



## **FTP server procedures**

### **Log In information**

**The information you need to login to our ftp server is as follows:**

- ftp address: mail.pnd.be
- User name: (to be provided by Sales)
- Password: (to be provided by Sales)

### **Uploading files to the ftp server via Mac**

Log in with an FTP program such as Fetch or Cyberduck.

You can download Cyberduck at <http://cyberduck.ch> (for free).

You can download Fetch from <http://fetchsoftworks.com> (15 day try-out).

### **Example using the ftp program FETCH**

- ftp address: mail.pnd.be
- User name: 07PO1234
- Password: 237214WW

The files can be placed on our ftp server after pressing "Connect".

### **Uploading files to the ftp server via PC**

Go to your documents folder and type in `ftp://"username"@mail.pnd.be"` in the address bar and press Enter.

A new window will appear.

Here again you must enter the username and password.

Then click on "Log On".

The files can be placed on our FTP server.