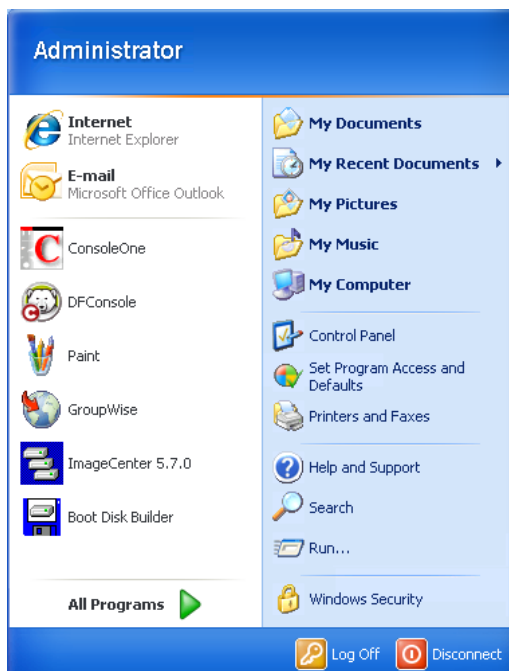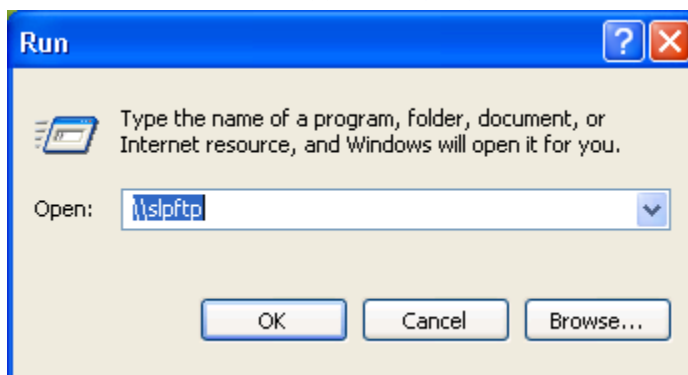# Using the FTP

1. The FTP is a shared network location accessible by anyone on our network. The FTP will allow you to watch help videos, install software, load printer drivers and other useful files. The FTP will not allow you to drop personal data or files to share with others.
2. To access the FTP is very easy.
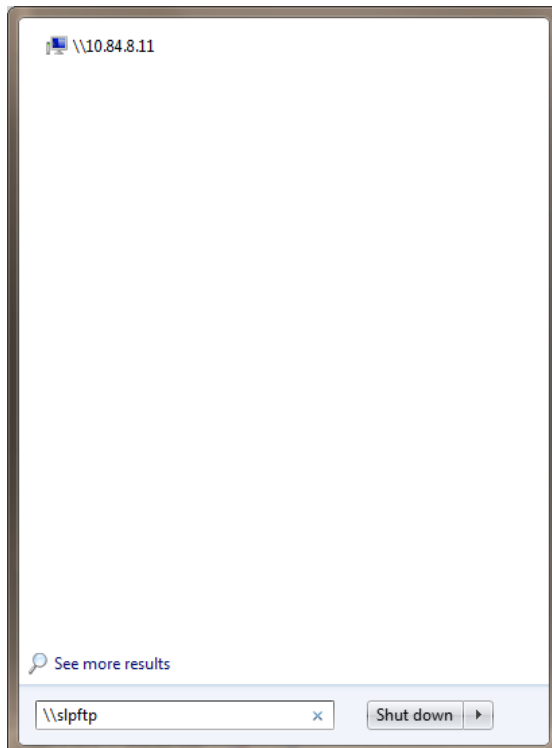3. In windows XP click your start button and then Run

4. In the run window type \\slpftp

5. When the user name password box appears your user name is teacher. Your password is slpsb

6. In windows 7 click your start button and put \\slpftp in the search bar at the bottom.

```
\\10.84.8.11




















See more results

\\slpftp          ×    Shut down  ▸
```

7. Follow the same user name and password instructions as windows XP.