To create a **public_html** folder on the server in your data area

**macintosh**

1. Open a terminal window
   (Finder>Applications>Utilities>Terminal
2. Type `telnet server2.cs.scranton.edu`
3. Type your user name *(sidburyj2)*
4. Type your password *(R12345678)*  NOTE that when you do this the password will not show up.
5. If you are in the system (you should see a **server2#** prompt.
6. Type `mkdir public_html` to create the folder.
7. Then you can log off by pressing `ctrl-d`

**windows**

1. Start Core FTP Lite
2. Configure it for your Web site as follows:
   a. Go to **Site Manager**
   b. Fill in Site Name with whatever
   c. Host/IP/URL `server2.cs.scranton.edu`
   d. Username **your username** *(sidburyj2)*
   e. Password **your Royal ID** *(R12345678)*
   f. Click Connect
3. Move your pointer into the right pane and right click.
4. Choose **Directory Commands**
5. Choose **Make Directory**
6. In the text box type **public_html** and click OK.
7. You can now leave Core FTP Lite.