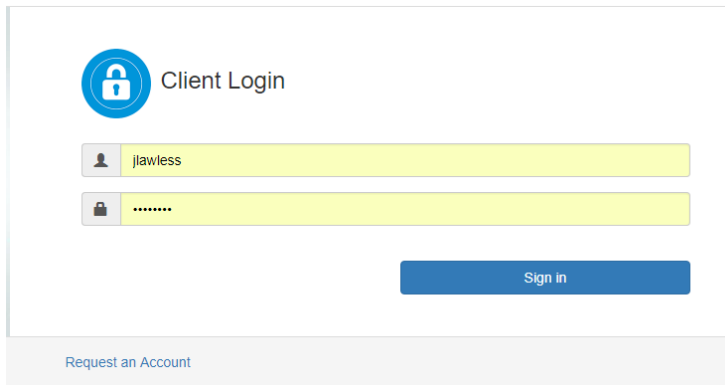# Freestate FTP

The FTP site is meant for the transferring of file, not for file storage. Any file or folder that is older than 60 days will get deleted automatically. Please copy files that you need to a network drive before the 60 day time period expires. The FTP site is not backed up so if there is an issue with it there is not a backup of the file.

Address: https://files.freestateelectric.com

Login with your domain username and password.

**If you change your domain password you will need to enter the new password when logging into this site as well.

Creating New Folders

Once logged in you can create new folders by pressing the New Folder button

Name the Folder and press Create

Create New Folder?   ✕

❓ Are you sure you want to create a new folder with the selected name?

Relative To

/Justin

Folder

Test

Cancel   📂 Create

The New Folder will now show in your folder list

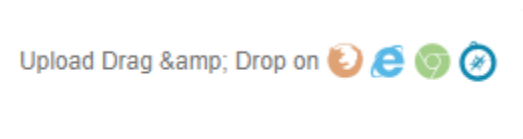⊘ Directory 'Test' created   ✕

🏠 / Justin

🔄 🖼 ☑ Check All 🗑 Delete 🔄 Rename 📁 New Folder   📑 Zip ⤢ Unzip

🔍 Filter   ☐ Find   Show 1000 ▾

Name		Type	Size	Date (Eastern Daylight Time)	
📁 Go Up One Folder		up			
📁 Test		folder		9/26/2017 9:22 AM	▶

Showing 1 to 1 of 1 entries   Previous 1 Next

➕ Add files... ⊕ Start Upload ⊘ Cancel 🗑 Clear   Upload Drag & Drop on 🦊 🌐 🟢 🧭

Upload / Download

Our FTP site allows you to drag and drop files from your computer into folders on the site.

Upload Drag & Drop on 🦊 🌐 🟢 🧭

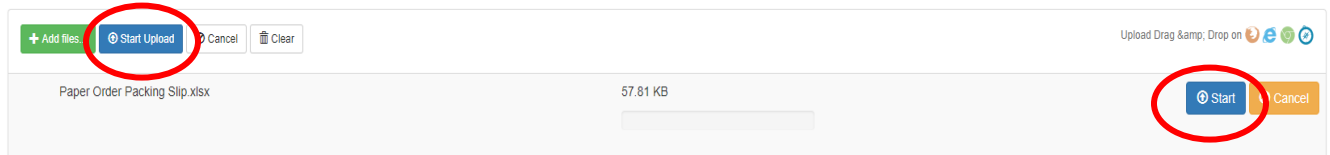(Firefox, Internet Explorer, Chrome, Safari)

Simply find the file on your computer you want to upload click and hold your mouse over the file and drag it onto the FTP screen. Make sure you have the folder open that you want to upload the file to

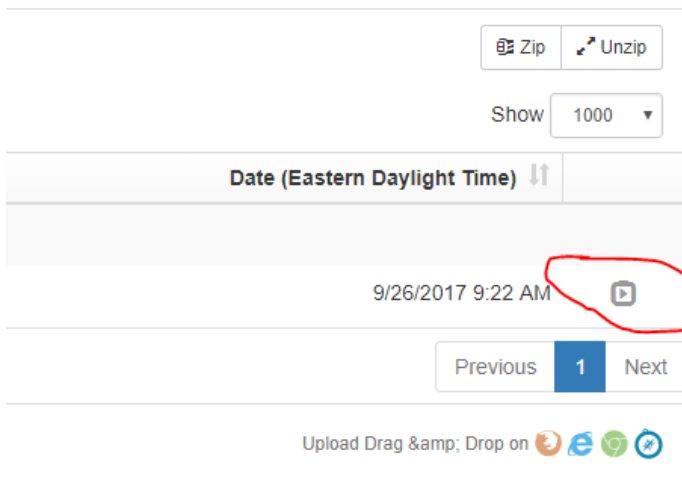You can also hit the +Add Files button at the bottom left of the screen.

Clicking +Add Files will open up a file explorer, from there find the file you are looking for as you normally would on your computer then click open.

The file you are trying to upload will appear at the bottom of the screen. Next to the file will be a Start Button. You must hit that in order to upload the file. The start button next to the file you want to upload and the Start Upload button next to the +Add Files button will both start the upload
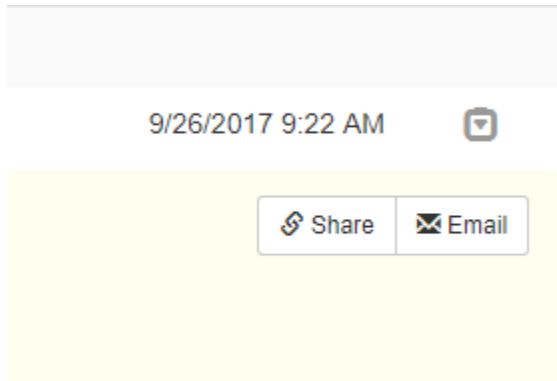

Sharing a folder

On the far right there is a box with an arrow icon. Press this to share the folder.

Select the Email button

In the Email dialog box fill out the appropriate information

- Available Until is set by default to 24 hours. You can extend this for longer if you want to by clicking the calendar icon to the right and selecting a date for the link to expire.
- You can set a password for the directory if you wish. The user will be prompted to enter this password before they can Upload or Download
- If you people to be able to upload to a folder check the Allow Public Uploads to this Folder box
- When all your option are selected press Email and the system will send an email to the users listed in the To Email field

To share an individual file you can do the same procedure

Deleting a Folder

If you no longer need a folder you can select the folder and press the Delete button at the top. This will delete the folder and all of the contents.

Select the folder by clicking next to the folder link. This should highlight the line that the folder is on in blue