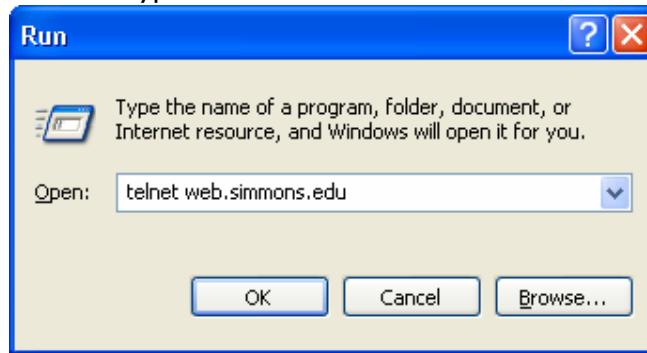


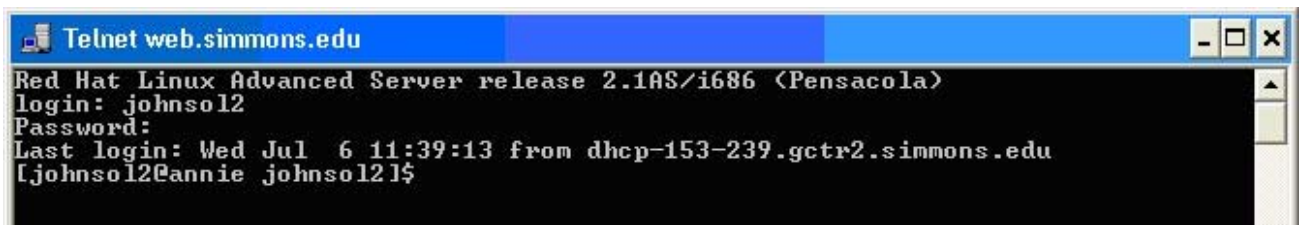
# Checking Your Personal Web Space

## I. Verifying Your Public\_html Folder Status:

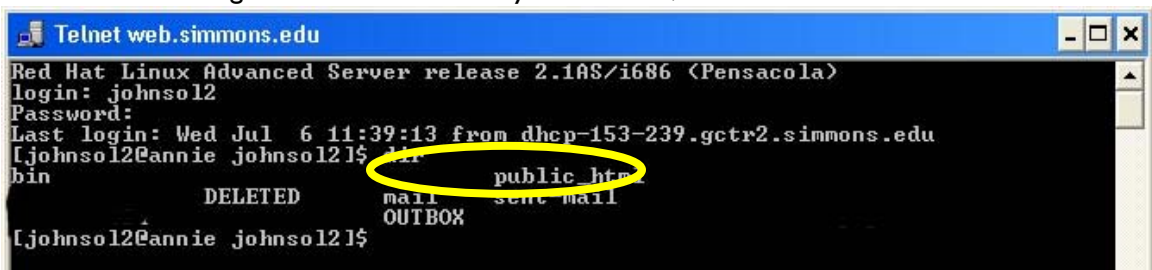
Click on the **Start Button**, then select **Run**, type **telnet web.simmons.edu** and hit **OK**.



Log in using your Simmons **email username** and **email password**. When you log in successfully, it will look like this:



At the **\$**, type **dir** to see a listing of what folders are in your account, it should look similar to this:



If you see the **public\_html** folder listed, then you are all set to start uploading files to your web space via **FTP Commander**. There is a handout for this application in the Download Center as well (<http://my.simmons.edu/gslis/techlab/howto-info.shtml>). If you don't see that folder, it will need to be created.

## 2. Creating a public\_html folder: (if necessary)

Type: **"mkdir public\_html"** and press enter.

Now type **"dir"** again, and you should see **"public\_html"** as an option.

It's very important that you name the file exactly as shown, or you won't be able to access your web page. Once you've created the **public\_html** directory, you can type **"exit"** to close the black window.

If you have any problems creating this, please contact the Tech Lab Assistant on duty or send an email to [gslislab@simmons.edu](mailto:gslislab@simmons.edu)