



MC FTP Site
Access Instructions
May, 2006

MPG

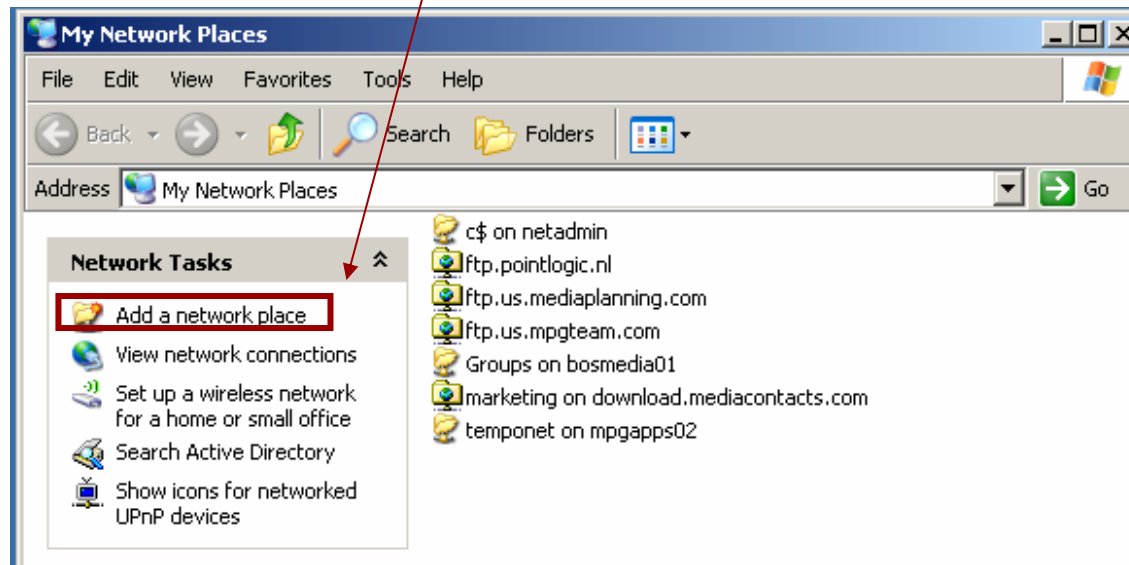
NORTH AMERICA SOUTH AMERICA EUROPE ASIA AUSTRALIA



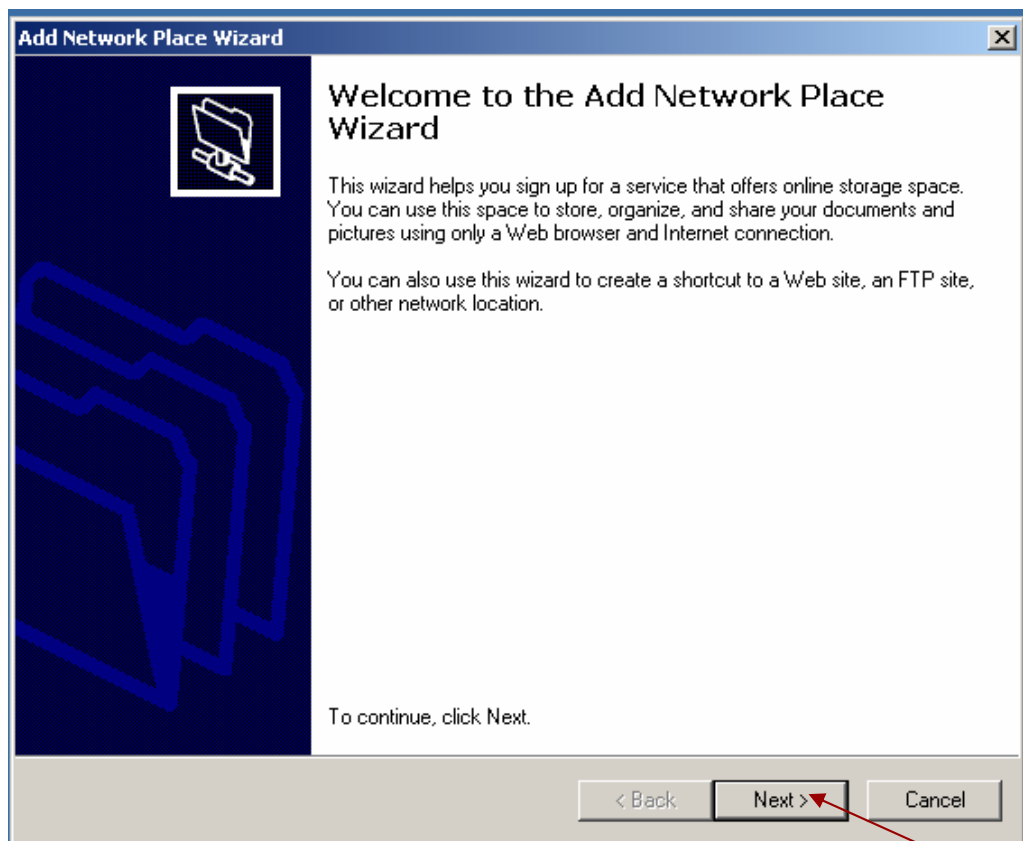
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Steps to follow

