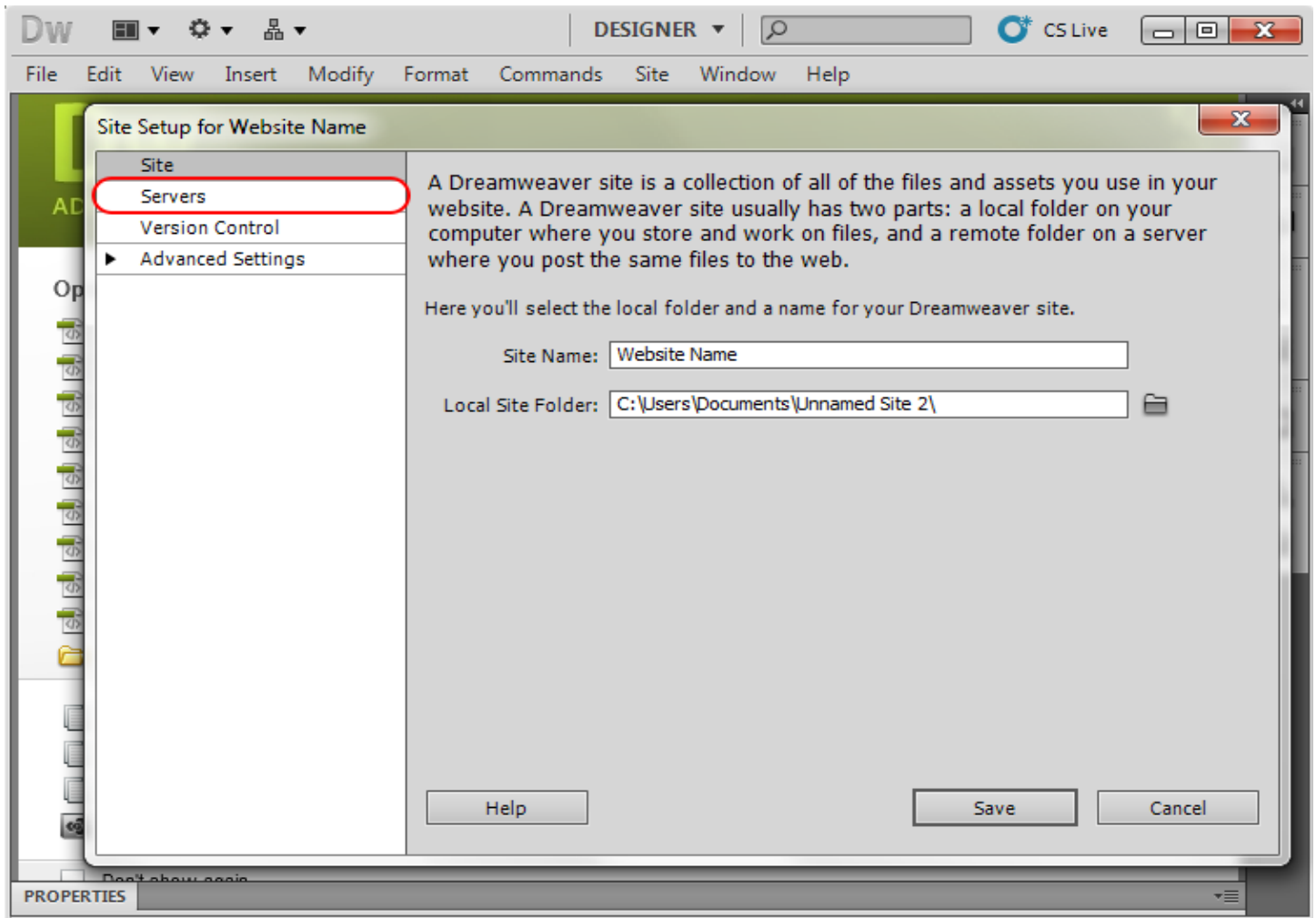
Step 3: A 'Manage Sites' window will pop. You will then have two options. Either choose 'New' to create a new website from the beginning or 'Import' a website that you've already created and is saved on your computer.



