

# How to set up folders

**\*This is when you are not on campus and you are at home. If you in a film/media lab on campus, your folders will be on your account when you login. You do NOT need to use Cyberduck when you are working on campus computers. If you do not know how to access your sites folder on campus just scoll all the way down where it says Accessing Sites Folder on Campus.**



Step 1: First SFTP to your Cyberduck. Here is the link if you do not know how to:

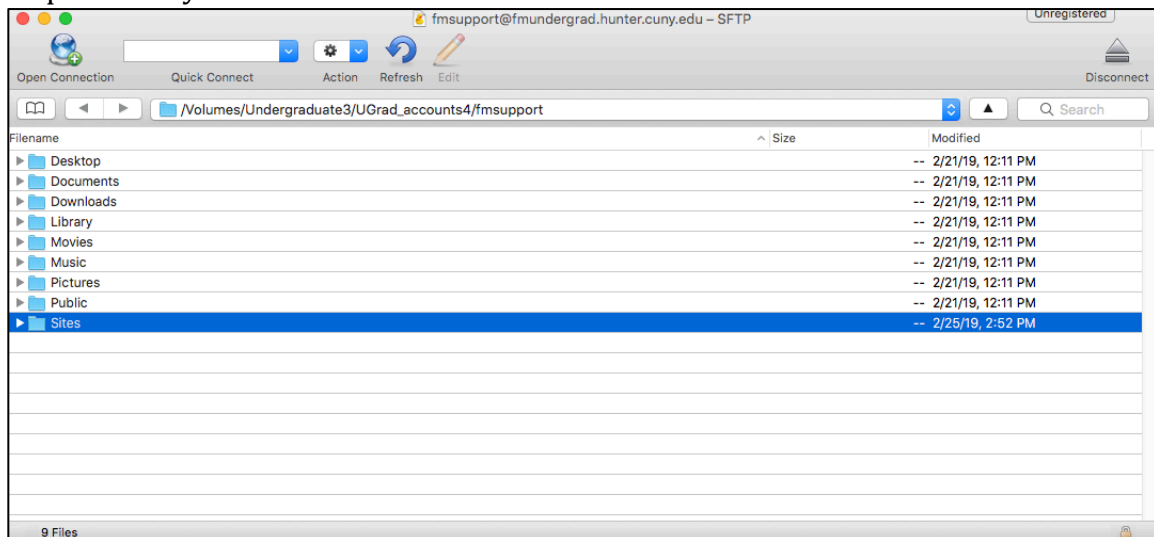
## **Undergraduate**

<https://fm.hunter.cuny.edu/resources/support/accessing-your-undergraduate-home-directory/>

