



### **Connecting to the MICDI SERVER on Windows 2000 and up**

1. On the desktop of windows right click on “**My Network Places**”
2. When prompted to specify drive letter, click on “**Create a shortcut to a Web folder on FTP site.**”
3. You will then have the, “**Add Network Place Wizard**”. You will be prompted to Type the location of the Network Place. Enter:

**ftp://clients.micdi.com**

Then, click “next”

4. You will then be prompted to enter name and password. Enter client password provided by MICDI Productions, Inc.