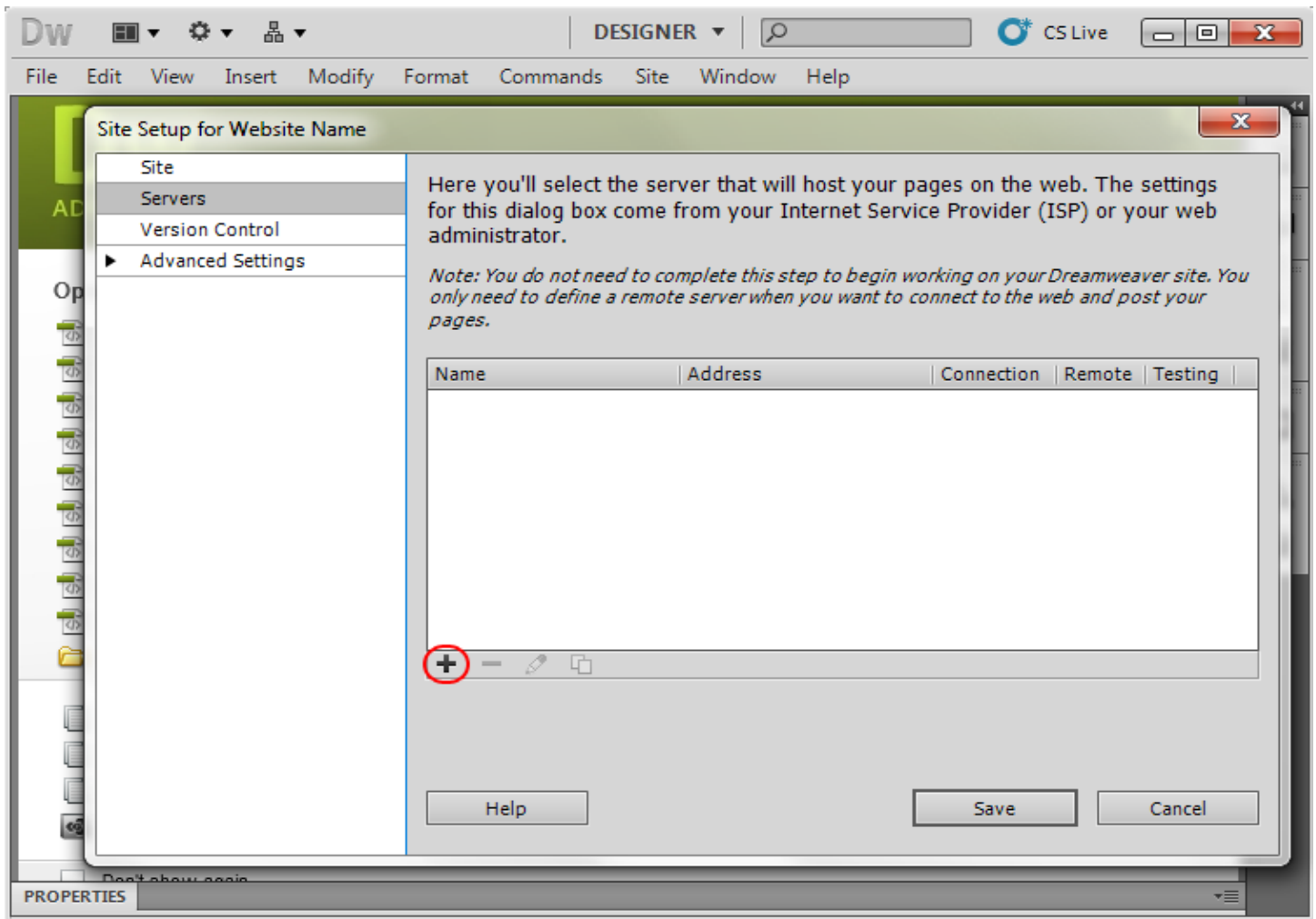
Step 4: Once a site is created, the name of the site will appear in the 'Manage Sites' window for you to select. Once highlighted, you may 'Edit' the settings for your site.



