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FTP Log on Information for PC (uploading/downloading files):

1. Using your web browser, log on to <ftp://www.olivan.ca>

2. Enter:

User Name: oliftp01
Password: FTPOli0100

UPPER lower Numbers
CASE case

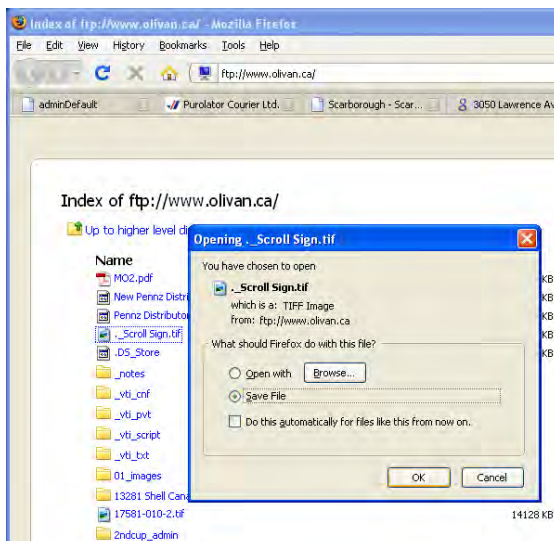


***Please note:** Log in information is case sensitive. Please ensure User Name and Password are entered correctly.

3. Click "OK".

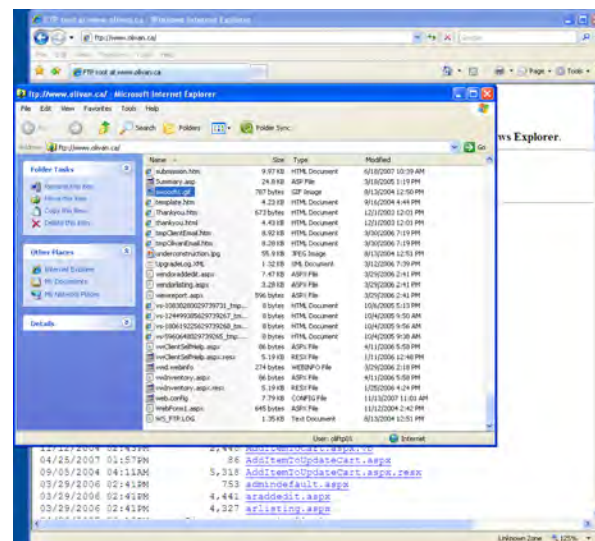
4. DOWNLOAD

Select the file to download, click "SAVE" and "OK".



UPLOAD

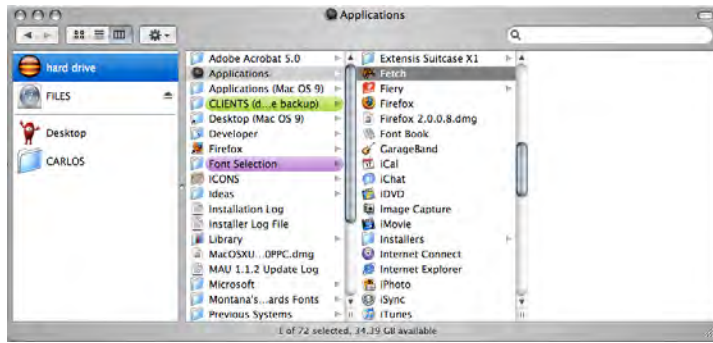
Click and drag the file you want to upload to the FTP window.



5. Once your files are uploaded, please notify Olivan by emailing Lisa Cook at: cook@olivan.ca. Please include the file or folder name in the email.

FTP Log on Information for Mac (uploading/downloading files):

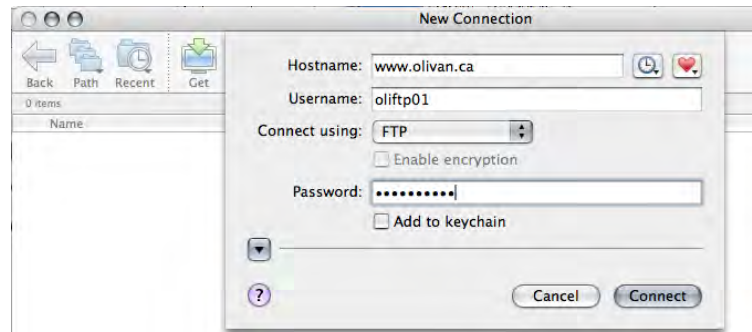
1. Open your FTP "client" (application), such as "Fetch".



2. Enter:

Hostname: www.olivan.ca
User Name: oliftp01
Password: FTPOli0100

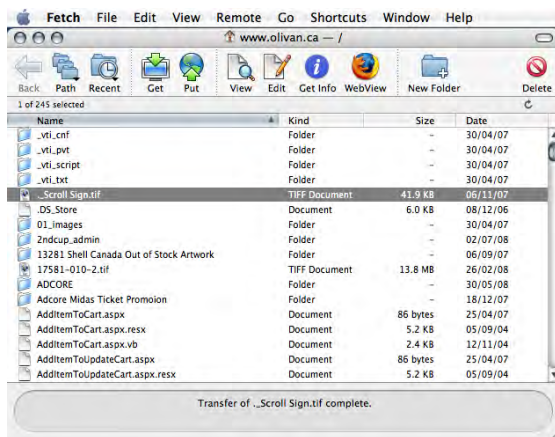
UPPER lower
CASE case



3. Click "CONNECT".

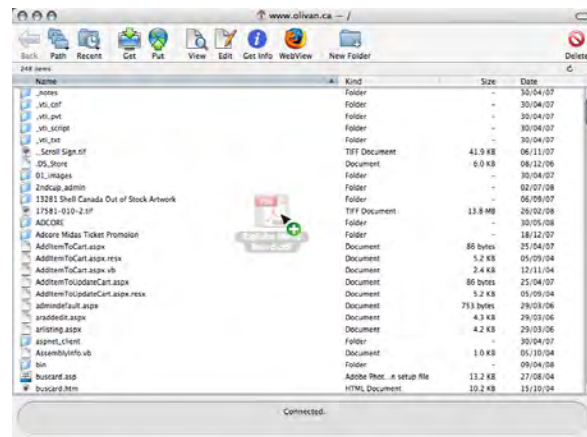
4. DOWNLOAD

Click and drag the file you want to download to your desktop.



UPLOAD

Click and drag the file you want to upload to the FTP window.



5. Once your files are uploaded, please notify Olivan by emailing Lisa Cook at: lcCook@olivan.ca. Please include the file or folder name in the email.