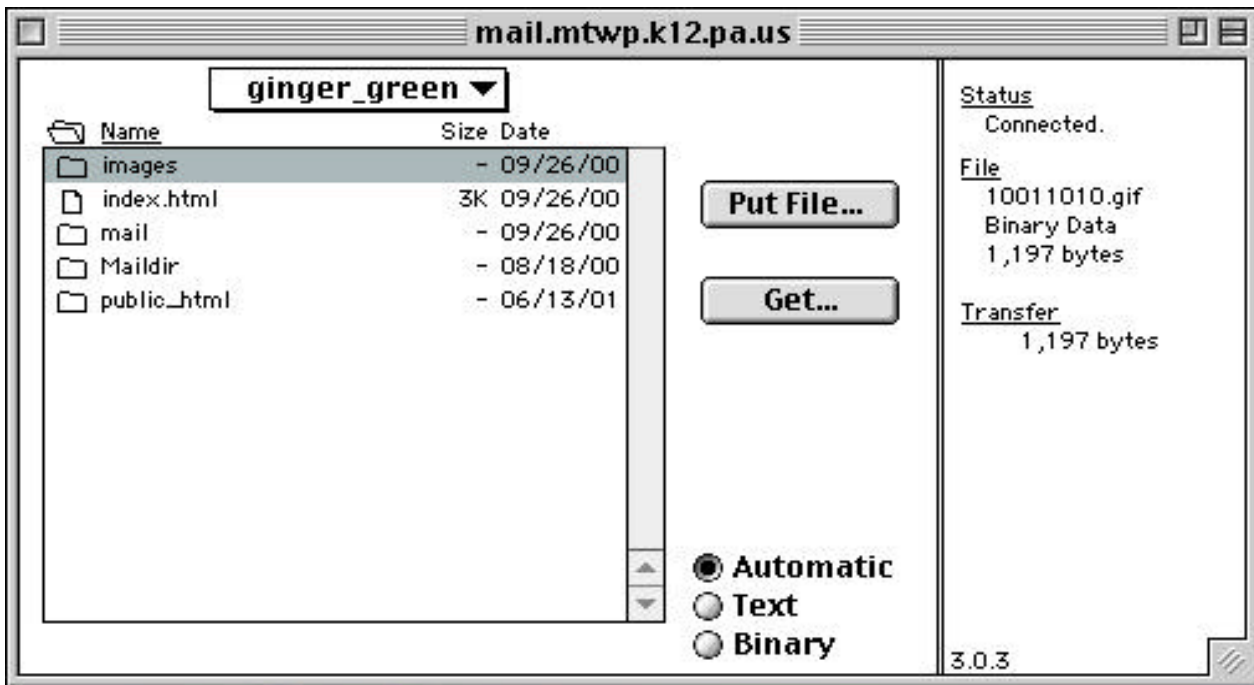


Using Fetch to Upload Web Pages

1. Launch Fetch. You'll see the following window:

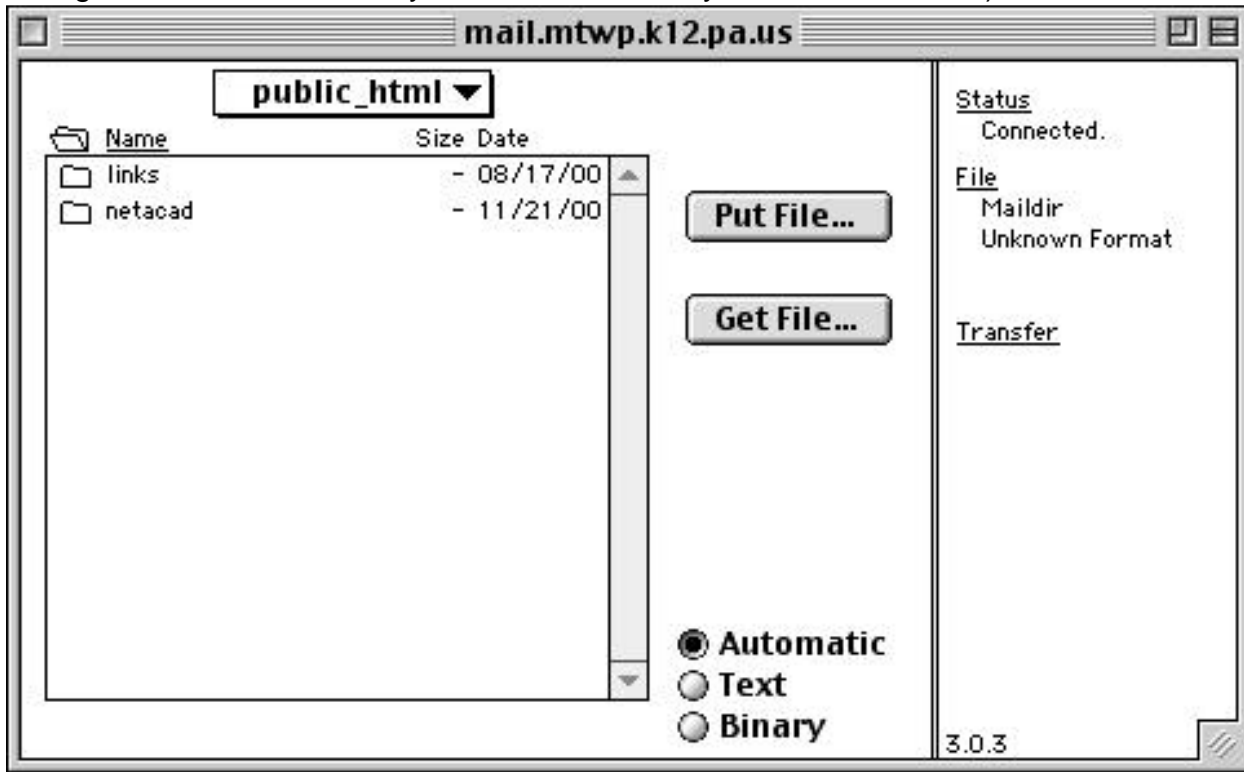


2. Enter the following information in the New Connection window:
 - * Host: mail.mtwp.k12.pa.us
 - * User ID: enter your email username (firstname_lastname)
 - * Password: enter your email password
 - * Directory: /Click on the OK button.
3. The next window will look like this:



You are now looking at many folders on a server. To get to your folder (the one you can use to post web pages), double-click on "**public_html**". Your screen will look similar to the picture below. (**WARNING:** Do NOT delete, move or alter any items outside of the public_html folder.)

Doing so could delete all of your mail as well as your email account!)



4. If you have previously posted web pages, you will see files in the public_html folder. To post more pages, just drag and drop the files/folders from your computer into the "public_html" folder. (Note: Do NOT touch the "links" folder.)
5. Make sure that files stay in the same relative location as they are on your computer. For example, if you use a folder called "web pages" on your computer to hold your web pages, the **contents** of that folder (including other folders!) and not the folder itself should be dragged/dropped into the "public_html" folder.
6. If you make modifications to a page on your computer and then need to re-post that page, just drag it into the appropriate folder. Fetch will automatically delete the old page and replace it with then updated page.
7. By using the various pull-down menus, you can delete files/folders, create folders, etc.
8. When you are finished with uploading you pages, just close the window (or Quit Fetch) to logout of the server.