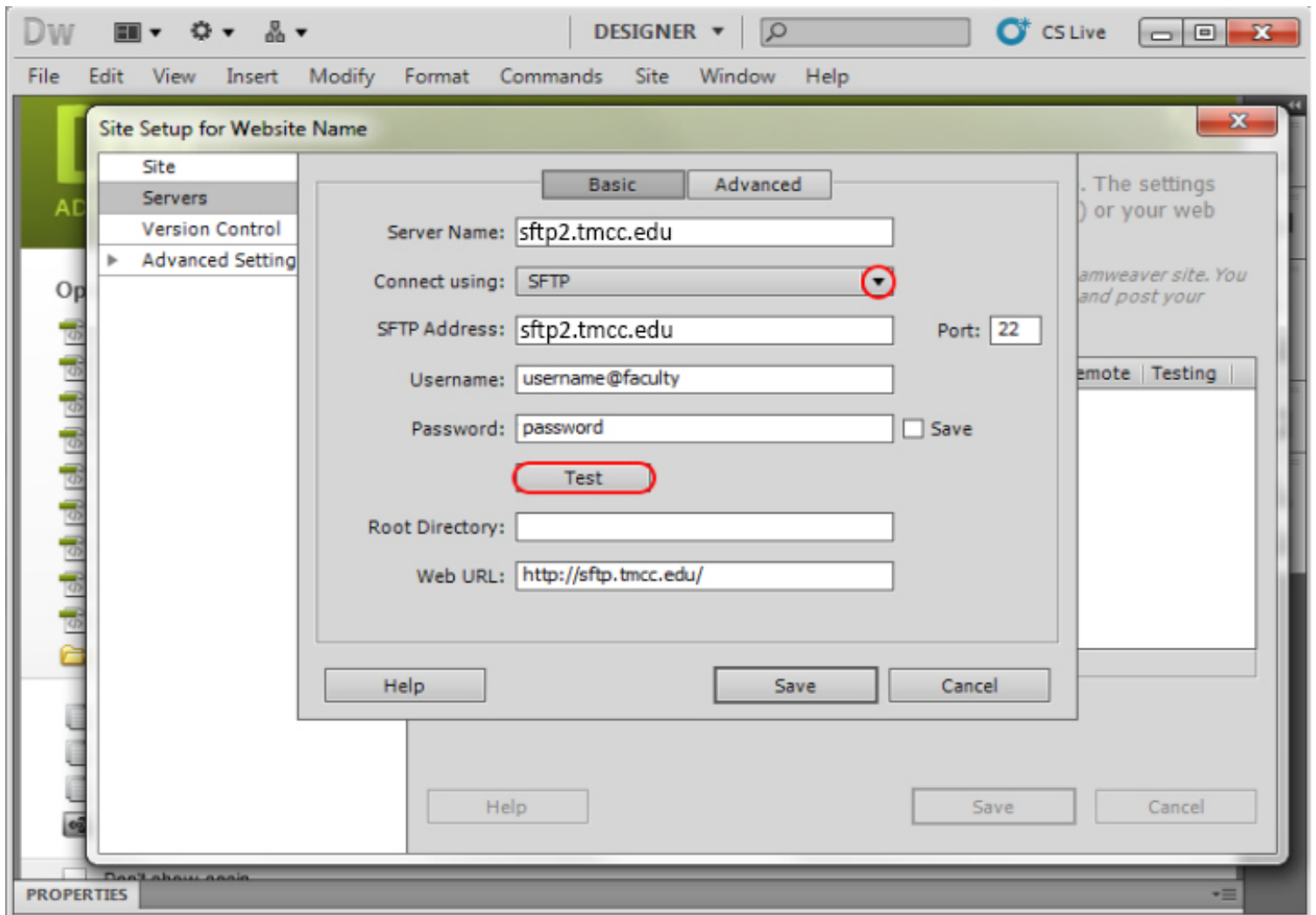
Step 5: When 'Edit' is chosen, a new window; 'Site Setup for Website Name' will appear. You want to edit the information here if you have not done so already. In 'Site Name' you may name your site and in the 'Local Site Folder' you will need to designate the location of where your is saved. Before selecting 'Save' on the bottom there is a 'Servers' tab on the left that must be selected in order to edit FTP information.



Step 6: Your 'Servers' setting should look a bit something like the following. In order to create a new server connection you must add a Server by selecting the add/plus(+) sign.