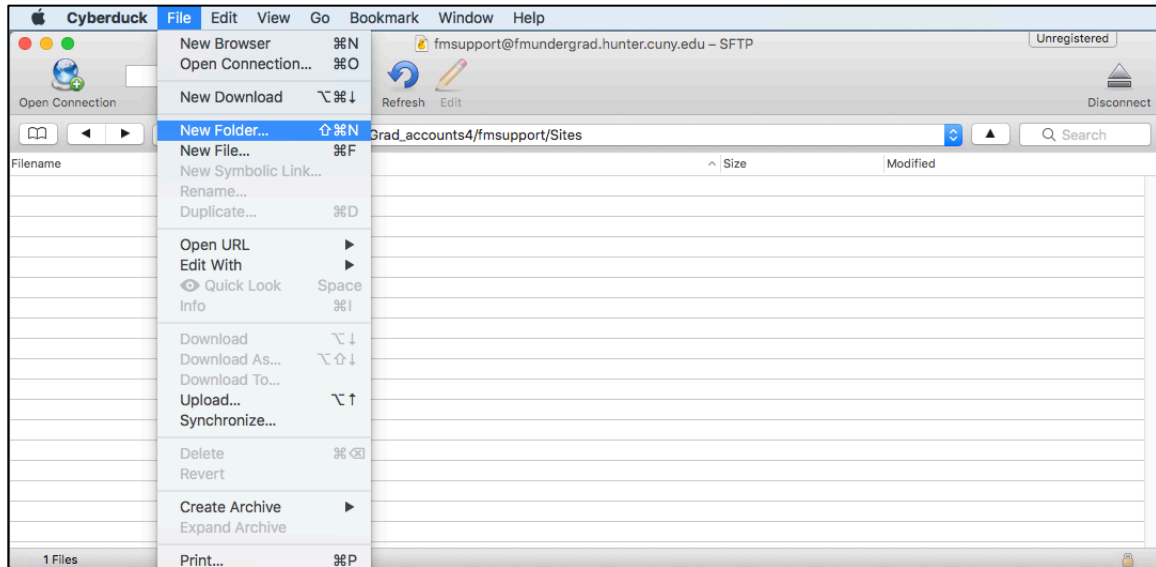
## **Graduate**

<https://fm.hunter.cuny.edu/resources/support/accessing-your-graduate-home-directory/>

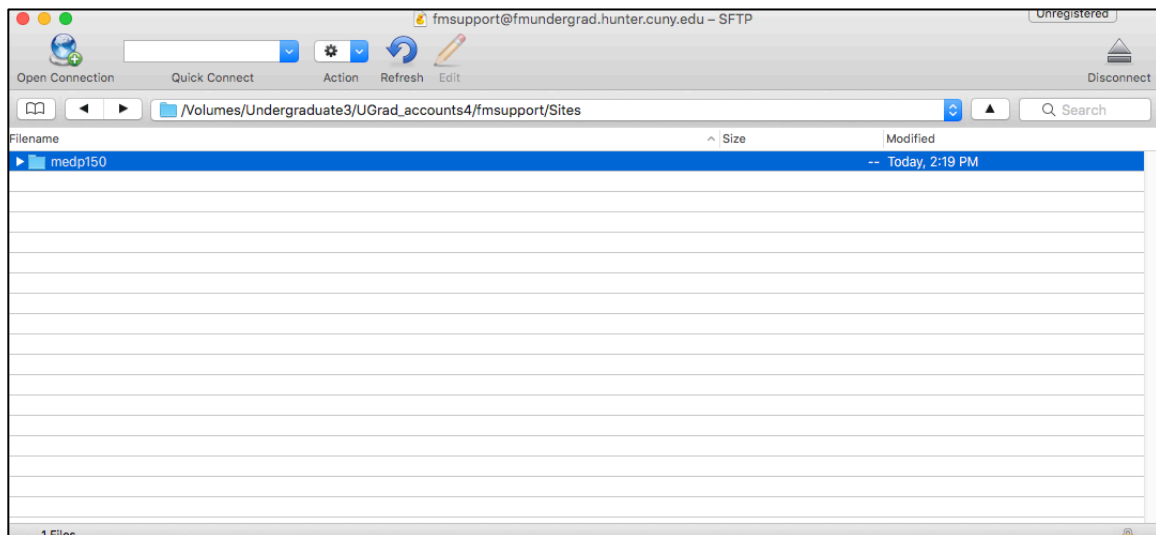
Step 2: Go to your sites folder.



