



Securing Web Folders Protecting access to files by user.

This fact sheet will take you through the steps required to create a folder that others can only download/view information from if they know the password.

Step 1:

In your web browser navigate to your control panel (<https://cp.secureserver.co.nz>) and log in.

Step 2:

Expand the Folders menu option and click the Folder Browser Link (see Figure 1)

Step 3:

You will now be presented with the folders available for your use on the server. You can navigate to the location you would like to create a secure folder in by clicking on the folder icon beside the name of the folder you want to enter. If you want to secure an existing folder, navigate until this folder is in the list (see Figure 3)

Step 4 (optional):

To secure a new folder click the Add a folder link and follow the instructions on screen. When complete the new folder should show in the list of folders.

Step 5:

Click the padlock icon beside the folder you wish to secure. A new screen will pop up allowing you to add new users and to remove or edit existing users. (see Figure 3)

Step 6:

Click Add A Webuser. A new screen will be shown, enter a username and password and click Add. Anyone wanting to access anything in this folder will now need a valid username and password to do so. You can continue adding usernames and passwords for more users. (see Figure 4)

For more information click the "Help" button at any time.

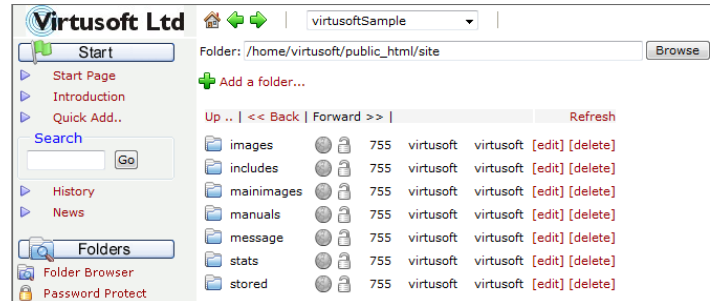


Figure 1

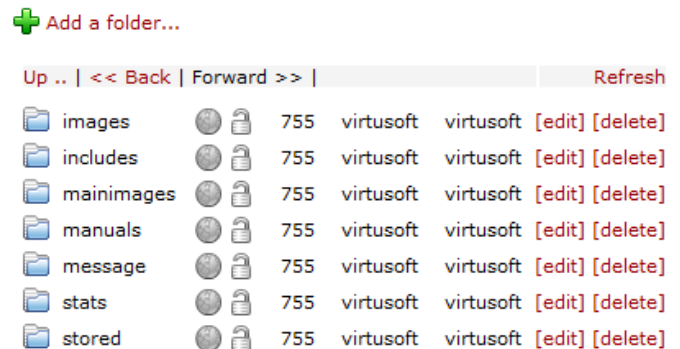


Figure 2

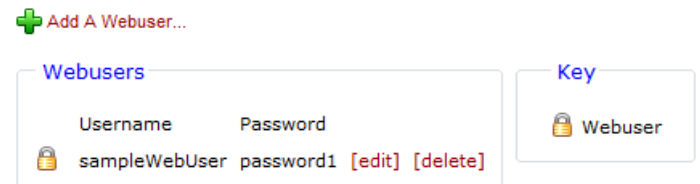


Figure 3

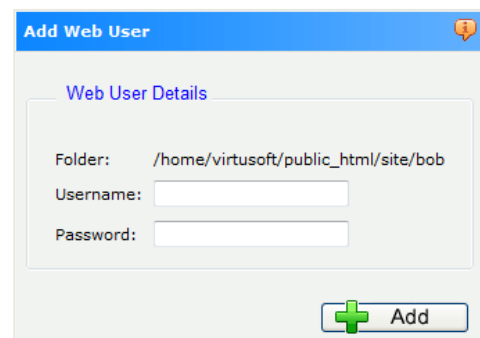
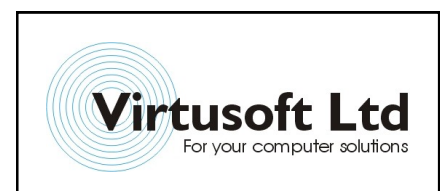


Figure 4





Securing Web Folders Allowing users access to upload files.

This fact sheet will take you through the steps required to create a new FTP user with access to a limited folder tree.

Step 1:

In your web browser navigate to your control panel (<https://cp.secureserver.co.nz>) and log in.

Step 2:

Expand the Services menu option and click the FTP Users Link (see Figure 1)

Step 3:

Click Add an FTP User and then select the user type from the new screen (For most users Standard/Php Site is the correct option). Click Next. (see Figure 3)

Step 4:

Enter a username and if required customise the password. Select a folder path for the users Home. Note that the user must have permission to write to the folders and files below this path in order to make changes. You can secure folders and files within this path by changing their settings via the folder browser. In addition to file and folder security the user will not be able to access any files or folders further up the folder tree. Click Add. (see Figure 3)

For more information click the "Help" button at any time.

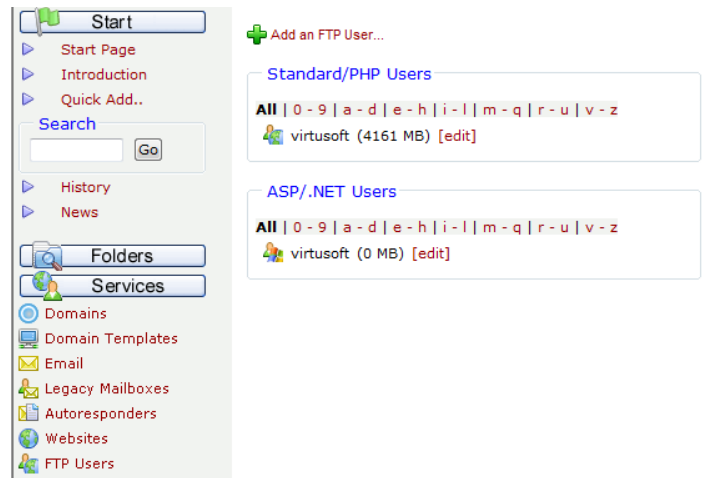


Figure 1

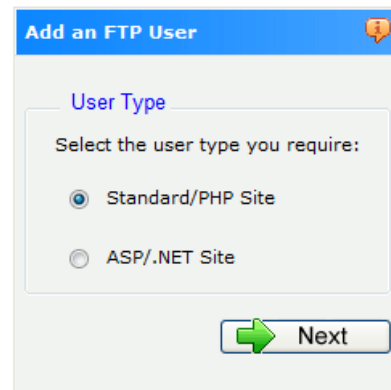


Figure 2

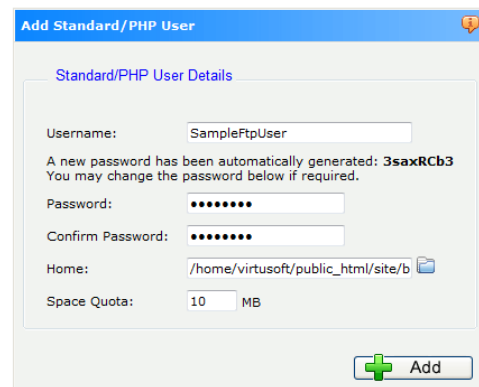


Figure 3