1. Double-click in **My Network Places** in your desktop
2. Then double click on **Add a Network Place**

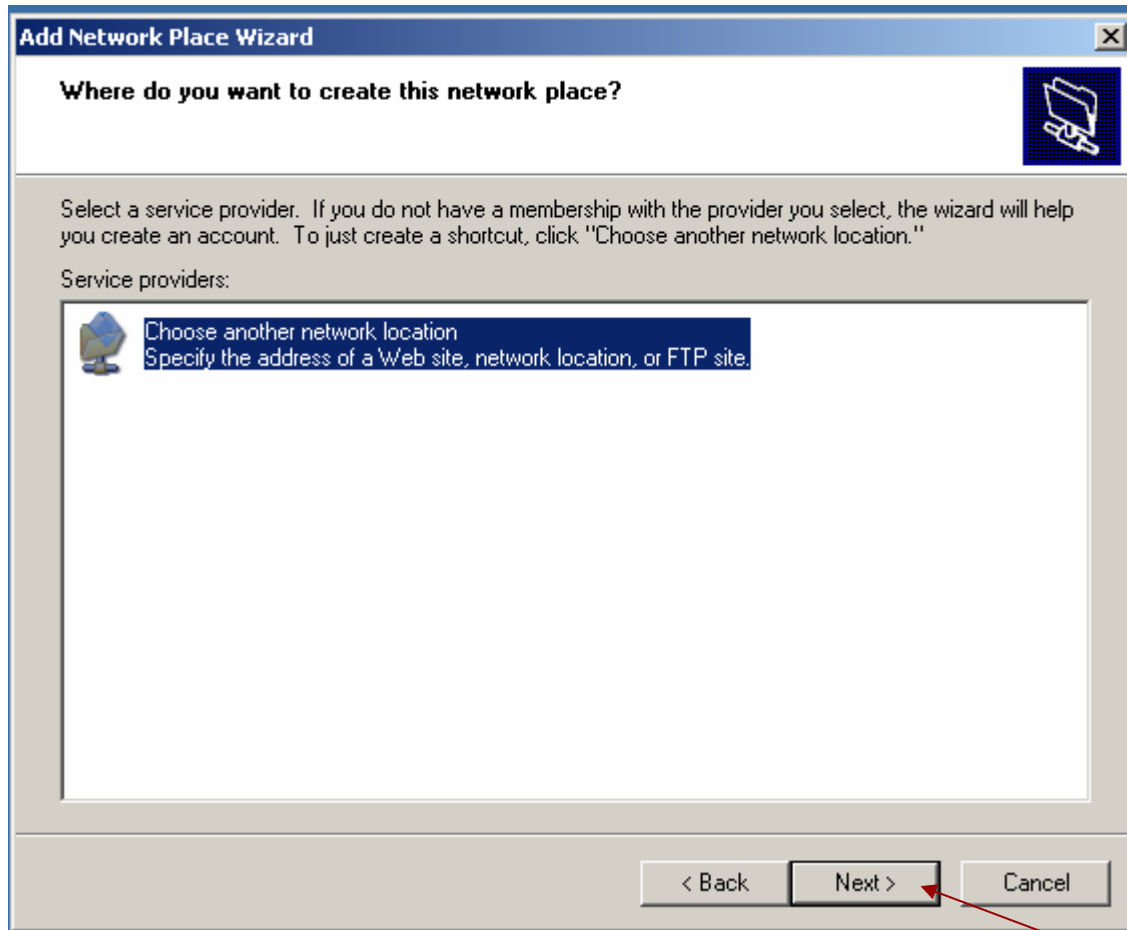


Steps to follow



3. Click on **Next**

Steps to follow



4. Click on **Next**

Steps to follow

Add Network Place Wizard

What is the address of this network place?

