

## Using FileZilla

FTP (File Transfer Protocol) programs such as FileZilla allow you transfer files between a remote computer such as your home computer or wireless laptop and files you have stored on a file server. SFTP is the secure version of FTP.

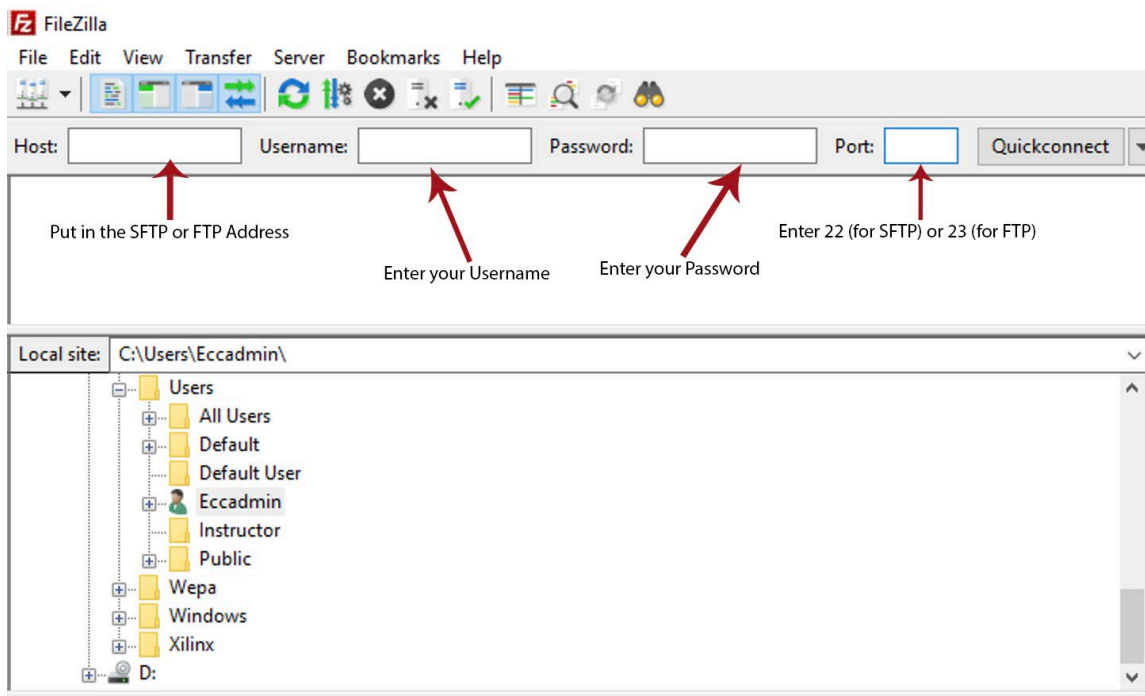
### Downloading FileZilla

FileZilla is freely available for download at USC's main software page. We recommend downloading FileZilla directly from <http://filezilla-project.org/download.php>.

To download FileZilla:

1. Access the following web address: <http://filezilla-project.org/download.php>.
2. Select the client for your operating system.
3. You will get a pop-up box asking you to "Open" or "Save." Select "Open" to begin installation immediately.

To launch FileZilla, click: *Start > All Programs > Internet Tools > FileZilla > FileZilla*



### **FTP (Unsecured) / SFTP (Secured) Access**

1. Put in the SFTP or FTP address in the Host box (Ex. <ftp://ftp.example.com> or sftp.example.com).
2. Enter “vsoe\<your username>” in the Username field (i.e. vsoe\ttrojan)
3. Type in the password given to you to access the files.
4. Enter “22” (for SFTP Access) or “23” (for FTP Access) in the Port box.
5. Click the “Quickconnect” button to access.

### **Transferring Files**

The simplest method of copying files from one location to another is to click and drag them.

- a. Display the folder of where the file is to be copied to.
- b. Locate the file you wish to copy.
- c. Drag the file to the destination folder.

Tips:

- Hold down CONTROL (CTRL) to select multiple non-contiguous files.
- Hold down SHIFT to select multiple contiguous files.