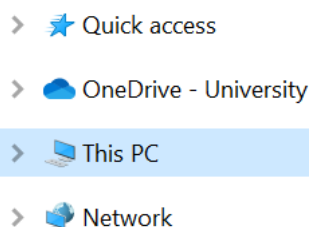


Connecting to WOLF using File Explorer

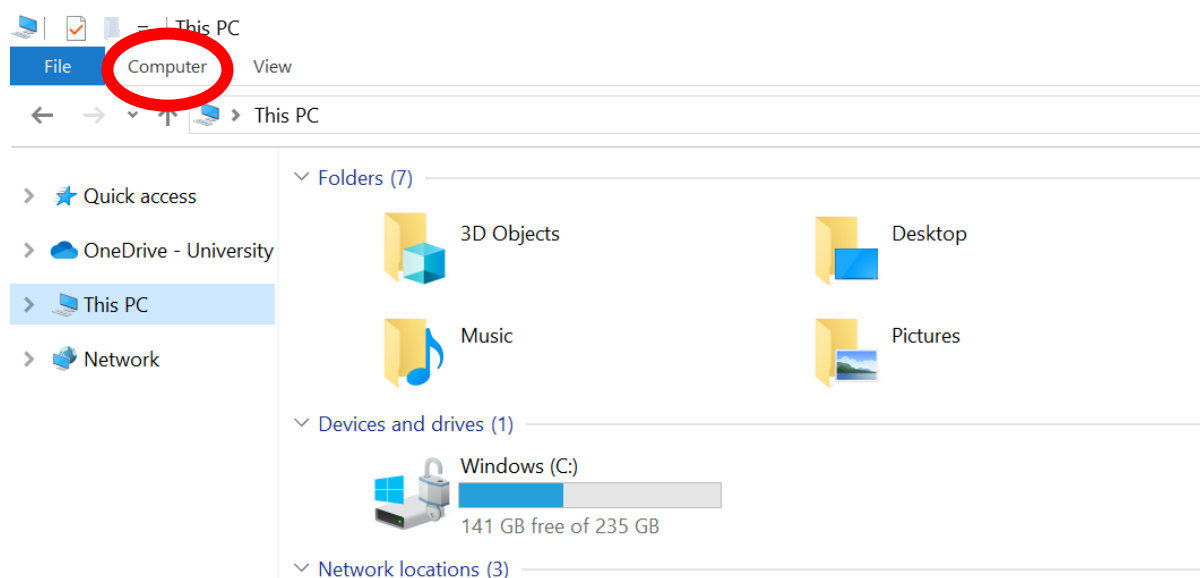
The easiest way to transfer files out of WOLF and into the relevant Team is using the File Explorer and connecting to the WOLF FTP (File Transfer Protocol) service.

You will only need to do this once on your University Windows 10 device.

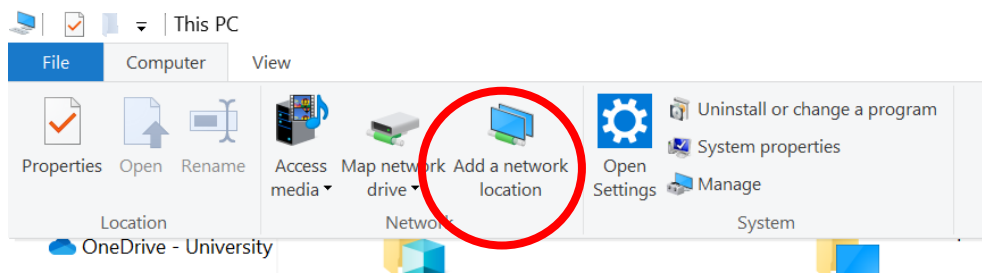
1. Start a new Windows Explorer window. The quickest way to do this is to press the Windows key (⊞) and the E key at the same time. You can also use the search bar at the bottom of the screen.
2. Select the “This PC” icon in the side bar on the left



