

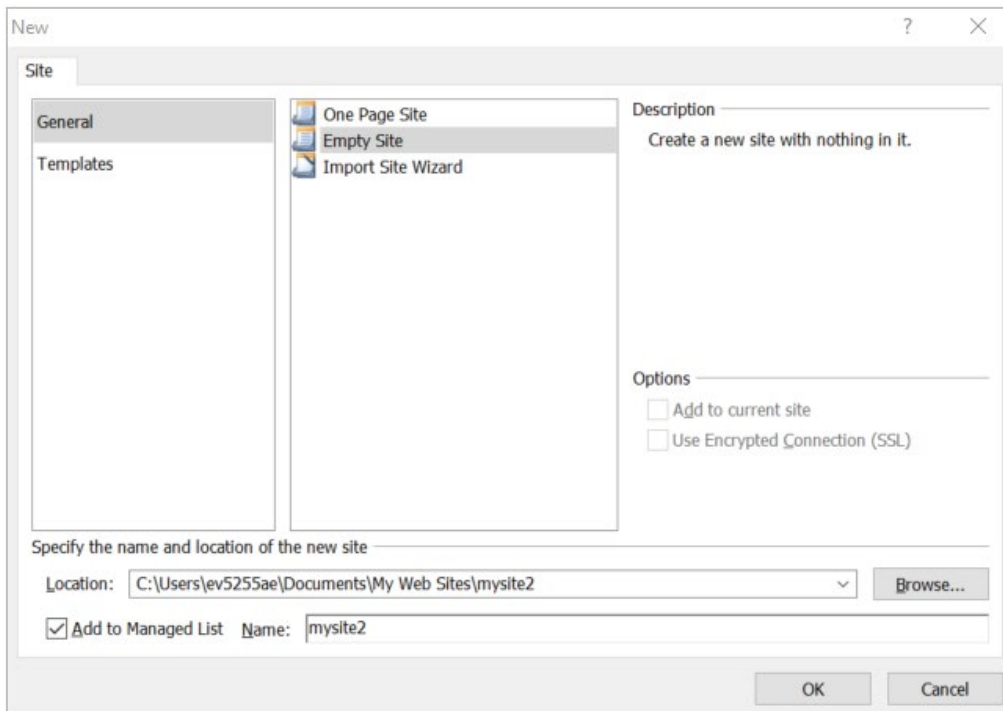
## WEB3 (web.mnstate.edu) Microsoft Expression Web Settings

This is high-level settings and instructions on how to connect to the web server **web.mnstate.edu** using Microsoft Expression Web 4. We do not support anything beyond getting someone connected and authenticated to this web server.

You **MUST be on the MSUM network** in order to establish this connection; if you are not on campus you need to use the VPN client or Direct Access.

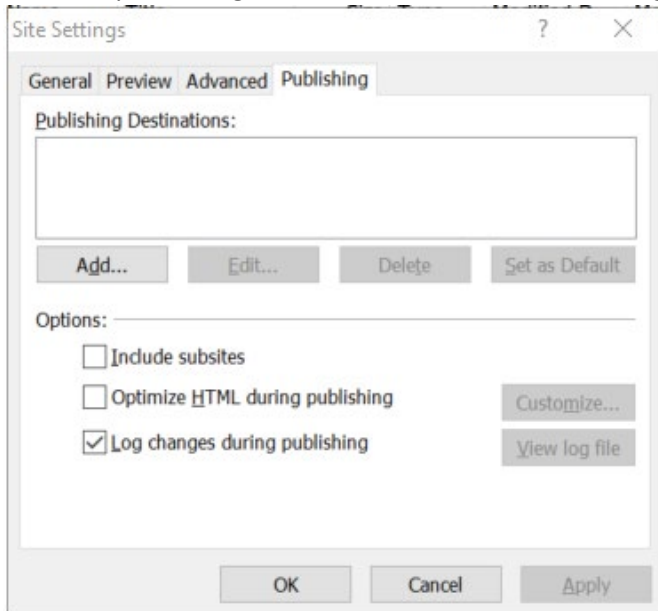
**USERNAME & PASSWORD for web3 is the users StarID username and password.**

1. Open Microsoft Expression Web
2. On the top toolbar go to “Site” | “New Site” | “Empty Site”
  - a. In the “Location:” box click “Browse:” and choose where you have your current local copy of your website saved or choose where you want to save your local copy.
3. Make sure “Add to Managed List” is checked and you can put whatever “Name:” you want.

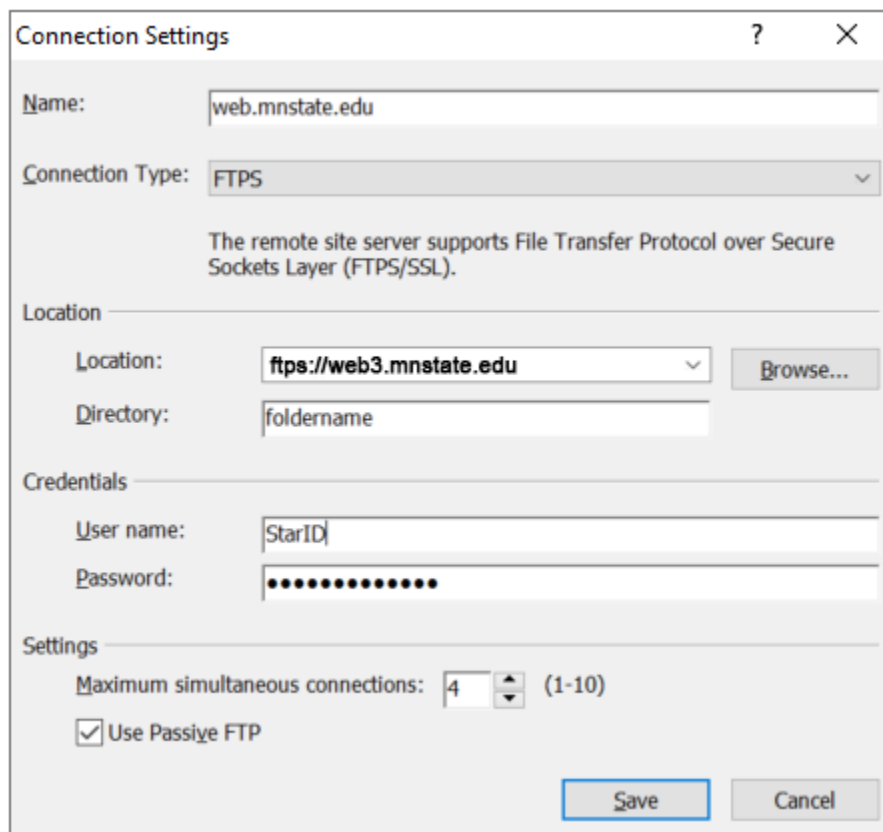


4. Click “OK” and then it will create the local copy connection to Microsoft Expression Web.

5. On the top toolbar go to “Site” and choose “Site Settings”, click the “Publishing” tab, click “Add”



6. In the “Connection Settings” set the following replacing ‘foldername’ and ‘StarID’ with your information and put 'ftps://web3.mnstate.edu' in the "Location" field. and click “Add”,click “OK”



7. When you want to publish your site to the server go to “Site” and click “Publishing”, the first time you set this up you will get “Connect to the current publishing destination” click on it.

8. It will then open a side-by-side site view of your folders/files with your LOCAL files on the left and your REMOTE files on the right. You can utilize the arrows in the middle to push/pull your files/folders.