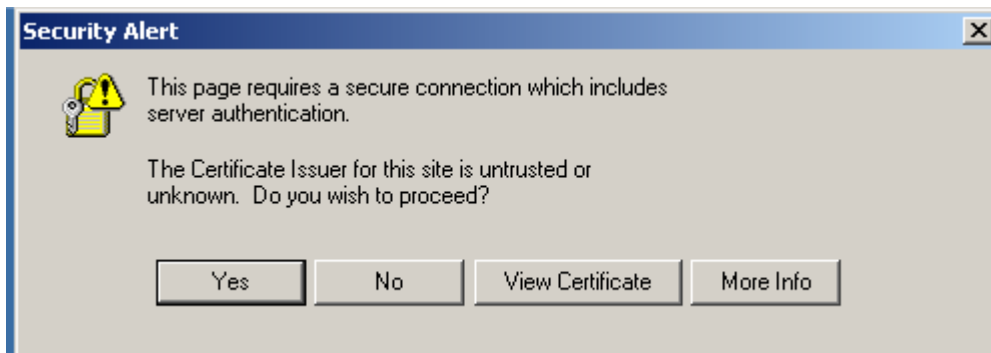
Type the address of the Web site, FTP site, or network location that this shortcut will open.

Internet or network address:

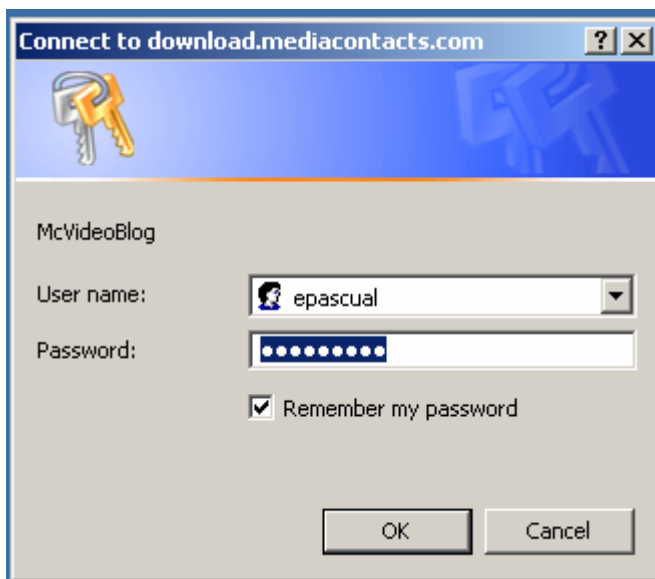
[View some examples.](#)

5. Enter `https://download.mediacontacts.com`
NOTE: `https` (with and S)
6. Click on Next

Steps to follow



8. Click Yes



9. Enter your Blog/Artemis login information

Steps to follow

Add Network Place Wizard

What do you want to name this place?

Create a name for this shortcut that will help you easily identify this network place:

