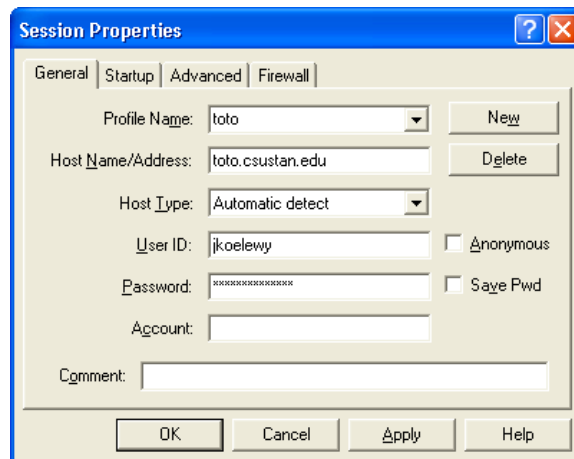


Transferring Mail Folders from Pine to PC-Pine Using WS_FTP

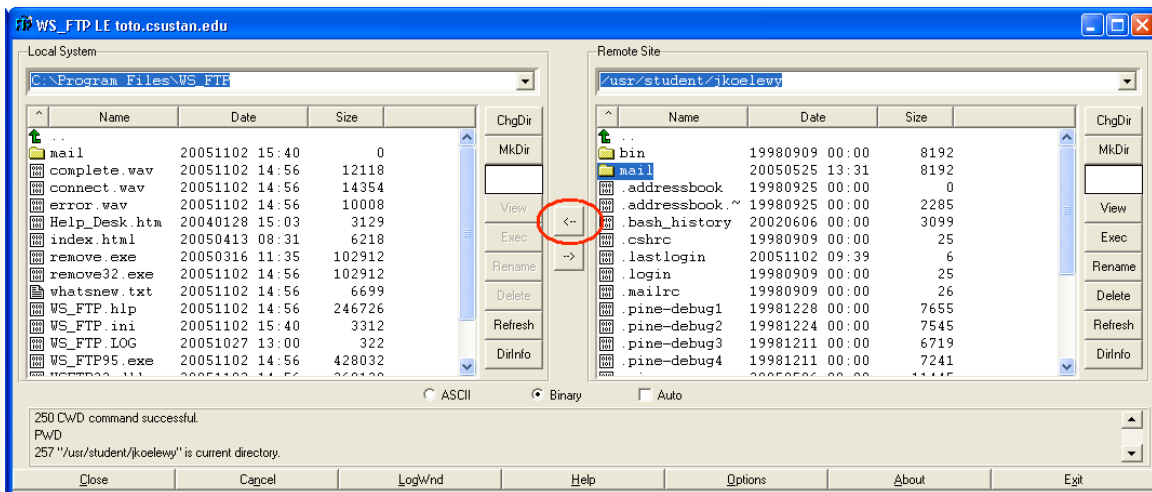
Windows 2000/XP

If you already have WS_FTP or another FTP program installed, skip to step #2

1. Download and install the WS_FTP program:
 - a. Go to www.csustan.edu/oit
 - b. Click Web Publishing – FTP
 - c. On the left locate WS_FTP and click application download.
 - d. Save the installer to your desktop.
 - e. Once the download has completed, locate the ws_ftp32le file and double click it to begin the installation
 - f. Select Install WS_FTP LE and click Continue.
 - g. Select that you are A student, faculty member, or staff member of an educational institution and click Next.
 - h. Select the boxes on how you will be using the FTP program; it is just a survey so what options you select will not alter the installation. Now click Next.
 - i. Read the license agreement and click Accept.
 - j. Click OK if you would like to install WS_FTP to the default location.
 - k. Click OK if you would like the files you download to be downloaded to the WS_FTP folder.
 - l. After the files have installed click OK on the Program Manager Group window that appears.
 - m. Click OK on the Congratulations dialog box to complete the installation.
2. Launch WS_FTP, it should be located on your Start menu under All Programs.
3. Enter the following information into the Session Properties window and click OK.
 - a. Profile Name: toto
 - b. Host Name/Address: toto.csustan.edu
 - c. Host Type: Automatic detect
 - d. User ID: your toto username
 - i. (everything before the @ in your email toto email address)
 - e. Password: your toto password



4. Once you click OK you should be connected to the toto FTP server. The files on your computer are listed on the left side and the files on the server are listed on the right. Single click the Mail folder located on the right side, on the server.



5. Now that the mail folder is highlighted click the arrow pointing left between the left and right windows transfer the folder from the server to your computer. A dialog box should appear asking if you want to transfer the folder and its contents, click Yes to initiate the transfer.
6. Once the folder transfers click Exit to disconnect and close WS_FTP.
7. Locate your My Computer icon and double click it to view its contents. Then follow these steps to locate your WS_FTP folder.
 - a. Double click your Hard Drive C:
 - b. Double click the Program Files folder
 - c. Double click the WS_FTP folder
 - d. Double click the Mail folder
 - e. Locate and click Edit to access the menu
 - f. Click Select All
 - g. Click Edit again to access the menu
 - h. Click Copy to copy the files in the Mail folder
8. Locate your My Computer icon and double click it to view its contents. Then follow these steps to locate your PC-Pine mail folder:
 - a. Double click your Hard Drive C:
 - b. Double click Documents and Settings
 - c. Locate the folder labeled with the username you use to log in to your computer and double click it.
 - d. Double click the mail folder
 - e. Locate and click Edit to access the menu
 - f. Click Paste to place the files from toto into this folder.

9. You can now close all the open windows and launch PC-Pine. Once logged in the transferred folders can be accessed by viewing the Folder List.

