

## The Facilities Planning Department FTP site Instructions:

- The address to access our FTP site is <http://shuffle.4cd.edu>
- Click on the “Browse” button, choose the file you want to upload and click on “Upload File”. This will display the name of your file and produce a new unique link to access it.
- **Before clicking on the new link** copy the sentence which has the URL to access your file from the page confirming your file has been uploaded. Sentence EXAMPLE: “It can be accessed here: <http://shuffle.4cd.edu/files/Yk2c3hMyWDIcGCSD.msg>”.
- Paste the sentence into an email and send it along with your personal message to whomever you want to download the file.
- The link will expire 7 days from the file posting and will automatically be deleted at that time.
- To easily upload multiple files zip them into an aptly titled zip file for downloaders.

Contact me if you have any questions.

Thank you,

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