

Alternate Upload

We have created an alternative method for you to upload files to the server on teeone.

Open Internet Explorer on your computer. The address for the Upload site is:

<http://www.teeone.net/upload/upload.asp?code>

Replace *code* with the first four letters of your teeone server name.

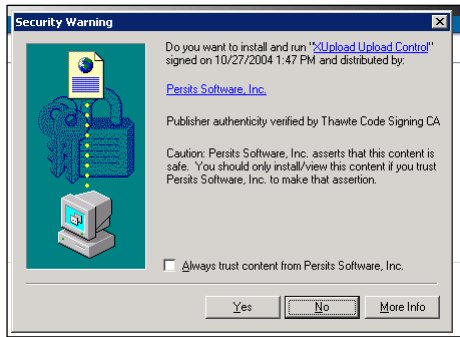


Figure 1



Figure 2

The first time you go to this site, you will need to install the Active X component it uses to select and upload files. You may get a screen that looks like Figure 1 or Figure 2. Follow the prompts to install this component.

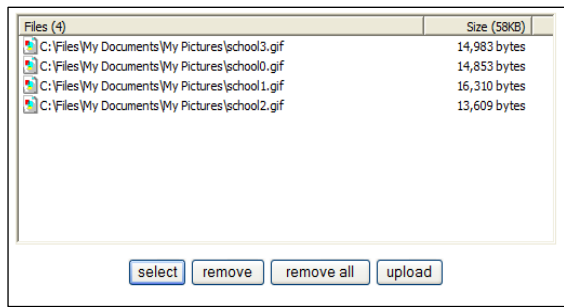


Figure 3

Once this control is installed, click the 'select' button to browse and pick the files you want to upload. Use the Ctrl or Shift key in combination with clicking the file name to select multiple files at the same time.

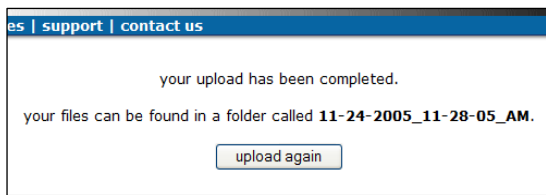


Figure 4

Once you've selected the files, click 'upload' and wait for the process to finish. Upon completion, you will see a screen like Figure 4. Make note of the folder name.

Browse to the Upload folder on the X drive on teeone to find the files you uploaded. You may want to move these files or the whole folder to another location. At the very least, you should rename the folder by clicking on it then pressing the F2 key so you can change the name to something meaningful.