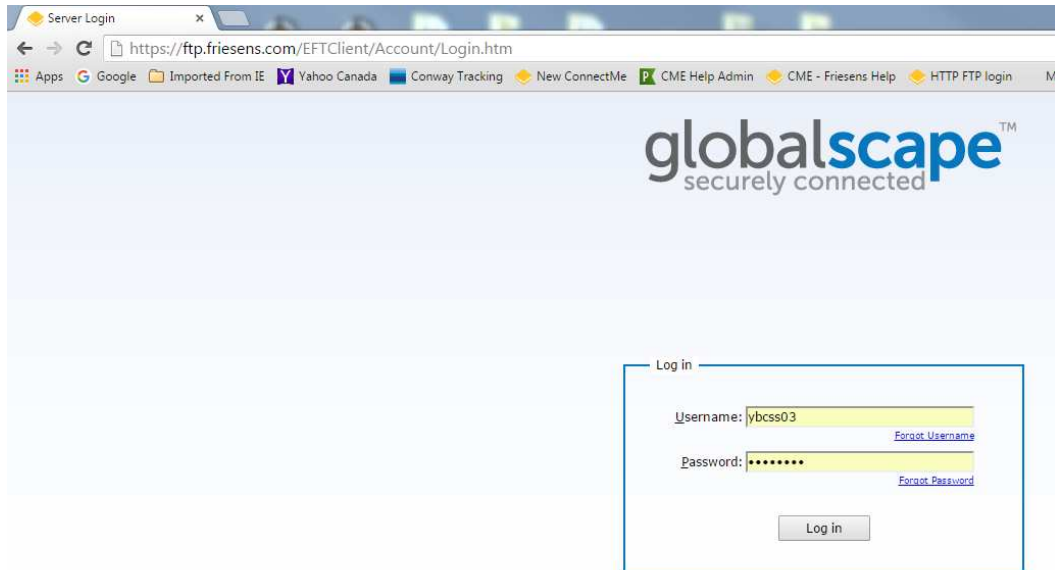
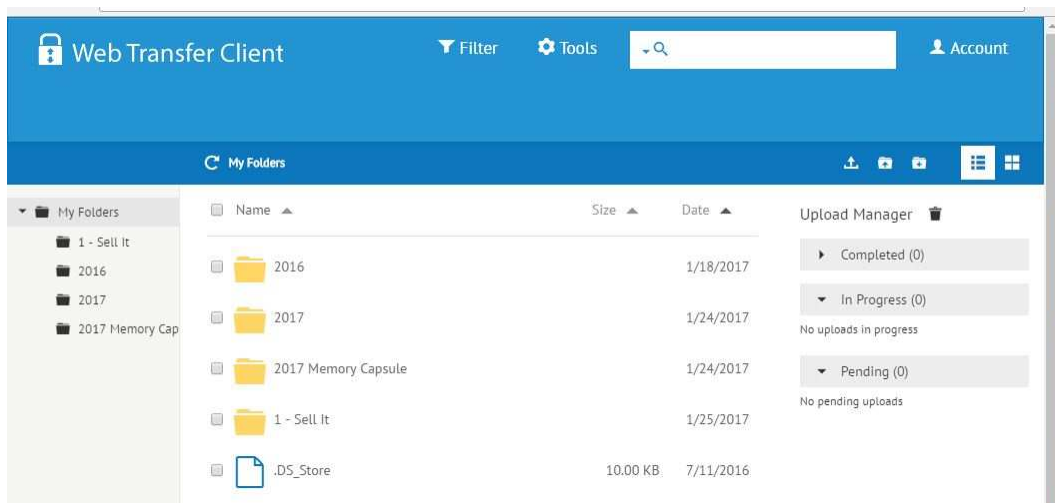