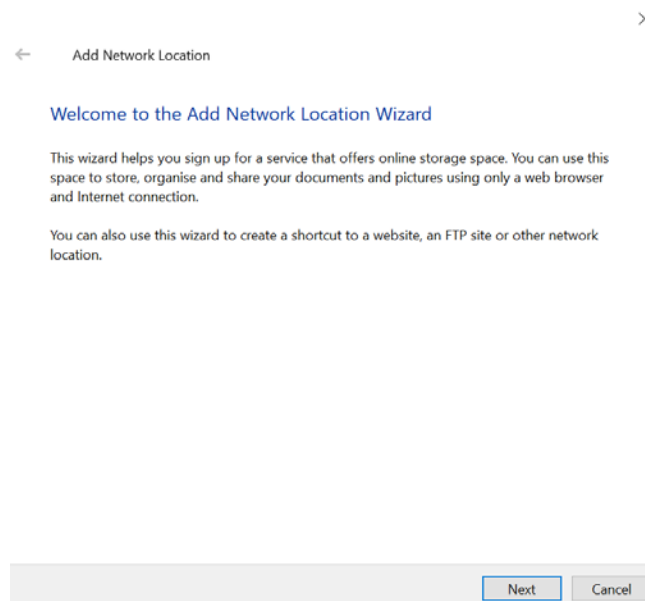
3. Select the “Computer” tab at the top



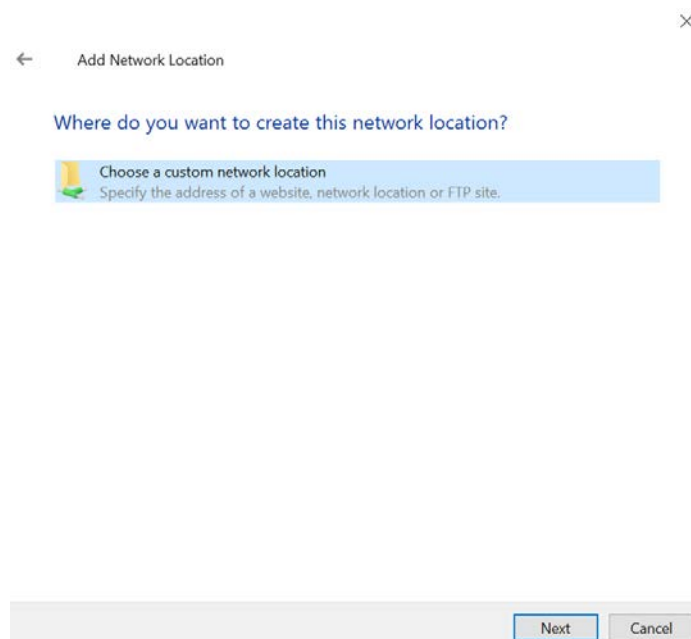
4. Select the 'Add a Network Location' option



5. In the dialog box that appears, select the Next button



6. Select Next again, ensuring that 'Choose a custom network location' is selected



7. For the “Internet or network address”, type in (or copy and paste the following) and then select “Next”:

ftp://wolf.wlv.ac.uk

← Add Network Location

Specify the location of your website

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

Internet or network address:

ftp://wolf.wlv.ac.uk

[View examples](#)

8. Uncheck “Log on anonymously”

9. For the “Username”, type in your IT account username and select ‘Next’

← Add Network Location

Specify a Username and Password if Required

Most FTP servers allow users to log on anonymously with limited access to the server. Do you want to log on anonymously?

Log on anonymously

Username:

You will be prompted for your password when you connect to the FTP server.

10. Enter a name for the connection (e.g., "WOLF"), and select "Next"

×

← Add Network Location

What do you want to name this location?

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

ftp://wolf.wlv.ac.uk.

Type a name for this network location:

11. Select 'Finish'

×

← Add Network Location

Completing the Add Network Location Wizard

You have successfully created this network location:

[WOLF](#)


A shortcut for this location will appear in Computer.

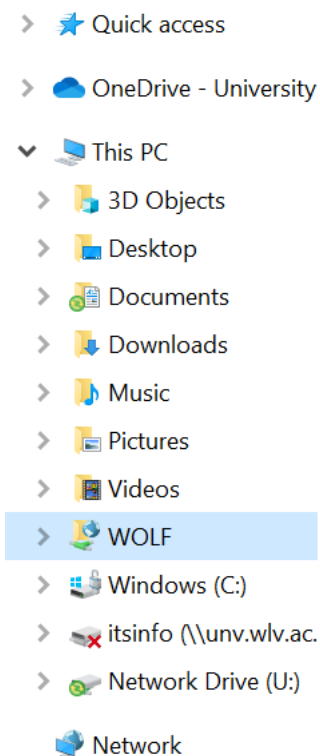
Open this network location when I click Finish.