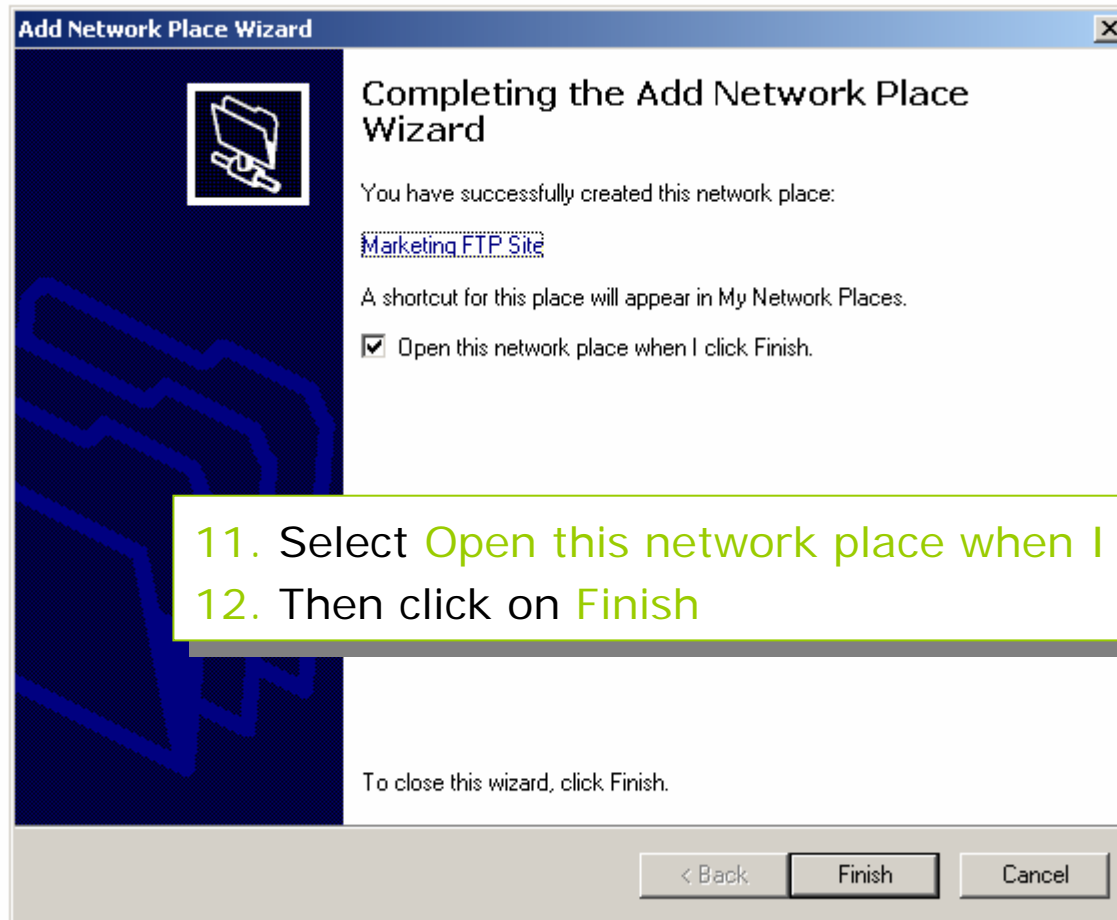
<https://download.mediacontacts.com/marketing/>.

Type a name for this network place:

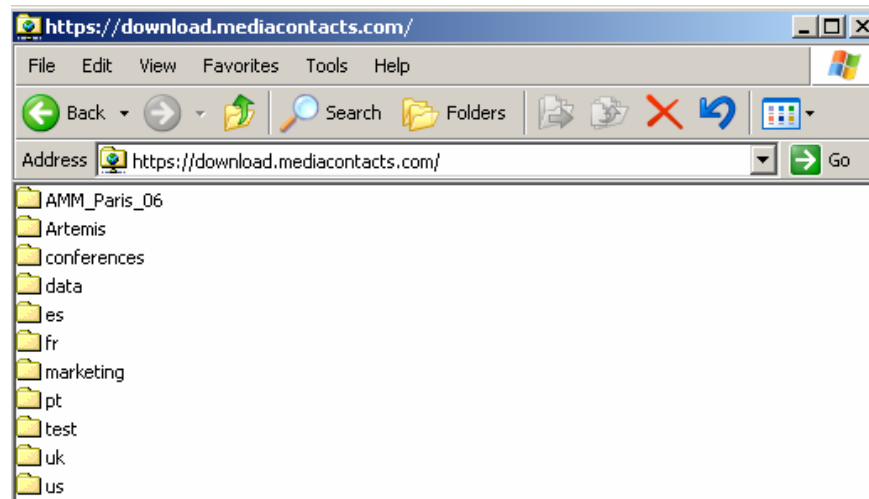
< Back Next > Cancel

10. Enter a name for this site - (MC FTP Site download.mediacontacts.com will be the default name)

Steps to follow

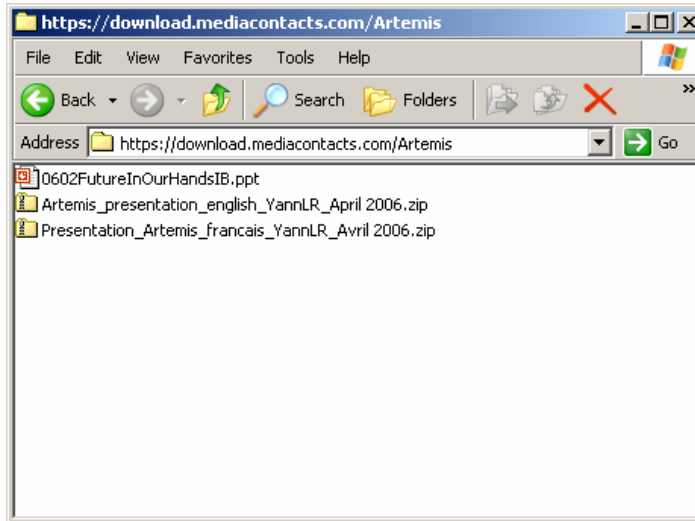


Once you are in...



