

Missouri Department of Natural Resources File Transfer Protocol (FTP) Instructions

DNR's e-mail servers cannot handle large files. To transfer larger files, use the simple FTP procedures below.

For some your browser may not have Folder View enabled. To do that open your Browser if not already open then click on Tools then Internet Options then click the Advanced tab and scroll down through the Browsing section and click on the checkbox by Enable FTP folder view (outside of Internet Explorer). Choose OK and close Internet Explorer. Re-open Internet Explorer and follow the instructions given here.

For some your Internet Explorer may not be set to "Use Passive FTP (for firewall and DSL modem compatibility)." To do that open your Internet Explorer if not already open then click on Tools then Internet Options then click the Advanced tab and scroll down to Use Passive FTP (for firewall and DSL modem compatibility) and click on the checkbox. Choose OK and close Internet Explorer. Re-open Internet Explorer and follow the instructions given here.

Click on the link below or copy and paste into your browser:

<ftp://dnrguest:pH02-lemon@www.dnr.mo.gov>

This should open a window of the "Incoming" and "Outgoing" folders.

If the system prompts you for a Username and Password, these are embedded in the address above, but if the system asks you for them, enter:

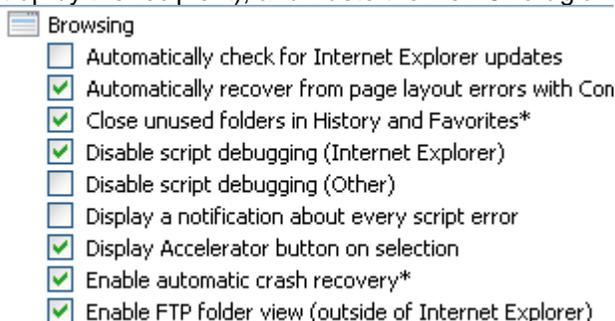
Username: **dnrguest**

Password: **pH02-lemon** (that's a zero)

Once logged in you can copy and paste files just like in Windows Explorer file manager. There is no limit on size. If using Internet Explorer 7.0 or 8.0, you should choose Page then Open FTP site in Windows Explorer. Then post the file in a folder inside the Incoming folder.

Sending Files to DNR

To send DNR a file, find the file on your computer, 'copy', navigate to the Incoming folder on the FTP window, (or a sub-folder if one has been set up by the recipient), and Paste the file. Or drag and drop it there.



If you are sending us a file let the recipient know when it's here by phone or e-mail. The FTP site is cleaned off regularly so we need to know to go get the file.

Retrieving Files from DNR

To retrieve a file from us, go to the "Outgoing" folder, Copy the file and Paste it to your working drive. Or drag and drop it there.

Updated March 10, 2010