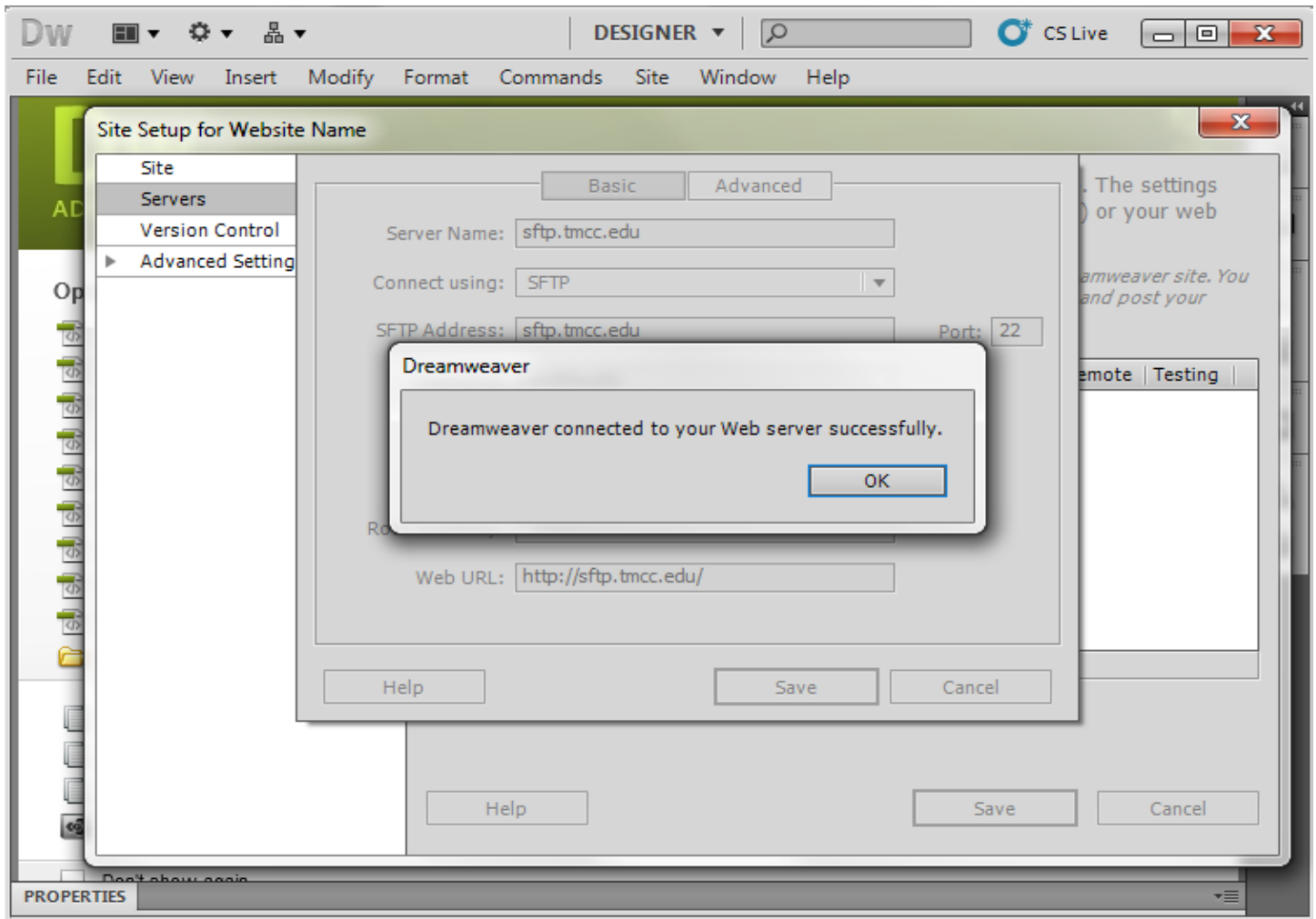


Step 7: Next you will need to fill in the following information as shown.