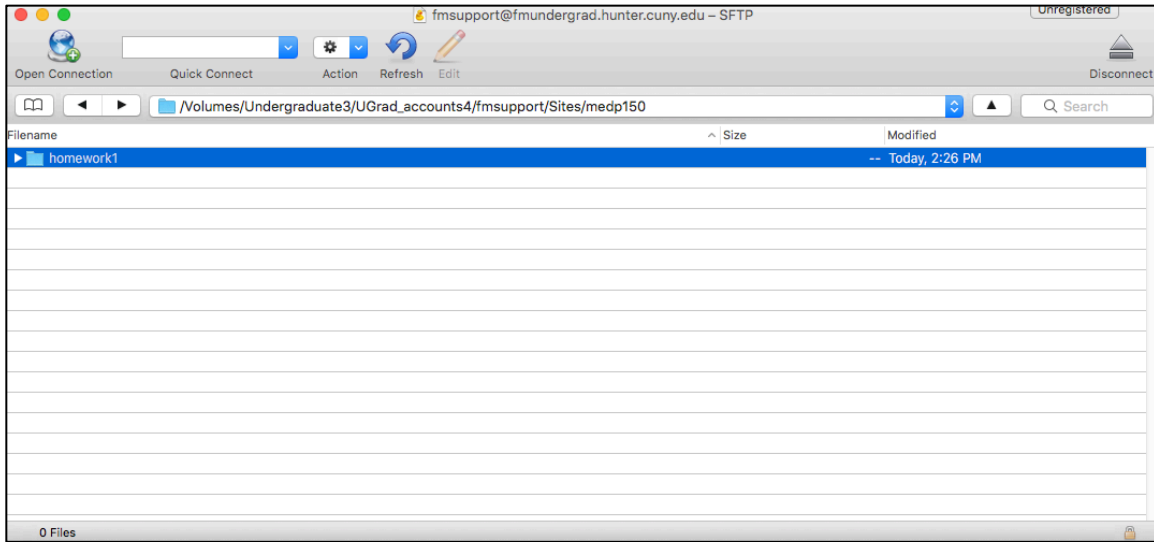
Step 3: Click in your Sites folder. To make a folder go to file and select New Folder.



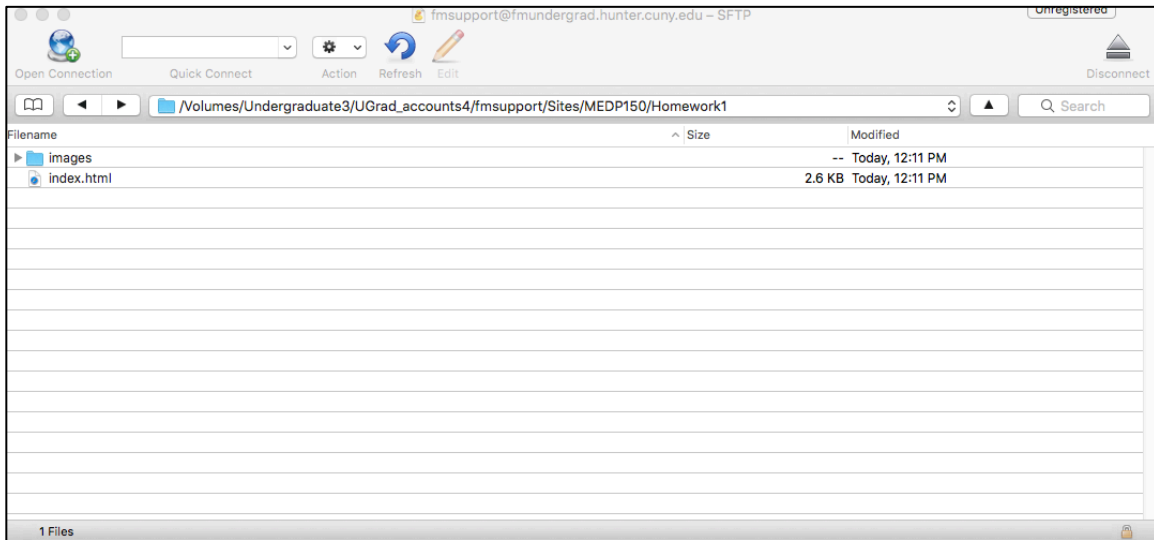
Step 4: Name the folder medp150. Make sure to put everything lowercase because it is case-sensitive and also do not put any punctuation and spaces.



