




# Accessing Your Tiger File Space With IE

## Using Internet Explorer to Copy Files To and From Tiger

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 =Shortcut  =Advice  =Caution

### Introduction

Did you know that your student account on Tiger includes 100MB of file storage space? And you can use that space as you would a floppy disk, CD, or USB flash drive to store your important files? To access your Tiger file space and to view and manage its contents, you could use the WebDisk tool built into Open WebMail (guides for these titles are available on the SCS Publications page (open <http://www.towson.edu/scs> and click on **Publications**) or the UserDrive tool available in many campus labs and classrooms. This guide addresses a third method using FTP (File Transfer Protocol) capabilities of Microsoft Internet Explorer.

### Process Summary

1. Launch Internet Explorer.
2. Enter `ftp://username@tiger.towson.edu` into the Address box.
3. Log in when prompted.
4. Manage your files and folders in the browser window as you would in any other folder window.

 **Wireless Network Note:** FTP services are blocked on the Guest network (TowsonUguest). This includes FTP through a browser. Students (and faculty and staff) can use FTP if they have the VPN connection running or if they are connected to the Secure wireless network. For more information about VPN, please see this document:

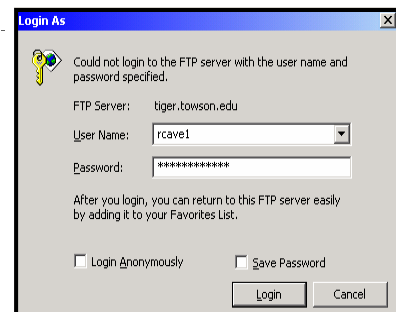
<http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/TowsonU%20From%20Home/vpn3.pdf>


### Viewing the Contents of Your Tiger Account

To open your Tiger account file space in a Internet Explorer browser window, proceed as follows:

1. Launch **Internet Explorer** (IE).
2. Enter the following text into the IE Address box, taking care to enter your own username (e.g., gwashi1) where "yourusername" is indicated and to include "tiger." after the @ symbol:  
**ftp://yourusername@tiger.towson.edu**
3. Press the Enter or click Go . After a moment or two, IE will display a Login As dialog (**Figure 1**).
4. Enter your username and password, and click **Login**. IE will display the folders and files in your Tiger account.

Figure 1



 Be warned! Like the tools mentioned in the introduction above, this approach provides access to important system files and folders. **If you are not careful, you could lose important files and/or render account tools non-functional.** Do not delete, rename, move, or copy any file or folder that you did not create.

### Copying Files Between Tiger and Other Computers

Once you have opened your Tiger file space, the IE window will behave as any other window on your computer. **To download**, drag and drop folders and files from your Tiger window to your computer desktop. **To upload**, drag and drop folders and files from your desktop or any other folder window to your Tiger window. You can Cut, Copy, and Paste commands to copy