1. Choose **Manage Sites** from the **Site** menu. [Depending on the version of Dreamweaver you may need to choose **New Site** from the **Site** menu and then proceed to step 4.]

2. Click on **New** in the **Manage Sites** window.

3. Choose **Site** from the pop-up menu.

4. Click on the **Basic** tab in the **Site Definition** window.

5. Enter in a name for your site and click on the **Next >** button. This name is how you refer to your site within Dreamweaver and the public will not see this name so enter in something that makes sense to you. In this example we are using **Web Site** as the name.

6. Choose **No, I do not want to use a server technology** in the **Site Definition** window and click on the **Next >** button.

7. Choose **Edit local copies on my machine, then upload to server when ready** (recommended).
8. If the location in the **Where on your computer do you want to store your files?** is incorrect, click on the folder icon.

9. Navigate to the folder on your computer where the copy of the web site files are and click on **Select** or **Choose**.

10. Click on the **Next >** button.
11. Choose FTP from the **How do you connect to your remote server?** drop down menu.

12. Enter `ftp.southwestern.edu` in the **What is the hostname or FTP address of your Web server?** Area.

13. Enter the complete location or path of the web site in the **What folder on the server do you want to store your files in?** area. For personal sites use `public_html`. For departmental web sites, begin with `/web/htdocs/` and then follow with the specific information for the site.

14. Enter your University Login ID (email name) in the **What is your FTP login:** area.

15. Enter your University password (email password) in the **What is your FTP password:** area.

16. To verify that the information entered is correct, click on the **Test Connection** button.
17. If all is correct, you will receive a success window. Click OK in the success window.

![Image of success window]

18. If the test connection is unsuccessful, you will receive an error message. Click OK in the error window and check that the information you have entered is correct. Once the information is corrected, go back to Step 16 and continue.

![Image of error window]

19. You have the option for Dreamweaver to save your password. If you are on a machine that is not accessible by others or is not in a public area, this is an option you may choose to select. If not, remove the checkmark in the box next to Save.

20. Click on the Next > button.

21. Choose No, do not enable check in and check out and click on the Next > button.

22. Click on Done.

23. If the Manage Sites window appears, click on Done.