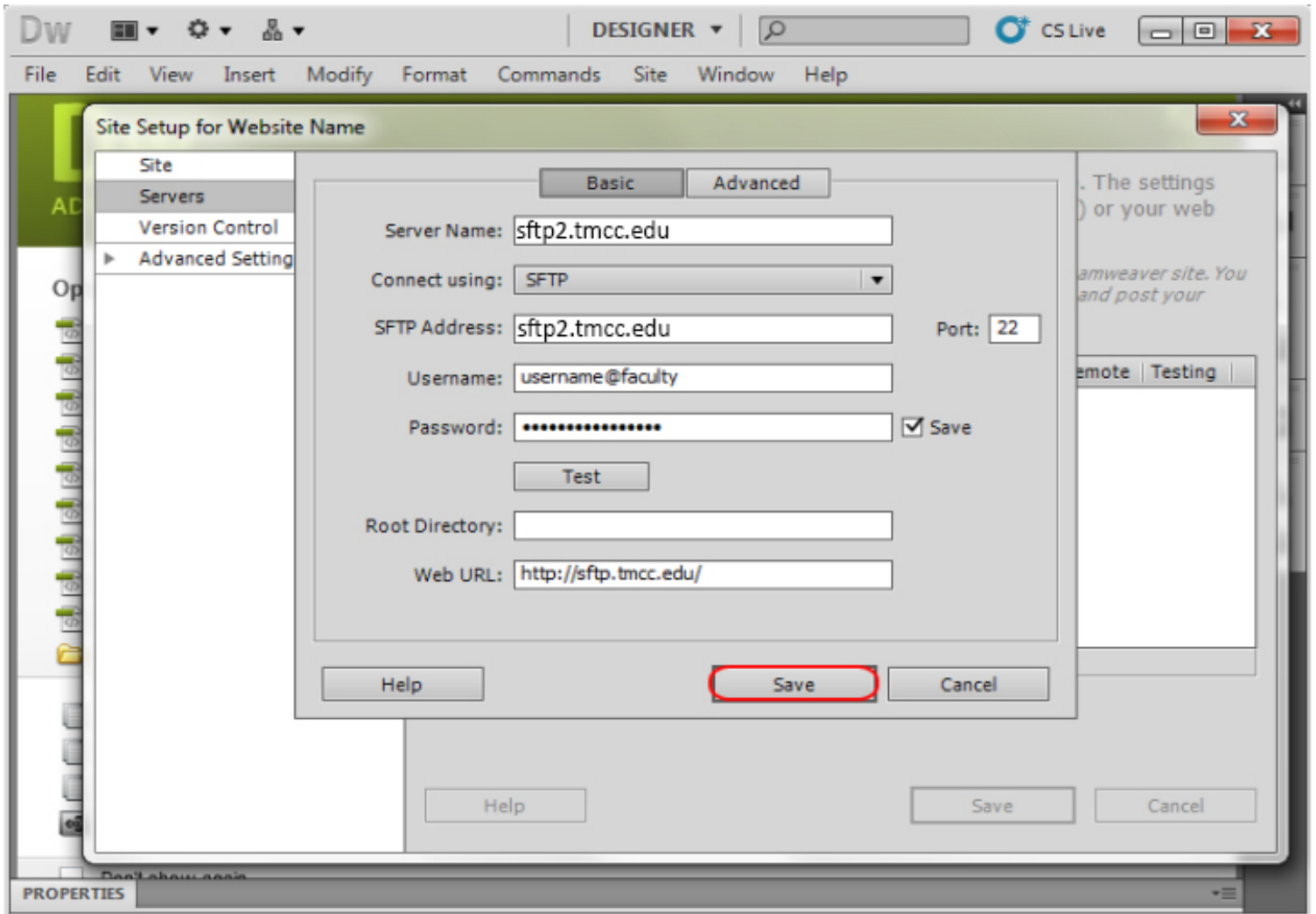


Once everything is filled in you'll want to submit all the information via 'Test' to confirm all the information you have entered is correct.

