

ITS Resource Center Home

Accessing the Academic Server

Contact Information

Educational Technology Support
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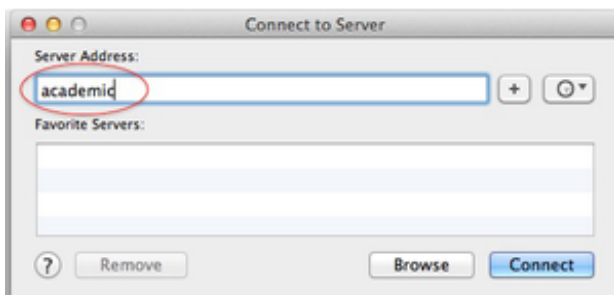
Overview

As of June 21, 2012, the Software and MSS servers were retired. Files have been transferred to the new Academic server. If you would like to request a folder on Academic, [please use this form](#). Below are instructions for accessing files on the new server.

Accessing Files using a Mac

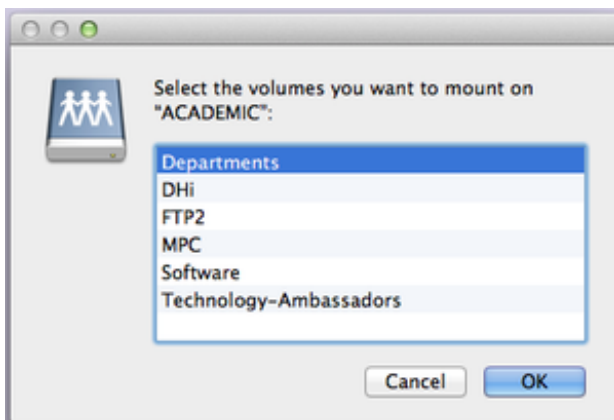
From the main menu bar, select **Go - Connect to Server**.

In the **Connect to Server** window, type **academic** in the **Server Address** field.



Click the **Connect** button.

Select the desired folder and click the **OK** button.



Accessing Files on a Windows PC

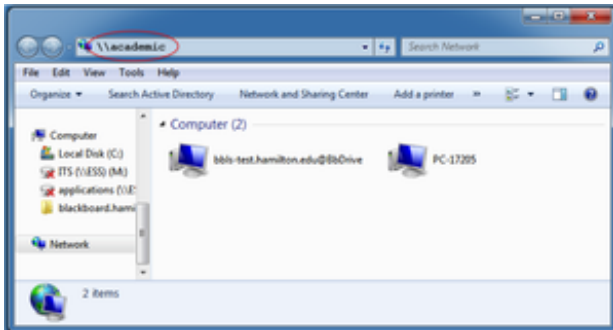
Faculty and students can double click on the **Computer** icon on the desktop and then double click

on the **(K:)** drive icon.

Or

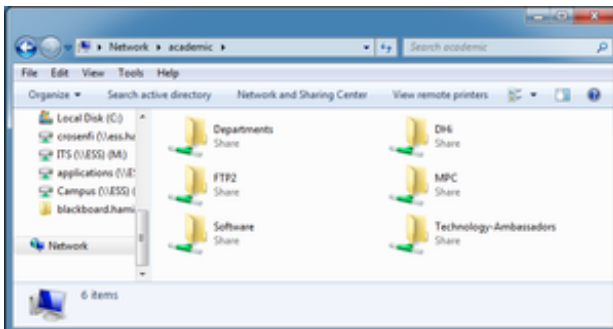
From the **Start Menu**, select **Network**.

In the address bar of the resulting window, type **\\academic**.



Press the **Enter** key on the keyboard.

Double-click on the desired folder to open it.

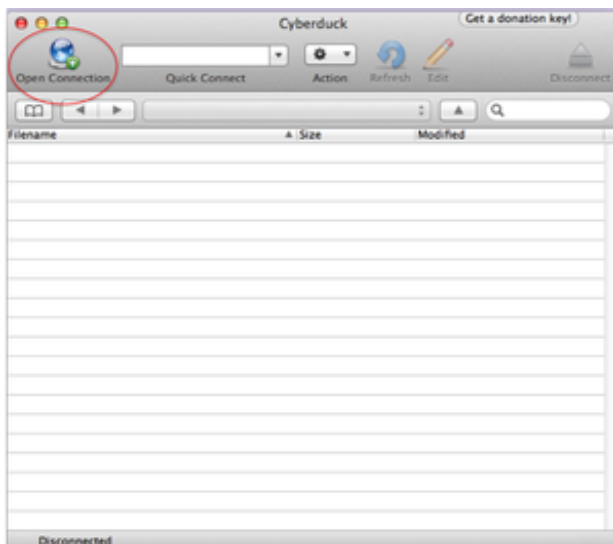


Connecting to the FTP2 folder using Cyberduck

Note: The only folder on the Academic server that supports FTP access is **\\academic/FTP2**.