Finish Cancel

You will then be prompted to log in immediately. Use your IT account password. You may choose to have Windows save your password so you don't have to type it in again later.

Once you have created the connection in Initial Set-Up, you can then open that connection any time by:

1. Start a new Windows Explorer window. The quickest way to do this is to press the Windows key () and the E key at the same time. You can also use the search bar at the bottom of the screen.
2. Look underneath the "This PC" icon in the side bar on the left, and your connection should be listed (all items under "This PC", except hard drives, are listed in alphabetical order). Select the connection to open WOLF FTP.



Navigating the WOLF folder and transferring files

Once you have connected to the WOLF FTP service, you should be shown a list of folders – most of them acronyms representing either current or historic school names.

The most useful folders available to you, however, are the “My Topics” and “My Archived Topics” folders.

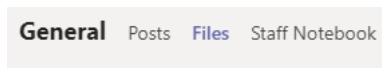
Inside each of these folders are the WOLF topics you are subscribed to, listed by the topic name.

Inside each Topic folder are three sub folders:

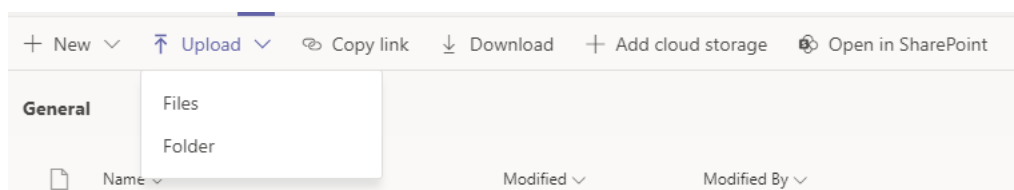
- Content – the content of the topic’s menu and asset store (Topic Admin -> Menu, and Topic Admin -> Assets)
- Group Folder – the contents of the topic’s group folders
- Assessments – any files uploaded by students to the topic’s assessments

Moving individual files to Teams

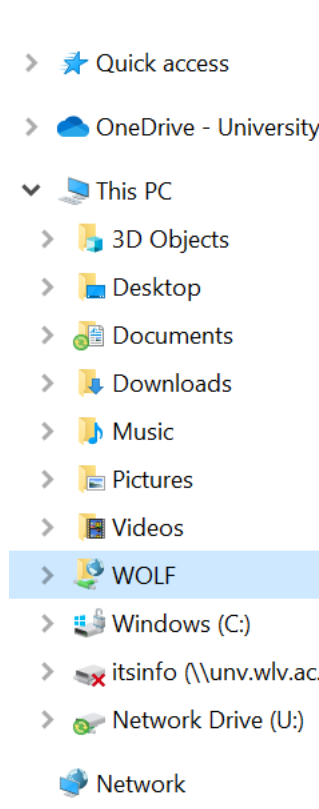
1. Open the Teams app and find the Team/channel you want to transfer the files into (if you have not set up a Team yet or would like to create a new one for your WOLF topic, please use our Request-a-Team app. For guidance on how to do this, visit www.wlv.ac.uk/teams)
2. Select ‘Files’ in the top menu bar



3. Select ‘Upload’ and choose ‘Files’



4. Select 'This PC' then 'WOLF'



5. Select the file you want to open and click 'Open'. This will upload the file into your Team's SharePoint.

Moving folders to Teams

The process for moving folders to Teams is very similar as moving individual folders, but there are a couple of additional steps.

1. Open File Explorer and select WOLF.
2. Choose the folder you want to transfer and either **copy** (Ctrl+C) or **drag** the folder to your **personal OneDrive**
3. Open the Teams app and find the Team/channel you want to transfer the folder into
4. Select 'Files'
5. Choose 'Upload' then select 'Folder'
6. Select the relevant folder from your OneDrive and click 'Select Folder'

If you need any help, please contact teams@wlv.ac.uk or raise a query with the IT Help Desk.