
Posting a Welcome Letter For Distance Learning Instructors (Mac-Users)

1. Create the welcome letter in Word.
2. Save the letter as HTML.
 - a. Open the welcome letter in Word.
 - b. Select **File > Save As** from the menu bar.
The Save As dialog box will appear.
 - c. In the “Save As” field, type a name for your welcome letter.
NOTE: Recommended naming convention is classcode_welcome_syy where “classcode” is the class identifier, “s” is the current semester (“S” = Spring, “F” = Fall) and “yy” is the current year. (Example: mus38_welcome_S05)
 - d. In the Where field, select where you wish to save the file (i.e. Desktop).
 - e. In the Format field, select “**Web Page (HTML)**”.
 - f. Click the **Save** button.
3. Upload the HTML welcome letter to your website.
NOTE: Typically Cuesta faculty web pages are located on academic.cuesta.edu, in a directory name consisting of the faculty’s first initial followed by the last name.
 - a. Launch Fetch.
*NOTE: If you do not have Fetch, you may have to create a work order requesting that it be installed on your Mac.
The New Connection dialog may open.*
 - b. Make sure the New Connection dialog contains the following information:
Hostname = **academic.cuesta.edu**
Username = your username, usually first initial and lastname (i.e. “jsmith”), check with Computer Services if unsure
Connect Using = **FTP**
Password = your web password
 - c. Click the **Connect** button.
A window will open displaying the contents of your website.
 - d. Drag the welcome letter and drop it on the website contents window.
The file will be copied to your website location.
4. Email Kathy DeCou (kdecou@cuesta.edu) with the following information:
 - Class name and section number
 - Your email address for students to contact you
 - Your name as it should be displayed to students
 - The URL of your course welcome letter.*Typically the URL will appear as “http://academic.cuesta.edu/ilastname/filename.htm”, where “ilastname” is your first initial followed by your last name and “filename.htm” is the name of the file uploaded to the web server. (Example: http://academic.cuesta.edu/jsmith/mus38_welcome_s05.htm)*