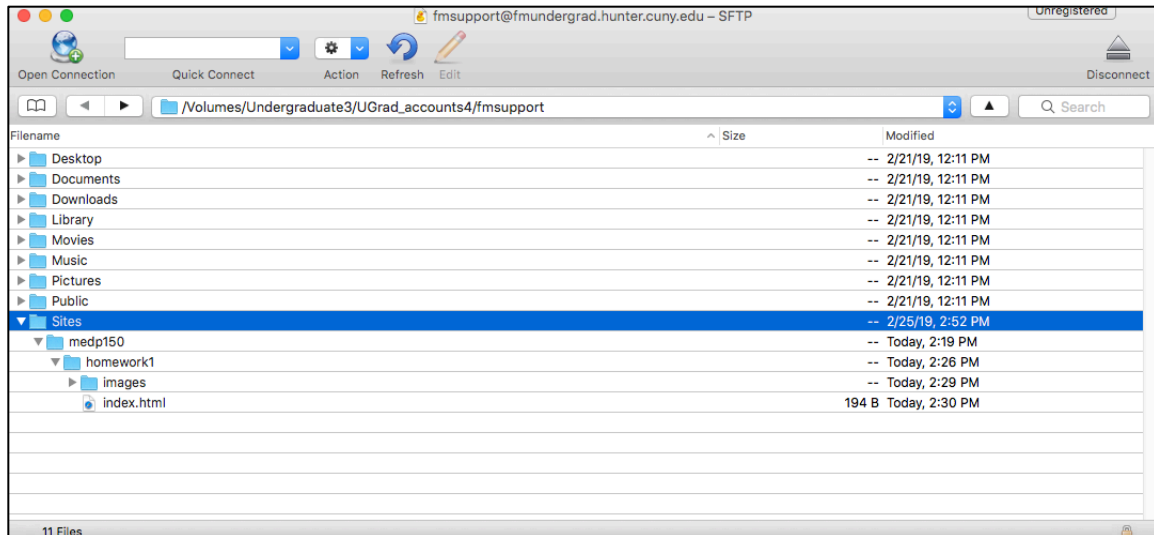
Step 5: Inside the medp150 folder make a homework1 folder.



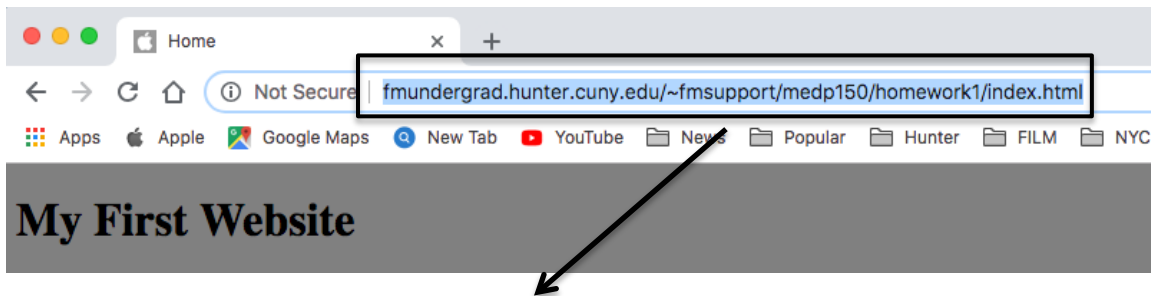
Step 6: In the homework1 folder you can place your work. Make sure to place all your HTML pages in the folder for that homework and make your index.html page as your home page.



Step 7: This is how all the folders should look like from your Sites folder with your medp150 folder in it. Inside the homework1 folder there is an images folder to put all the images you have for that homework.



