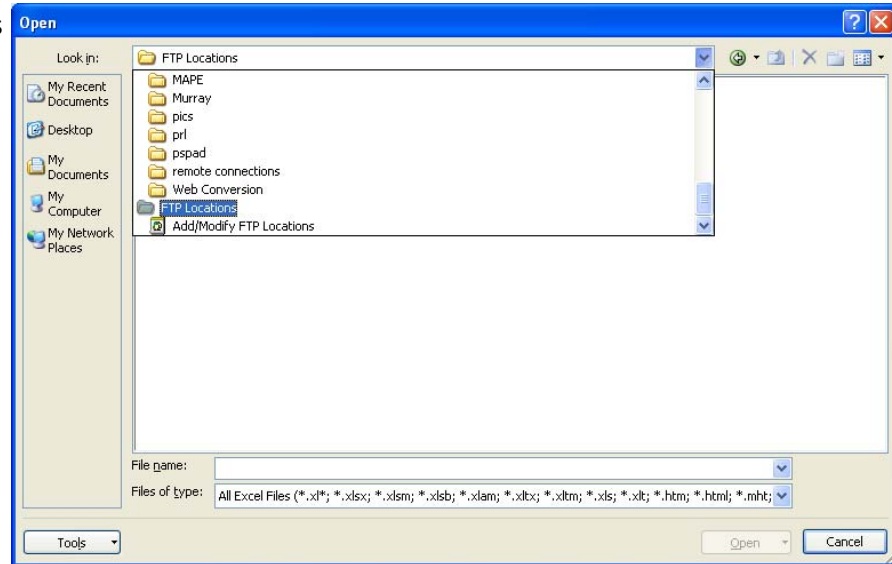


To access and edit MS Word, Power Point and/or Excel files directly off the MSUM web server (<http://www.mnstate.edu>) please do the following:

1. Open one of the Office applications (for example word or excel)
2. Click on the Microsoft Office Icon in the top left corner and choose Open.
3. In the Open window the top line should say "Look in:" and to the right of that is a down arrow; please click on the down arrow. Scroll to the bottom and hopefully you will see a folder called FTP Locations.



4. Click on the "Add/Modify FTP Locations"
5. In the "Name of FTP site:" enter www.mnstate.edu.
6. Change the "Log on as:" to be user and enter your username
7. Enter your password
8. Click Add
9. If you highlight www.mnstate.edu in the bottom "FTP sites:" window, you should get a window similar to the one to the right.
If you do click OK and you can now open Microsoft documents in your website. This can be done directly from the office applications and/or from Sharepoint Designer.
10. If you have any problems please email webteam@mnstate.edu.