## Uploading to Friesens FTP site with internet browser (Mac and PC)

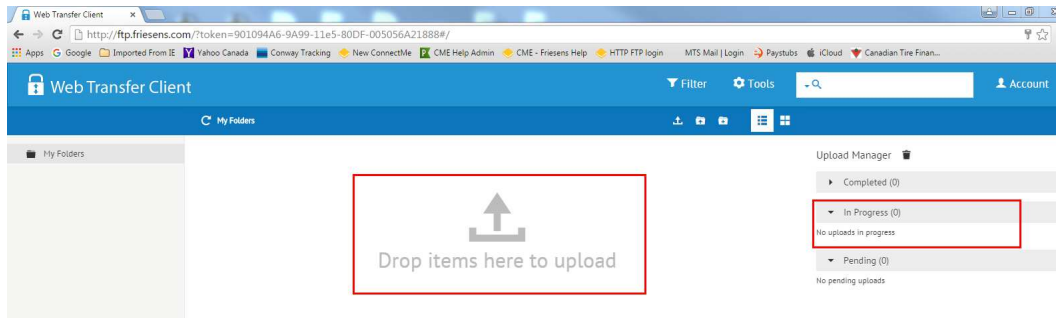
- Open your internet browser and type in the following address in the address line:  
<https://ftp.friesens.com>
- You should get a "globalscape" login page.



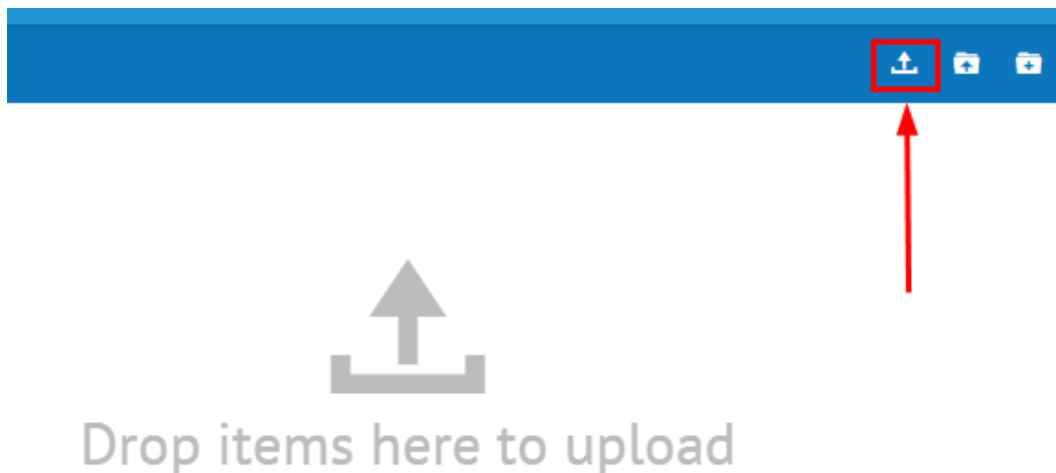
- Login using the following information:
  - Username: ybmarketing
  - Password: YCu95t6W
- From here you'll see a collection of folders. Scroll down to find the "1 – Sell It" folder



- Inside this folder you should find a folder with your school name on it. When the folder opens you should see an icon in the center of the page that says "Drop items here to upload". Drag and drop your file(s) from your computer or desktop onto this icon.



- Once the files start to upload the progress will be shown on the right hand side.
- Alternatively you can click on the upload button and then select the files you want to upload from there.



- Once the uploads are complete, email Frances Brady at [francesb@friesens.com](mailto:francesb@friesens.com) to let her know that the pictures have been uploaded.
- **NOTE:** You will not be able to upload a folder to the FTP site, only files. If you have a folder to upload then you will need to zip compress the folder first. To do that on a PC right-click and then select Send to... Compressed (zipped) folder. On a Mac you can right-click (or hold down Control then click) and select Compress. This will give you a zip file of that folder that you can upload with the above instructions.

\* Do not give this information to anyone else other than the intended individual for this information.

\* Do not disturb or open any other folders. The information is confidential and is not to be disturbed.