



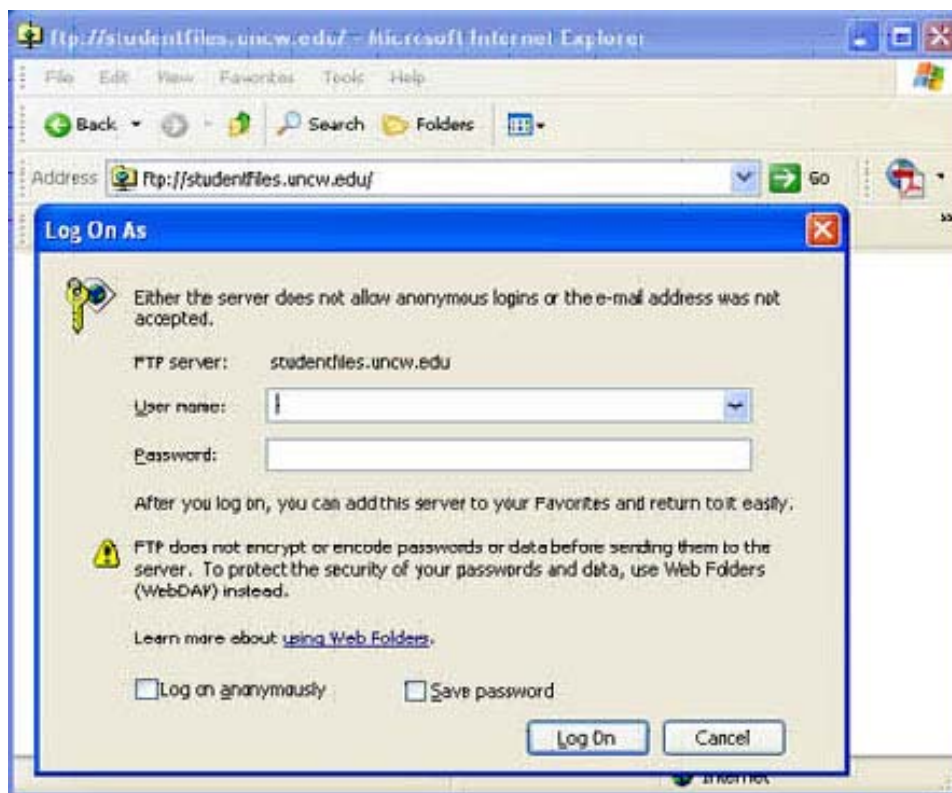
Department of Client Technology Services
Information Technology Systems Division

Connecting to Timmy

Compatible with Windows XP, and Windows Vista
Updated September '09

Using FTP (works on campus but only for personal files – not ORG files)

- Click on Start > Run and type “explorer” (no quotes) into the box and hit Enter Do not use a web browser for this (for example, Internet Explorer).
- Type “ftp://studentfiles.uncw.edu” (no quotes) in the address bar
- Input your e-mail username and e-mail password when prompted and click “Log On”



- It is not recommended that you save your password, as it will expire every 90 days.
- After you log in, you will see the contents of your Timmy folder. From this point, you can drag/drop or copy/paste files into this folder.
- Once you have accessed your Timmy folder via FTP, copy the files to your local computer to work on, and then copy the files back up to TIMMY *after* saving.

Note: You cannot edit folders directly on TIMMY when you are using FTP

Accessing Individual File Folders on TIMMY - On Campus

- Click on Start > Run and type “\\Timmy” (no quotes) into the box and hit Enter. Do not use a web browser for this (for example, Internet Explorer).
- If prompted, input your e-mail address and e-mail password when prompted and click Ok
- It is not recommended that you save your password, as it will expire every 90 days.
- After you log in, you will see the contents of your Timmy folder. From this point, you can drag/drop or copy/paste files into this folder.
- Once you have accessed your Timmy folder via FTP, copy the files to your local computer to work on, and then copy the files back up to TIMMY *after* saving.

If you have any questions about these instructions, please feel free to contact the Technology Assistance Center (TAC) at (910)-962-4357 or by e-mail at tac@uncw.edu

TAC 962-4357
Technology Assistance Center
Information Technology Systems Division