Publishing Settings using “sftp” Connection
(This option should be used when you edit off campus or don’t have VPN access.)

Before publishing, view your site in a browser
- Open a web browser
- Type in your web address http://dev.highline.edu/department_name

Set up publishing settings
The first time you publish, follow these steps:
1. From EW4 menu bar select:
   Site -&gt; Publishing settings
2. Click “add”

3. Name: your website name
4. Connection type: select “SFTP”
5. Location: sftp://live.highline.edu
6. Directory: department name
7. User name: your network userid
8. Leave the password box empty
9. Click “add”
10. Click “OK”