Step 8: To access your web page on the Internet this is how to do it:



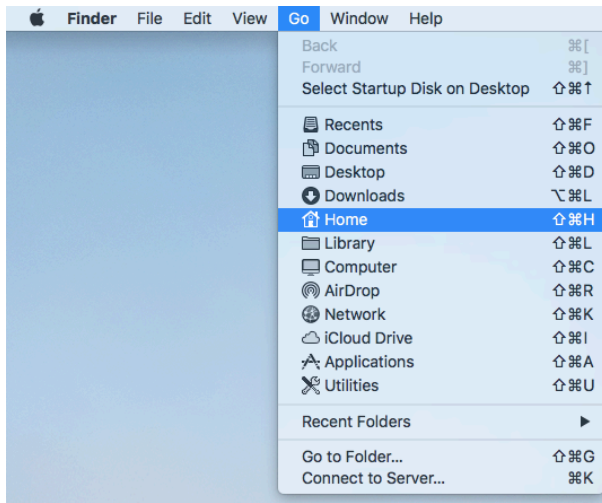
- <http://fmundergrad.hunter.cuny.edu/~fmsupport/medp150/homework1/index.html>
- This is how your link should look when on the server. The beginning will be different if you are a graduate or undergraduate student.
- After you put your username you have to put the names of the folders and then the html page you want to open. For example if you look above after the username the medp150 folder is next and then the homework1 folder, lastly is the name of the html page, which is index.html.

## Accessing Sites Folder on Campus

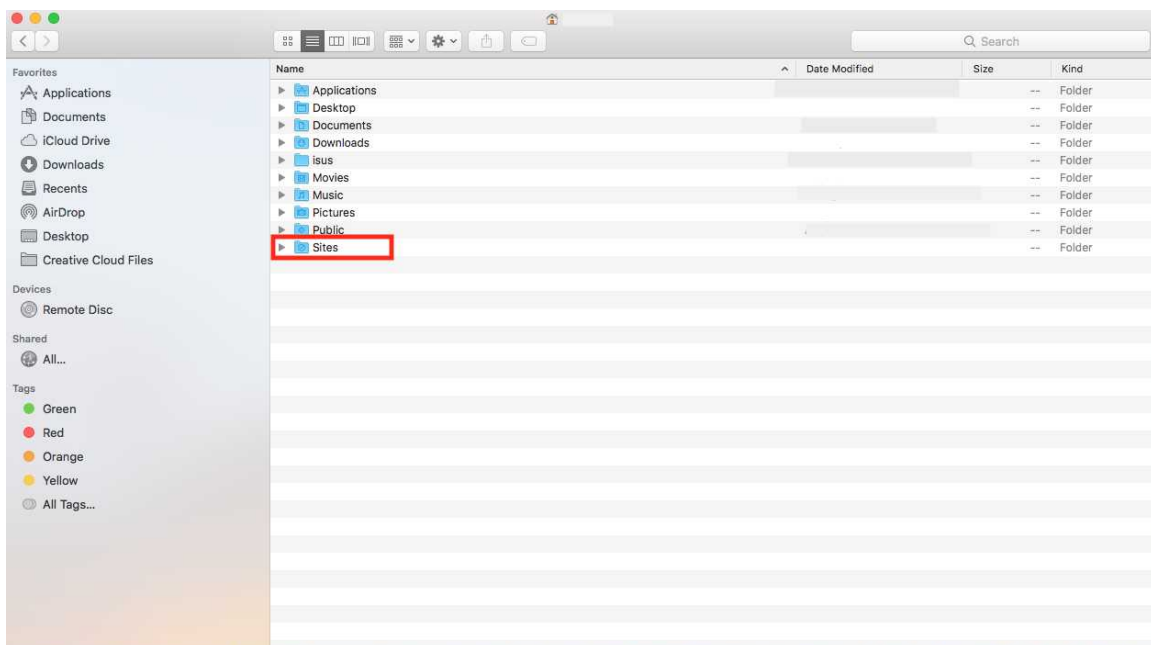
Step 1: Make sure you are on finder.



Step 2: Go on the top left side of your desktop. Click on Go and then click Home.



Step 3: You should see something similar as below. Your Sites folder will be all the way in the bottom.



*This tutorial was created by techtern Monica Romero*