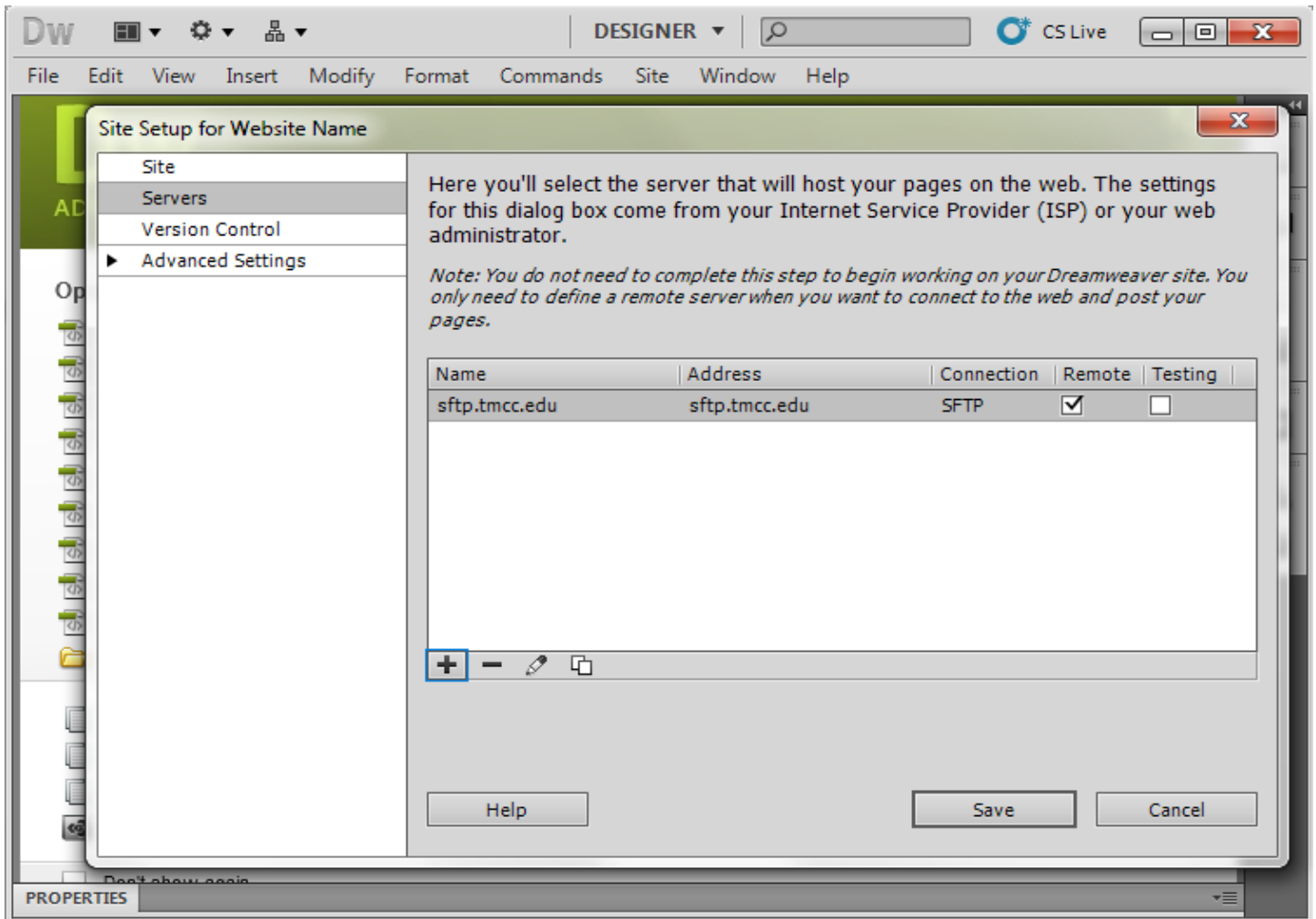
If correct you'll receive a pop-up saying the connection was successful. To continue click on 'OK'



