



# Muskegon Community College

## Office of Information Technology

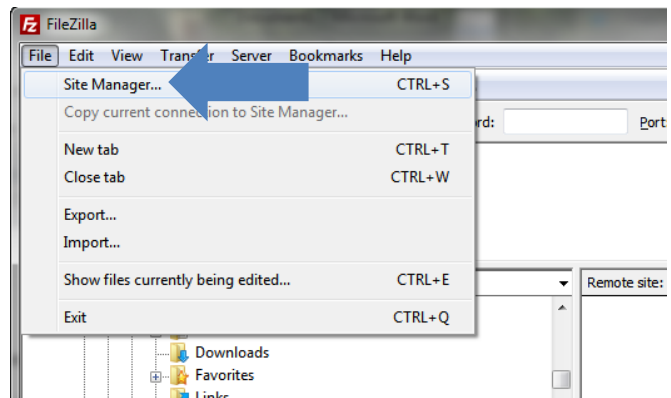
### HOW TO ACCESS YOUR H DRIVE FROM HOME

#### Requirements:

- Internet access
- FTP Client such as FileZilla

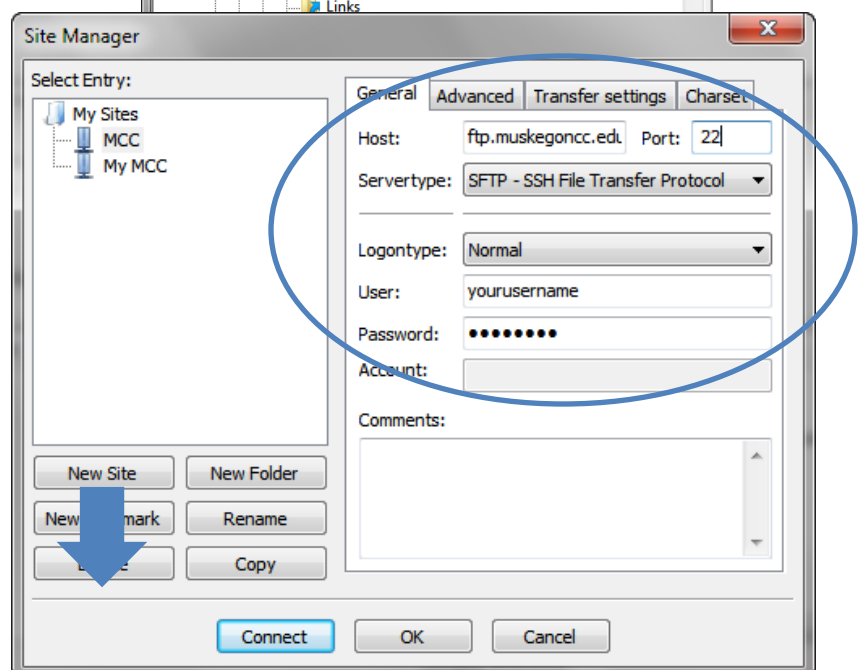
#### Procedure:

1. You will need to be added to the FTP list. To be added to this list, email the HelpDesk at [helpdesk@muskegoncc.edu](mailto:helpdesk@muskegoncc.edu) or call (231)777-0351. You will need to provide your full name and a phone number.
2. Once you have been added to the FTP list, download a free FTP client. We recommend using FileZilla which can be downloaded from <http://filezilla-project.org/download.php>.
3. Install the FTP client following the on-screen instructions. You will not need to customize any settings at this point – you can click “Next” or “OK” using all of the default settings.
4. Launch FileZilla FTP client using the shortcut that has been placed in your Start Menu and select Site Manager from the File menu.

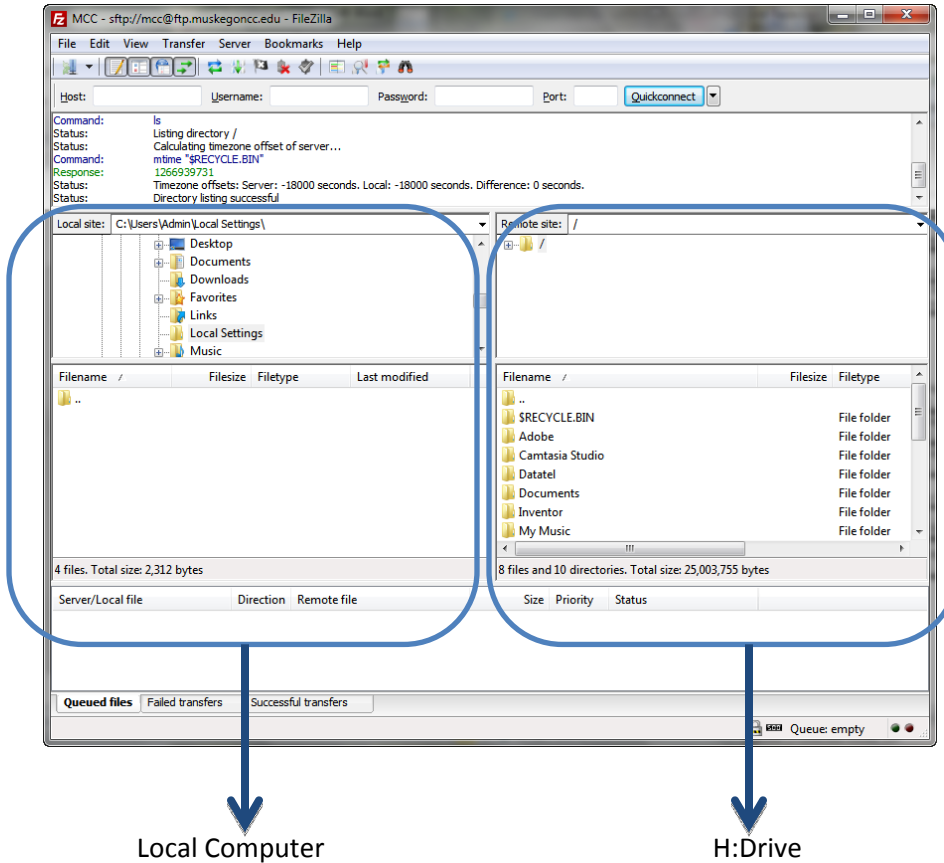


5. From within the Site Manager, enter the following information:
  - a. Select New Site and enter a name for your site.
  - b. Host: ftp.muskegoncc.edu
  - c. Port: 22
  - d. Server type: SFTP – SSH File Transfer Protocol
  - e. Logon type: Normal
  - f. User: The username you use to sign on to MCC computers.
  - g. Password: Your MCC network password that you use to sign on to MCC computers.

6. Click Connect to access your H:Drive.



7. Once you have successfully connected to your H:Drive, you will see several directory listings. The windows on the left side of your screen list files on your local computer. On the right side of your screen you will see your H:Drive. You can use the top window to navigate from folder to folder and the bottom window to select individual files. To transfer a file either to your H:Drive or from your H:Drive to your computer, simply double-click on it.



**IMPORTANT:** Due to security and firewall restrictions, this feature may not be available when using the wireless network on campus.