

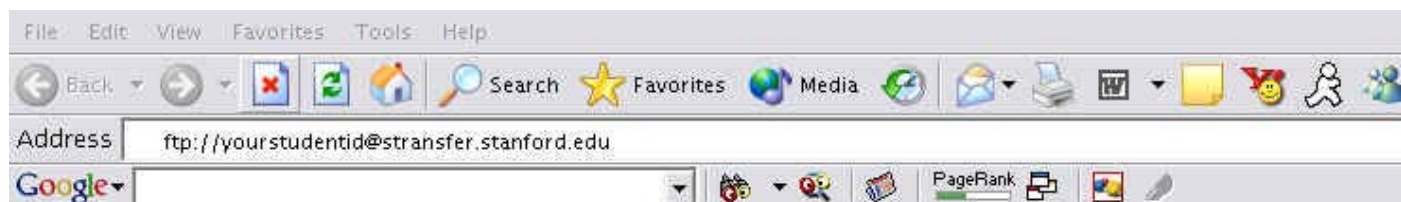
Using Internet Explorer To Access Your Leland Folder

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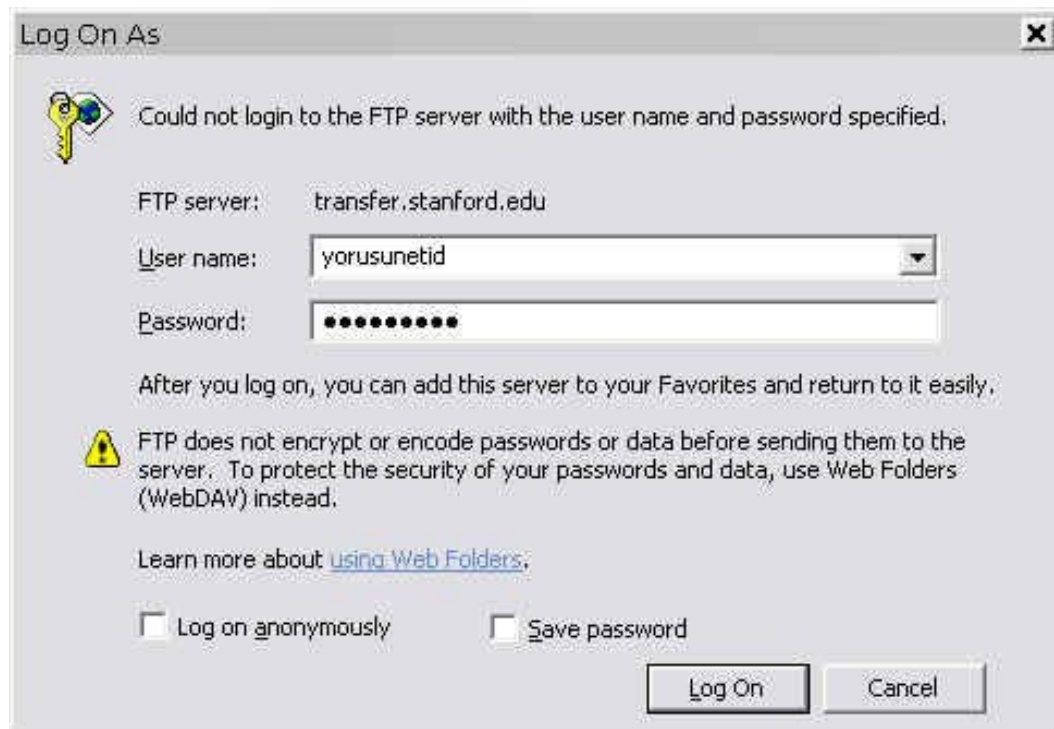
You may use your Leland folder to transfer files from one location to another by accessing it through a web browser. To access your Leland folder, you must open IE and type the following address in the address bar:

<ftp://yoursunetid@transfer.stanford.edu>

Thus, if your SUNet ID is janedoe68, you would type <ftp://janedoe68@transfer.stanford.edu>



You will then be prompted to enter your SUNet password. Enter your SUNet ID and password as follows (make sure NOT to select the "Save password" checkbox as you will expose your files and your Stanford email account to others.)



When you have entered your username and password your browser will display the contents of your Leland space. You can use this window to

drag and drop items you wish to transfer in the same way you are accustomed to dragging and dropping items in folders on your computer. **Be SURE NOT to open files directly from the Leland folder** (transfer them first to the machine you are working on) as IE will display the full path (location) to your file INCLUDING your password (making it thus visible to the world.) There are many folders in your Leland space; make sure that you keep them there. Deleting any of these may damage basic functions such as email and file transfer.

