



## Connecting to the Hofstra People Server (Windows)

Your People Server directory is a public space for you to store your website and its corresponding files. You can create HTML pages using any text editor (e.g., Notepad, Microsoft Word) or by using a web editing tool such as Adobe Dreamweaver. Your People Server directory also gives you the ability to run simple scripts such as those written in PHP and Perl. Upon request, you can password-protect any subfolder within your account.

Your People website address is: **http://people.hofstra.edu/firstname\_lastname**  
(Note: some users have a middle initial as part of their account name. In that case the address would be *http://people.hofstra.edu/firstname\_m\_lastname*, where "m" is the middle initial.)

For help connecting to your People Server directory, please contact Faculty Computing Services at (516) 463-6894 or email us at [FCSHelp@hofstra.edu](mailto:FCSHelp@hofstra.edu).

Following are two options for connecting to your People Server web directory.

### Option 1

You can connect to your web directory as a network drive. This means that your web directory will appear in **My Computer** alongside other drives connected to your computer, such as your hard drive and CD drive. This is the option to choose if you want to save files *directly* to your web directory on the People Server, without first saving them to your computer.

***This option will only work if your computer is physically on campus and connected to the Hofstra network.***

### Option 2

Alternately, you can connect to your web directory using a free program called Core FTP. This program will let you transfer files back and forth between your computer and your web directory. With this option, you *cannot* save files directly to your web directory on the People Server; you need to save them to your computer first and then copy them to your web directory using the Core FTP program.

***You can use this option either on or off campus.***

## Option 1: Connect to People as a Network Drive

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### Connecting while on Campus

1. Right click on the **My Computer** icon on your Desktop (if it is not on your Desktop, check for it in your Windows “Start” menu).
2. Select **Map Network Drive**.
3. In the **Drive** field choose **W:** (see Image 1 below)
4. In the **Folder** field enter [\\people2fs\web\public](#)
5. Make sure the check box for **Reconnect at logon** is checked
6. Click on **Finish** (If your W drive is already associated with the People Server, select Yes when prompted to replace that older connection with this newer one).



Image 1: Map Network Drive

7. A window will open containing a folder titled with your name. All of your web content will be inside this folder.

From this point on, the W drive will be mapped to your People Server directory and will appear in **My Computer** after each restart.

**Note:** When your computer is off campus or otherwise not connected to Hofstra’s network, you will not be able to connect to your web directory this way. If that is the case, use Option 2 listed below.

## Option 2: using Core FTP

Core FTP is a program installed on Hofstra-issued computers. To use it, simply click on **Start > All Programs > Core FTP > Core FTP Lite**. For any other computer, you can download the free version of Core FTP from the following website: <http://coreftp.com/download.html>.

### Connecting while either on or off Campus

1. Launch **Core FTP** and insert the following settings in the **Site Manager window** (see Image 1)

<i>Site Name:</i>	<i>People Server</i>
<i>Host/IP/URL:</i>	<i>people2fs.hofstra.edu</i>
<i>Username:</i>	<i>your Network (or Portal) username</i>
<i>Password:</i>	<i>your Network (or Portal) password</i>
<i>Port:</i>	<i>5010</i>
<i>Timeout:</i>	<i>60</i>
<i>Retries:</i>	<i>2</i>
<i>Connection Type:</i>	<i>SSH/SFTP</i>

