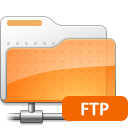


[](http://upload.wikimedia.org/wikipedia/commons/5/5c/Human-folder-remote-ftp.svg)

**The Cottages FTP Site**

**The Cottages Private FTP site**

1. Go to **Start**, Select **Computer**
2. Type the Private FTP address [**FTP://mail.thecottages.biz**](FTP://mail.thecottages.biz)
3. Type your username and password (same as your workstation login)
4. Open your private folder (your name)

From here you can copy files, paste files, move files, delete files, etc.

**The Cottages Public FTP site for public users**  
*This is for “public” users if you want to share or receive a document from an outside user.*

1. Go to **Start**, Select **Computer**
2. Type the Public FTP address [**FTP://mail.thecottages.biz/public**](FTP://mail.thecottages.biz/public)
3. Use the following credentials:

Username: **public**

Password: **password**