

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.