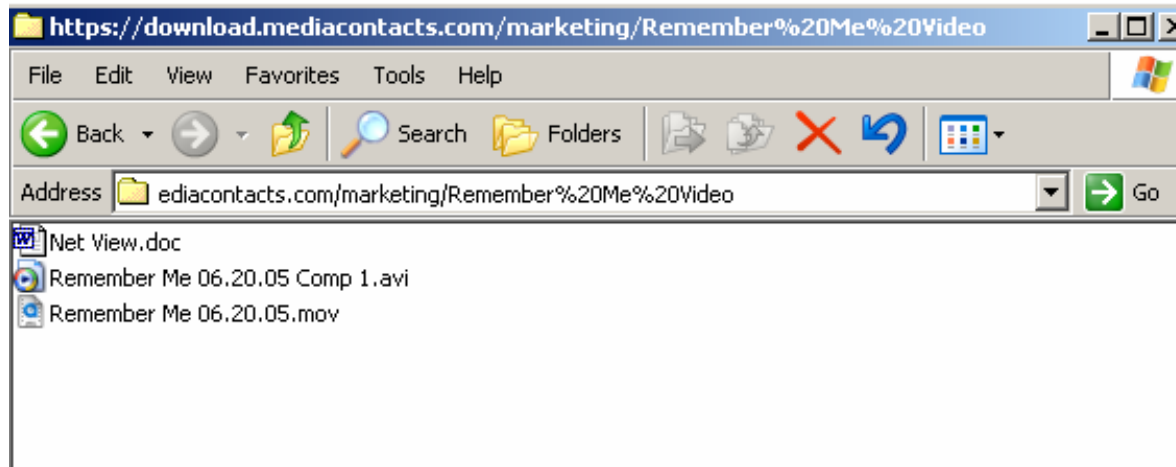
- A window will open. You will see some folders. You can upload or download a file by dragging it in the same way as your regular Windows Explorer. You can also create new folders when needed.
- Make sure you not to use: spaces, symbols such as \$ % & *, parenthesis or accents in folder or file names
- Use only: letters, numbers, hyphen ('-'), underscore ('_') and dot
- Folder and file names are CASE SENSITIVE

Sharing files with external contacts



- To share files with external contacts, send them the url where the file is located including the full folder path and then add: /name of the specific file
- For example if you want to share the file above: 0602FutureInOurHandsIB.ppt with a client, you will send him/her an eMail with the following url:
<https://download.mediacontacts.com/Artemis/0602FutureInOurHandsIB.ppt>
- Then he would click on that url and download that file immediately without seeing other files or folders in the MC FTP Site.
- NOTE: Copy the exact name of the file after the url where the file is located. Case sensitive!

Sharing files with external contacts



- If you try to share a file with external contacts that has spaces in either the file or the folder's name you should substitute the spaces for: %20
- For example if I want to share the file above: Net View.doc with a client, you will send him/her an eMail with the following url:
<https://download.mediacontacts.com/marketing/Remember%20Me%20Video/Net%20View.doc>
- If you write the file name in the url on Internet Explorer, it will automatically place the %20 for you. Then you just have to copy the url and paste it to the eMail
- **This is why we kindly encourage you NOT to use spaces in either folder or file names**
- NOTE: Copy the exact name of the file after the url where the file is located. Case sensitive!

Important facts

- Everybody in Media Contacts can see the files in the FTP site, so this is NOT for your confidential files
- This is NOT a permanent storage facility: all files in the FTP site are deleted 15 days after they were placed on the site
- Remember the 's' in the URL for the site:
[https://download.mediacontacts.com/....](https://download.mediacontacts.com/...)
- Remember folder and file names are CASE SENSITIVE
- Files are stored on an Internet server, so depending on the speed of your Internet connection it may take a little while to upload or download a very large file



t h a n k y o u !