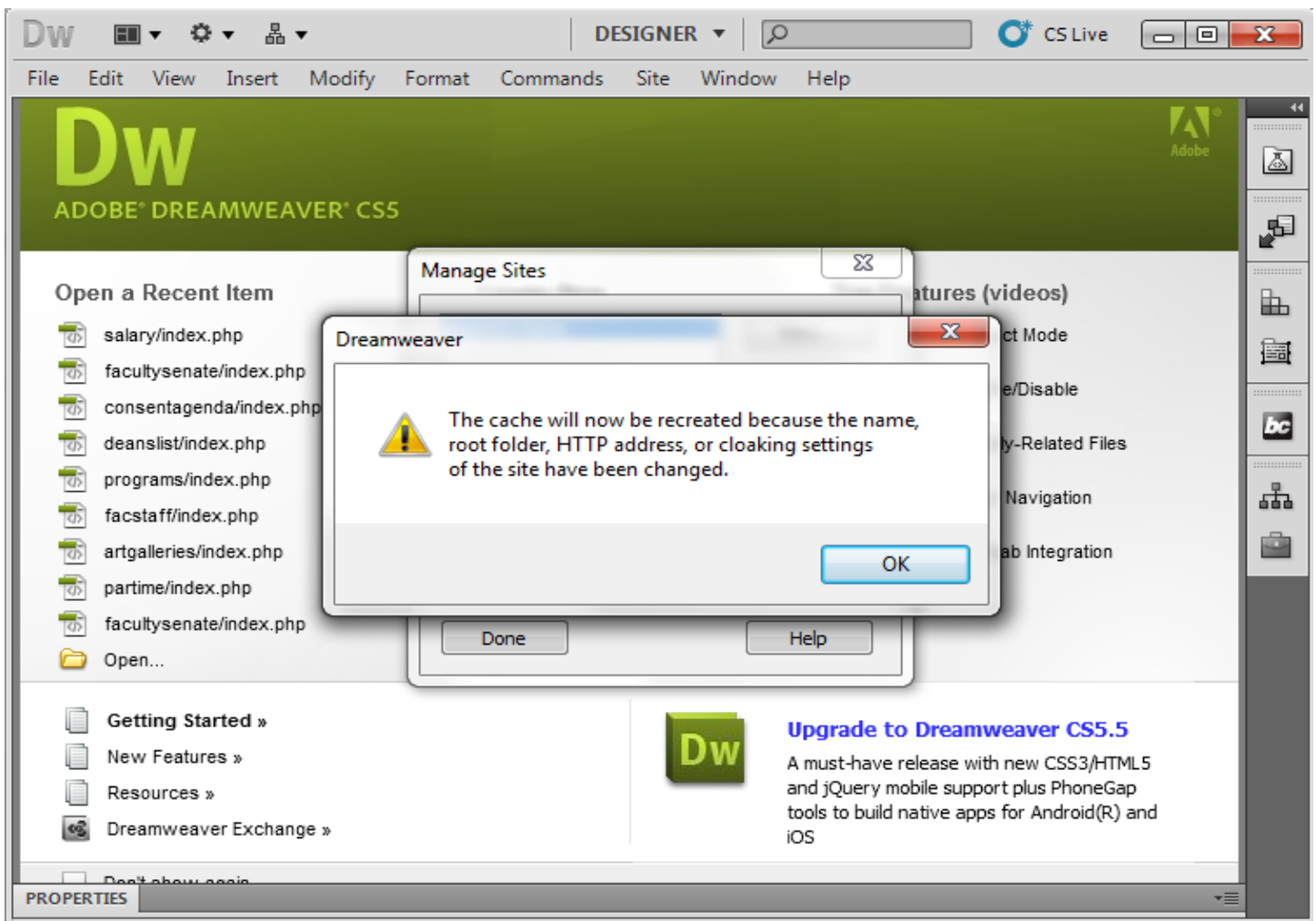
Step 8: This part is important, remember to click 'Save'!



Step 9: When 'Save' is selected the connection should be listed in the 'Servers' tab.



Step 10: This next step is also very important, you will need to select 'Save' once more. If everything goes well, you should receive a message in a pop-up window saying the following. (This message only occurs on the first time set-up)



Step 11: You won't need to fill in all the server information each time. Everything should be saved and ready for you each time you use Dreamweaver. All that is left to do is upload your files and then you're done.

Secure FTP Software

You can also access your faculty website using other methods, such as secure FTP client/software like as FireFTP or Filezilla. This is not a complete list, just be sure your client/software supports secure FTP!

If you do decide to go this route, the sFTP host/path/address needed for your login credentials is:

FTP Host/Path/Address: sftp.tmcc.edu

Note: Your username and password credentials are the same as previously mentioned. Depending on what sFTP client/software you use, other settings may be required to determine the secure connection.

Once connected, you will have full sFTP access to your faculty website to upload/download files.

Your TMCC website address, or URL, that you will want to promote is <http://faculty.tmcc.edu/yourusername/>

If you have any questions or require additional assistance, please [contact Web Services](#). Once your website is up and running and you want students to see it, be sure to let us know and we'll add your site the [faculty website directory](#) which is linked from the TMCC homepage.