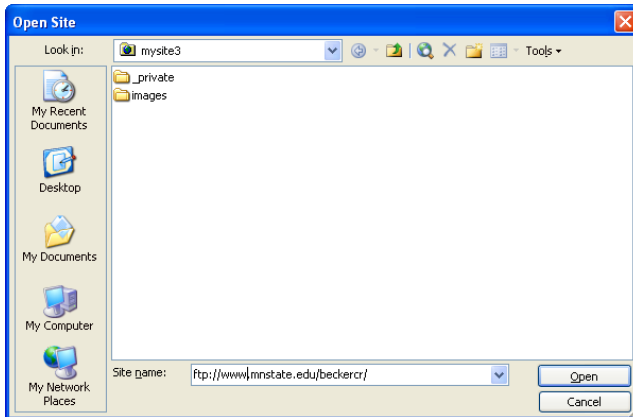


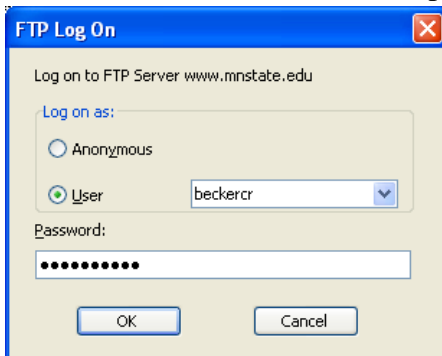
FrontPage 2003  
on [www.mnstate.edu](http://www.mnstate.edu)

1. Open FrontPage 2003
2. Click “**File**” and select “**Open Site**”

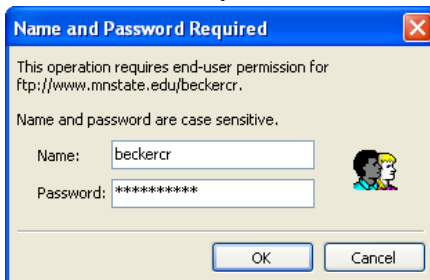
A box like this one should appear:



3. Enter <ftp://www.mnstate.edu/> and click “**Open**” (The first time you connect with FTP you will get some setup screens that point you to your website). Once you connect you should not have to type in the connection it should be saved in the listing above.
4. Now a screen like this one now appear should open:

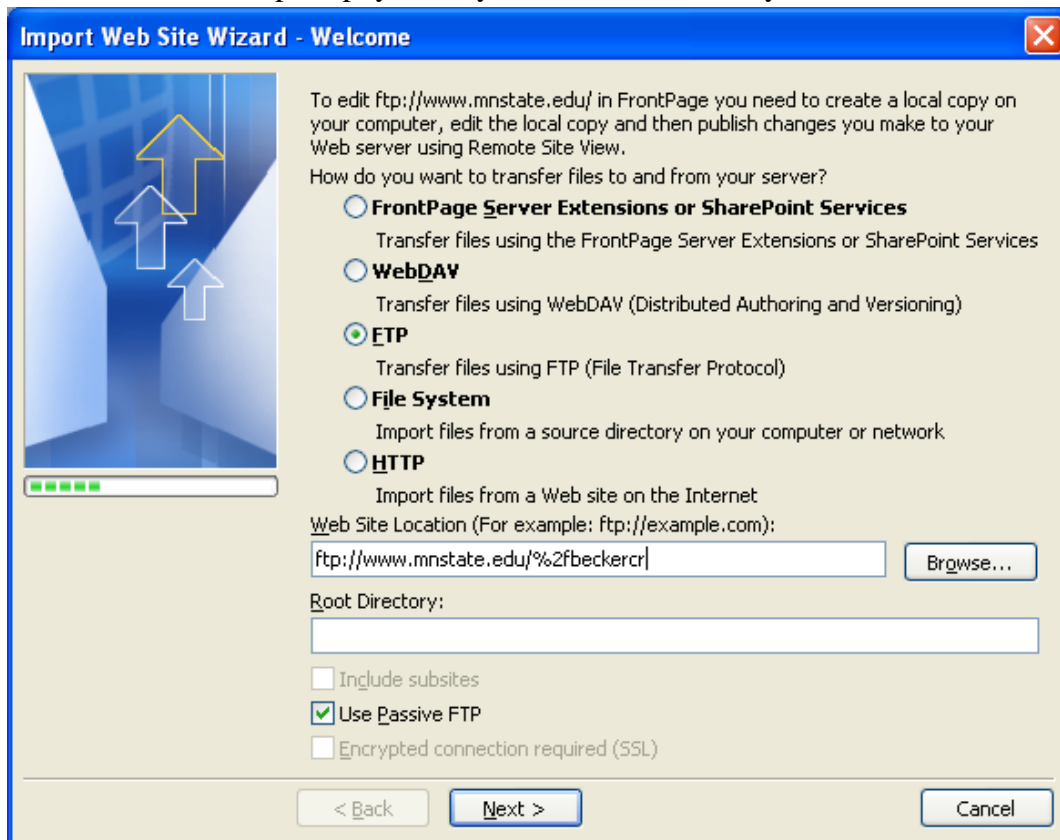


When the “FTP Log On” screen appears, enter your username and password and click **OK**. And when you do a screen like this one should now appear:



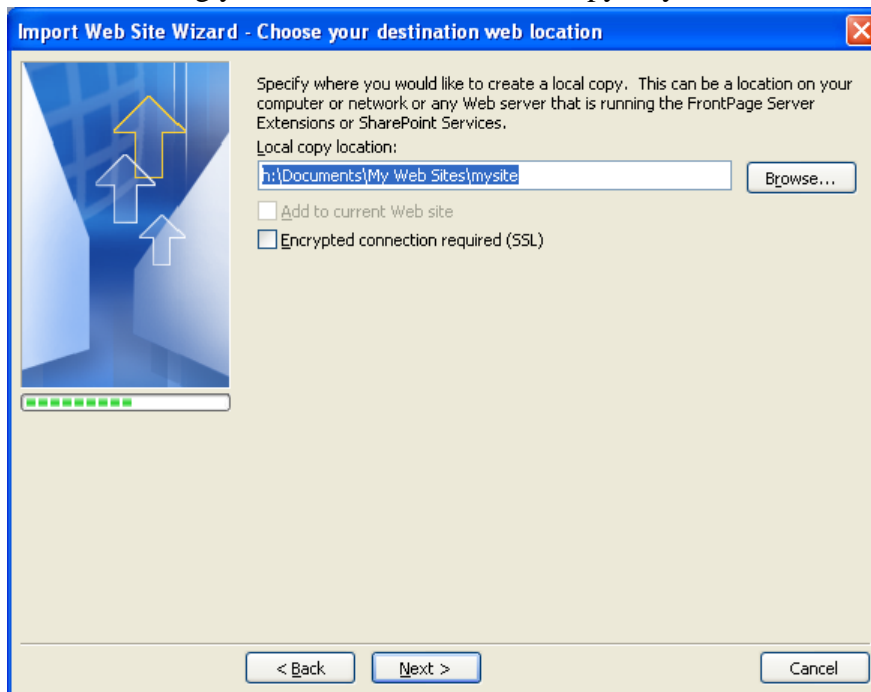
5. When it does re-enter your username and password and click **OK**.

