This document illustrates how a student can perform the login task using the Windows [“File” in Win 8] Explorer (XP, Vista, 7 & 8) APP (program) (NOT Internet Explorer or any other browser such as Chrome, Firefox or Safari).

The student should do a right-mouse click on Windows 7’s START button and select “Open Windows Explorer”. When the Explorer window opens then you would enter the URL (see below) into the Explorer window’s Address Line: ftp://inoutbox.gcccd.edu and press the Enter key.

The student will then be presented with a “Log On As” dialog box as shown in the following figure.
The student should enter his/her WebAdvisor User name and Password in the appropriate fields and click the “Log On” button.

The student should then see a window containing a list of faculty In and Out boxes as shown in the next (Windows XP) graphic.

The student should then double click on the appropriate instructor’s folder to reveal that instructor’s IN and OUT folders.

From this point the student should be able to treat the IN and OUT folders exactly like any folder in Windows Explorer. The student can drag and drop files into your faculty (instructor’s) IN folder (or sub-folders you have created) from his or her local system. Similarly the student can click and drag files from your faculty (instructor) OUT folder to his or her local drives or removable media.