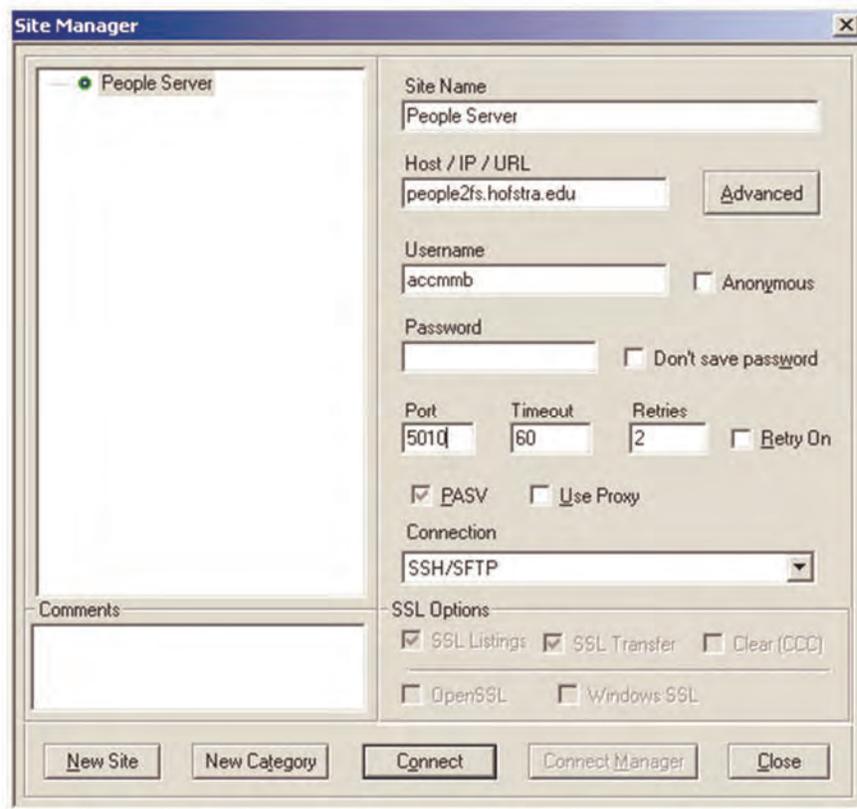


Image 1: Core FTP Site Manager window



2. Click on the **Advanced** button.
3. Select **Directory/Folder** and under **Remote Start Folder** (see Image 2), type: *//people2fs/web/public*.
4. Click on **OK** and then on **Connect**.

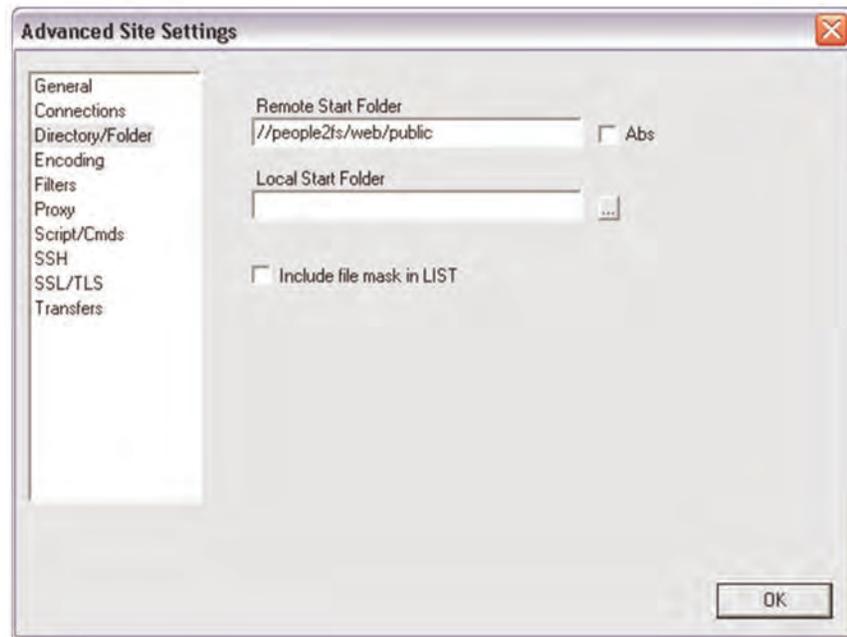


Image 2: Core FTP Advanced Site Settings window

5. If you receive a *Key check* window asking '**Store key in SSH cache?**' click on **Yes**

**Note:** If after connecting you do not see your personal folder, look for a folder titled *people2fs*. Inside that folder, click on the folder titled *web*, and then inside that folder click on the folder titled *public*.