

Two ways to access an FTP site

1. Via our Website www.pomerleau.ca
2. From your work station

1- Via our Website www.pomerleau.ca

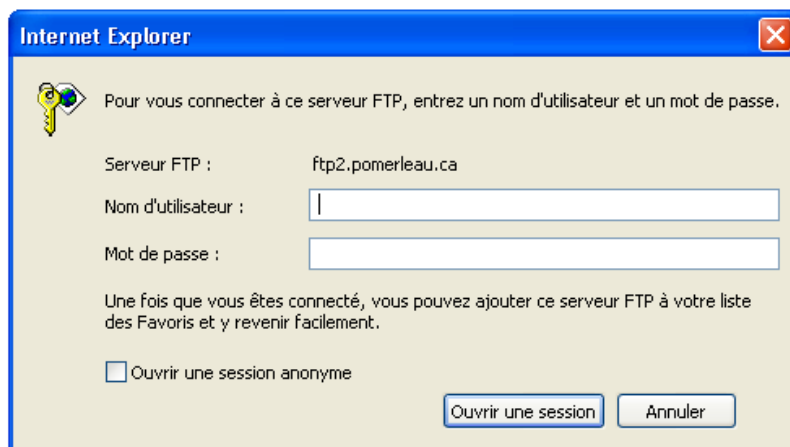
- Click on « Extranet »



- Click on « Log on »



- If this is the first time you are logging onto our Website, the following window will appear.



- Enter the user name and password that you have been given.
- Click to open a session.

- You will then see this screen:

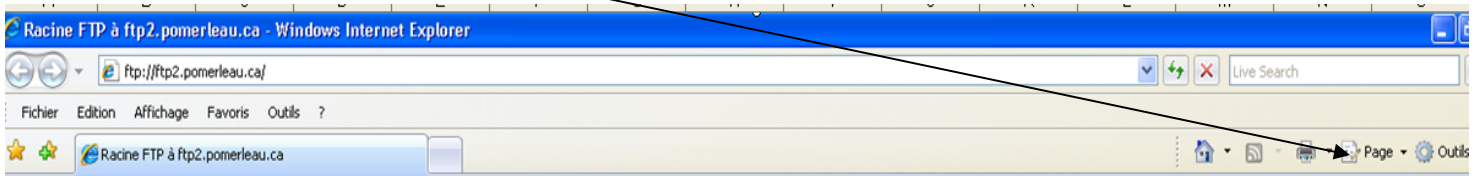
Racine FTP à ftp2.pomerleau.ca

Pour afficher ce site FTP dans l'Explorateur Windows, cliquez sur **Page**, puis sur **Ouvrir le site FTP dans l'Explorateur Windows**.

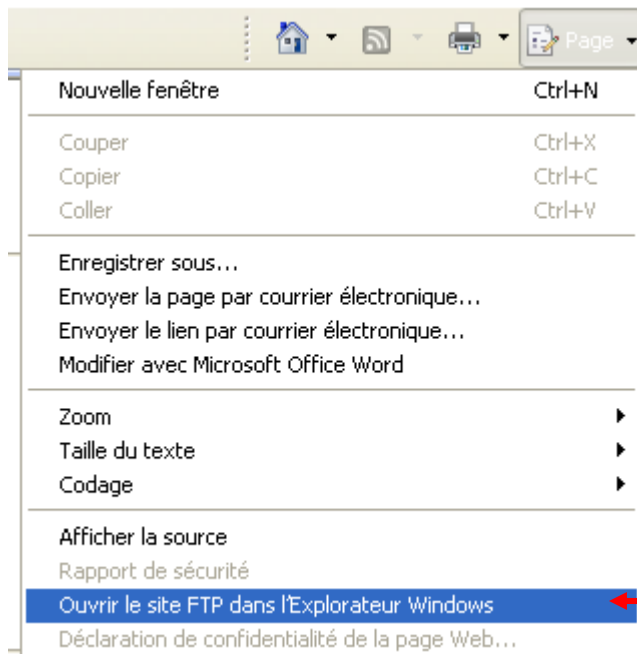
```
06/09/2008 12:00 Répertoire ----Acces non restreint pour les collaborateurs de Pomerleau----
06/09/2008 12:00 Répertoire ----Non restricted acces for Pomerleau collaborators----
05/11/2009 03:08 Répertoire Pomerleau Halifax
05/26/2009 10:24 Répertoire Pomerleau MTL
05/22/2009 02:42 Répertoire Pomerleau Ottawa
05/27/2009 01:56 Répertoire Pomerleau QC
05/29/2009 10:11 Répertoire Pomerleau St-Georges
06/09/2008 12:00 Répertoire ----Pour ouvrir un site FTP prive, svp communiquer avec le dep. TI----
06/09/2008 12:00 Répertoire ----To open a private FTP site, please contact ou It dept.----
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- You have to convert this screen to Windows Explorer format. There are two ways to do this, depending on what version of Windows you are running:

- ✓ Click on « Page »



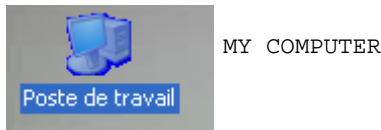
- ✓ When the list opens, select Open FTP site in Windows Explorer. You will have to enter your user name and password again.



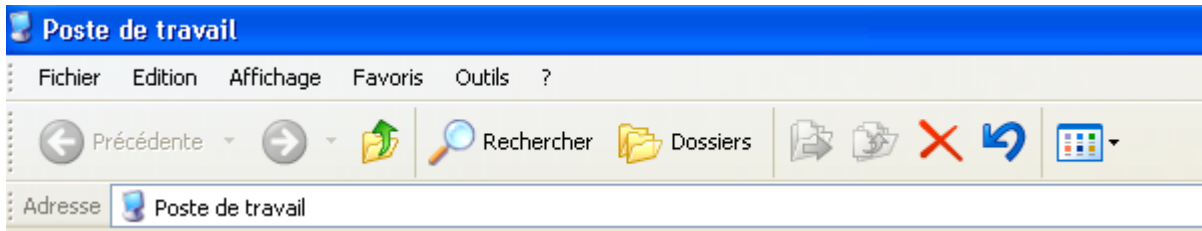
- If you do not have the word « Page » on your Windows toolbar, click on « File, open a session as and enter your user name and password again.

2- From your « Work station »

- Click on your workstation, located on your desktop:



- This screen will appear:



- Enter the address <ftp2.pomerleau.ca>
- This screen will appear. Enter your user name and password.