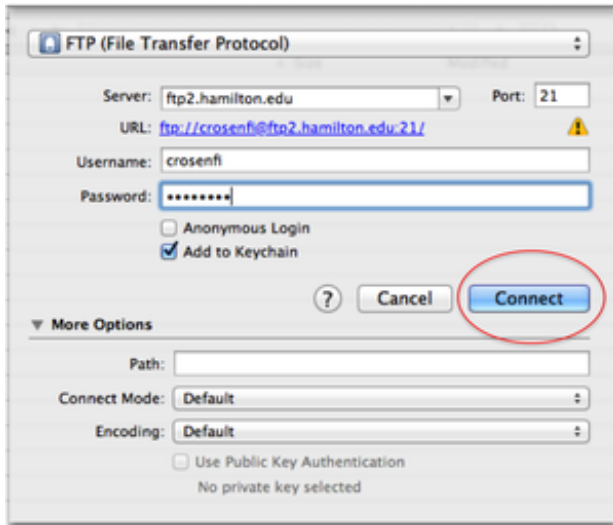
[Download](#) and install Cyberduck

After launching Cyberduck, click on the **Open Connection** button.



Type **ftp2.hamilton.edu** in the **Server** field and then enter your login information.

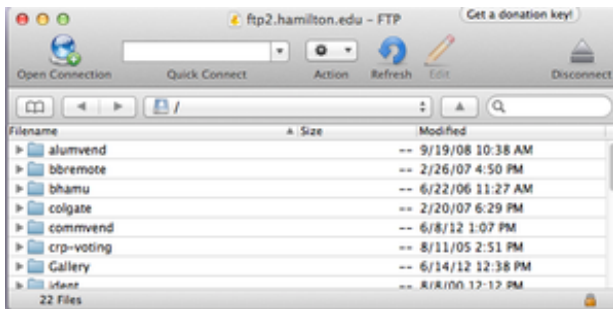
Click the **Connect** button.



When the **Unsecured FTP connection** prompt appears, click **Change**.

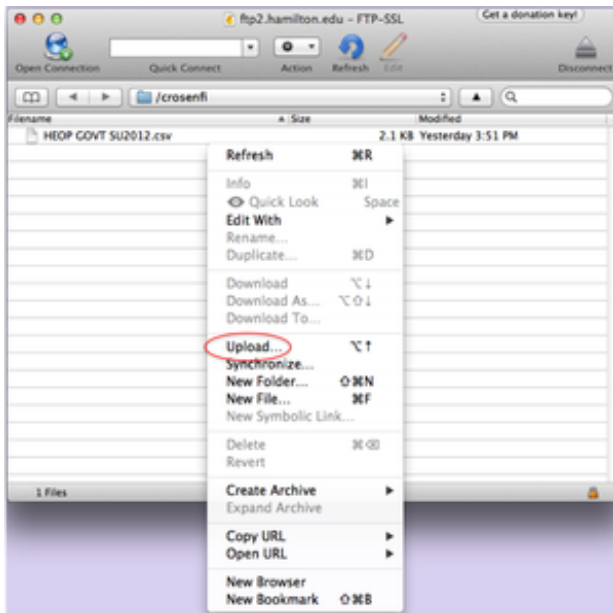


Navigate to the desired folder.



To Upload Files

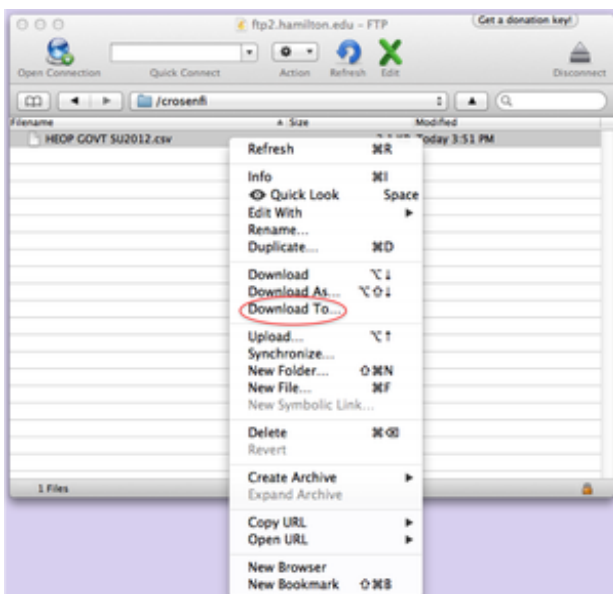
Right-click (or hold *Control* then click) on the file list window and select **Upload**.



Navigate to the desired file and click the **Upload** button.

To Download Files

Right-click (or hold *Control* then click) on the desired file and select **Download To...**



Select the folder into which the file will be downloaded and click the **Choose** button.

Related Search Terms: server Migration

Last Updated: August 12, 2013