Transferring your Home Page to your Loki Account

Follow the procedure below to transfer your HTML files to your Loki account.

1. Double-click on Rapid FTP found in the Windows Application folder
   • For **Remote Host Name**, type Loki
   • Type in your Loki **User Name** and **Password**
   • Click on **Open**.

   ![FTP Connection Window]

   **To Copy your files over to your public_html folder in your Loki account:**

   1. Change to the folder where your web files are stored (top window)
      • Click once on the path (located under the menu bar)
      • Type in the correct path to the folder where the web files are located. (e.g., a:\web)
   2. Change to the public_html folder under your loki account (bottom window.)
      • Double-click on the public_html folder to open it.
   3. Select the files to be copied (top window)
      • To select all files, click on **Edit, Select All Files** from the menu.
      • To select specific files, hold down the **Ctrl** key and click on the desire files.
4. Click on the **Copy** button to start transferring the selected files.