

# “How Do I” – Send Large Files to “Our Fathers Ministry”?

---

## SEND LARGE FILES THROUGH EMAIL

Watch this vide: <http://www.youtube.com/watch?v=acE4PJ27vxl>

**WEBSERVANT: YOU MAY USE THE FOLLOWING (rgvcc.com) UNTIL YOU HAVE YOUR OWN SERVER SET UP. Call me if you have any questions. 956-793-4171.**

## WHAT IS FTP?

FTP stands for File Transfer Protocol. In other words, it is the software that allows computers to transfer files from one computer/server to another.

You will use “CoffeeCup Free FTP” software to transfer your files (folders) to OFM (Our Fathers Ministry)

## ACCESSING YOUR FTP SOFTWARE

1. Go to your desktop
2. Find and click the “CoffeeCup Free FTP” icon
3. The “CoffeeCup Free FTP” will open
4. Your files are shown on the left panel
5. The right panel will be blank

## ACCESSING THE “RGVCC” SERVER

1. On the toolbar, Click on the “servers” icon
2. A new box will appear
3. Click on “rgvcc”
4. Click on the “connect” button
5. The right panel will now show files and folders located on the server

## TRANSFERRING YOUR FILES (FOLDERS)

6. In the right panel, double-click your church folder
7. Your church folder is now open and ready to receive your file from your computer
8. Find your file (or folder) that you wish to transfer to the “rgvcc” server
9. Click your file (or folder) and drag it to the right panel
10. Your file (or folder) will be copied to the “rgvcc” server
11. Once the file (folder) has been copied to the “rgvcc” server you will see it in the right panel
12. Repeat steps 12 through 15 if you have more files (folders) to transfer to the “rgvcc” server
13. Review your right panel and make sure you have all your files (folders) transfers completed
14. To remove a file (folder) you have transferred, click on it and press your delete key on your keyboard - it will be deleted

## DISCONNECTING FROM THE “RGVCC” SERVER

## “How Do I” – Send Large Files to “Our Fathers Ministry”?

---

15. When you have completed your transfers, find the “disconnect” icon in the toolbar on the right side above the right panel
16. Click on the “disconnect” icon
17. The right panel will no longer show the “rgvcc” server files
18. Close the “CoffeeCup Free FTP” by clicking on the red “x” (close) button in the upper right of your page