6. The next screen will prompt you for your web/root directory and should look like this:

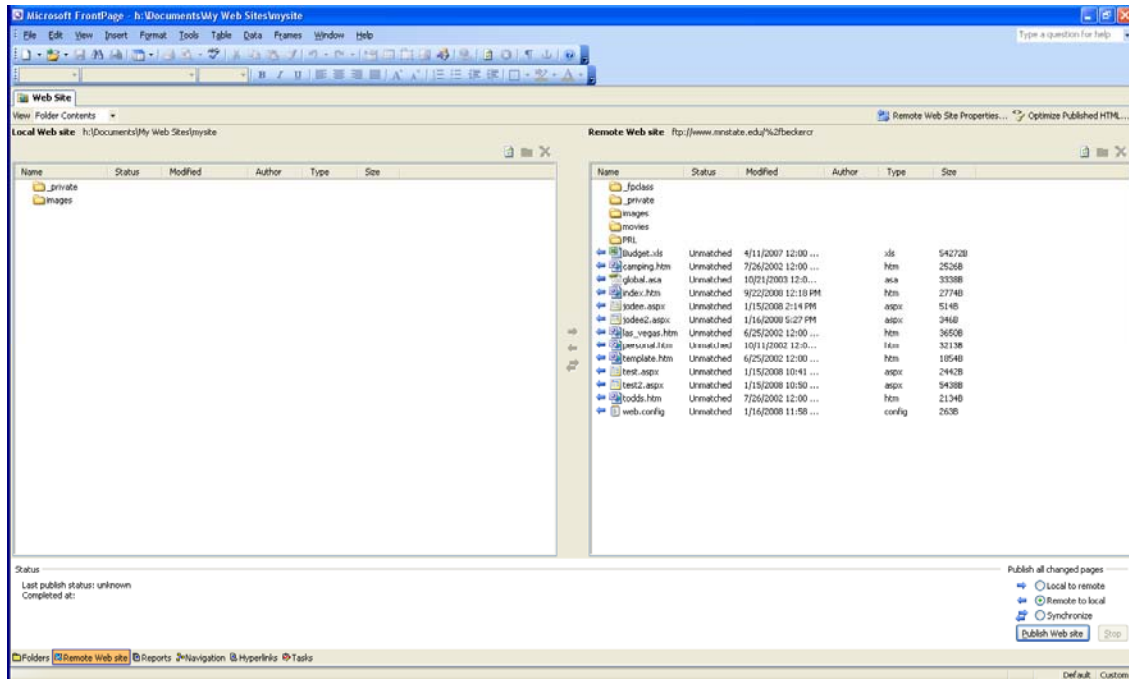


7. Click "Next>"

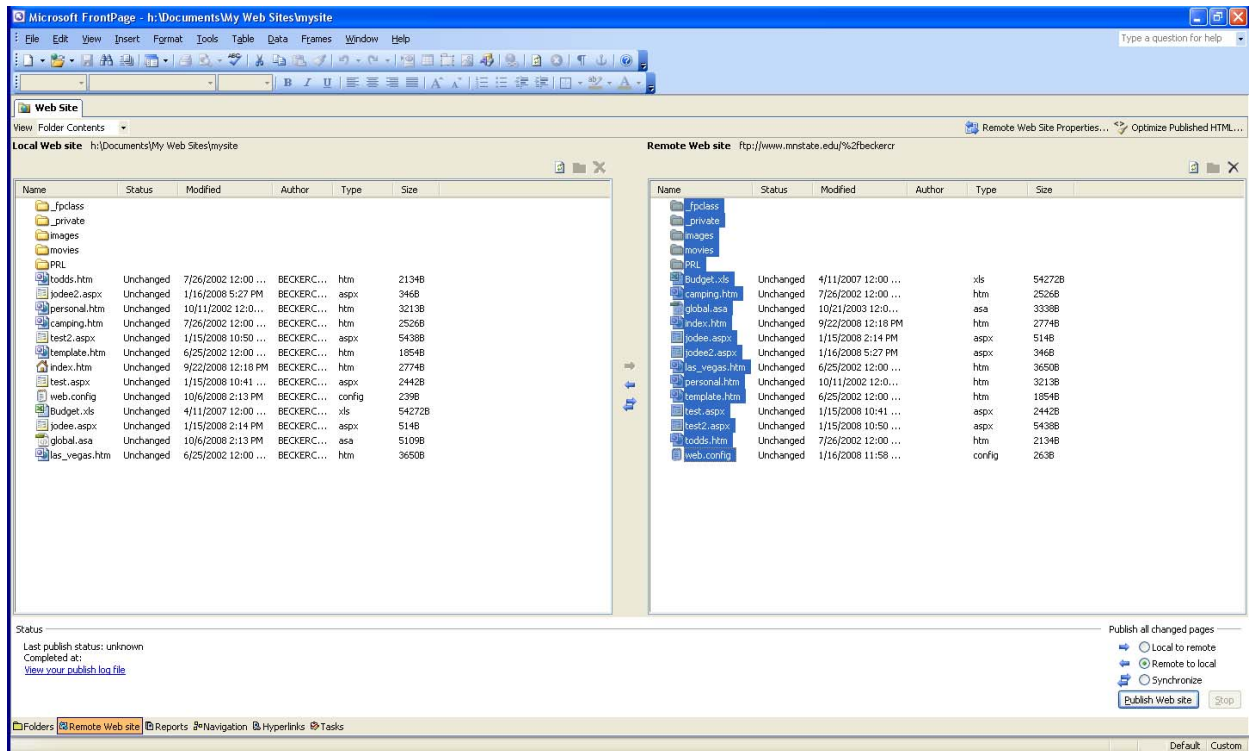
A screen asking you where to store a local copy of your site should now appear:



8. Keep the default and click “Next>”  
Now a screen should appear saying “Congratulations!...” Click “Finish” and you should be connected to your remote server. There are a few more changes we still want to do. After you have connected you should see a screen like this one:



9. For the first time connecting to the site highlight all your files and folders on the right hand side and then click on the arrow pointing to the left. This will copy all your websites to your local computer. Once it has finished you should see a screen like this one:



And all your files and folders should look the same on both sites.

10. In the lower right corner of this screen there should be a “Publish all changed pages” area. Change it to be “Local to remote”.
11. To edit web pages you have to click on the web pages on the right, under “Local Web Site” and then after you make changes click save.
12. To make the changes to the web server for others to see, you have to click “Publish Web Site” in the lower right corner.