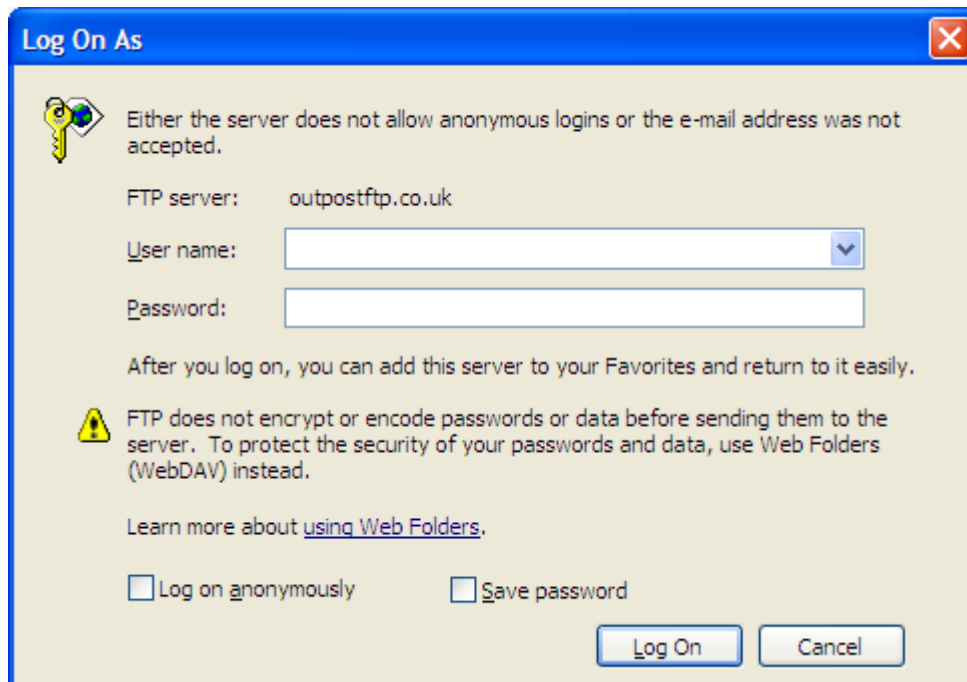
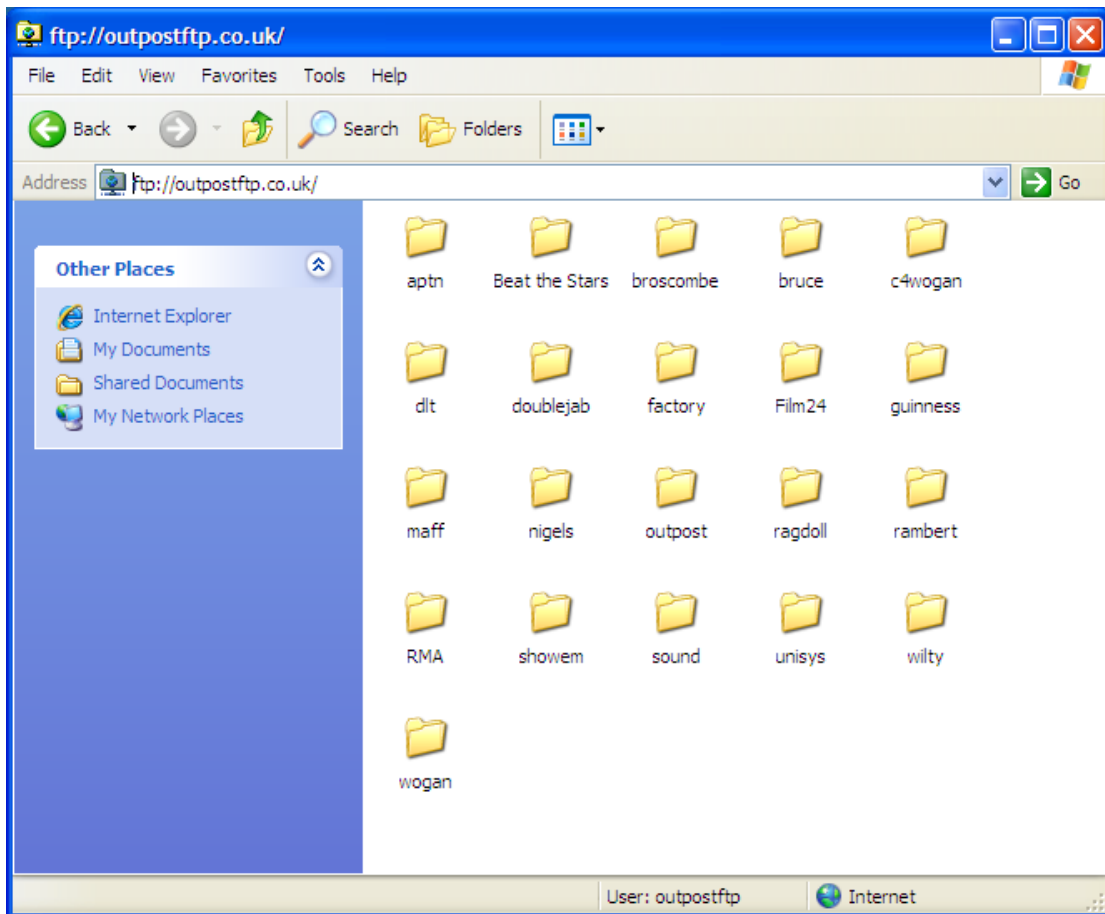


1. Press Start > My Computer - to open a window on your desktop, type the ftp address < <ftp://outpostftp.co.uk> > into this address bar and press return



2. You will then see a dialogue box which will ask for your username and password.



3. After logging in you will be presented with your folders. You should then be able to copy the files by dragging and dropping onto your desktop for viewing.

## TROUBLESHOOTING

If you are using Internet Explorer version 7, you will need to click "**Page**" and then click "**Open FTP Site in Windows Explorer**" to be able to copy and paste from your FTP folder.

If you would like to use a 3rd Party FTP Client, you will require the following details:  
Host: [FTP://outpostftp.co.uk](ftp://outpostftp.co.uk)

IP Address **193.203.65.158**

User Name: *yourusername*

Password: *yourpassword*

If you want to open the site directly in a web-browser, please use the following format:

<ftp://yourusername:yourpassword@outpostftp.co.uk>

If you need further help with this service, please call:

+44 (0) 1753 630770, or email: [nigel@outpostfacilities.co.uk](mailto:nigel@outpostfacilities.co.uk)