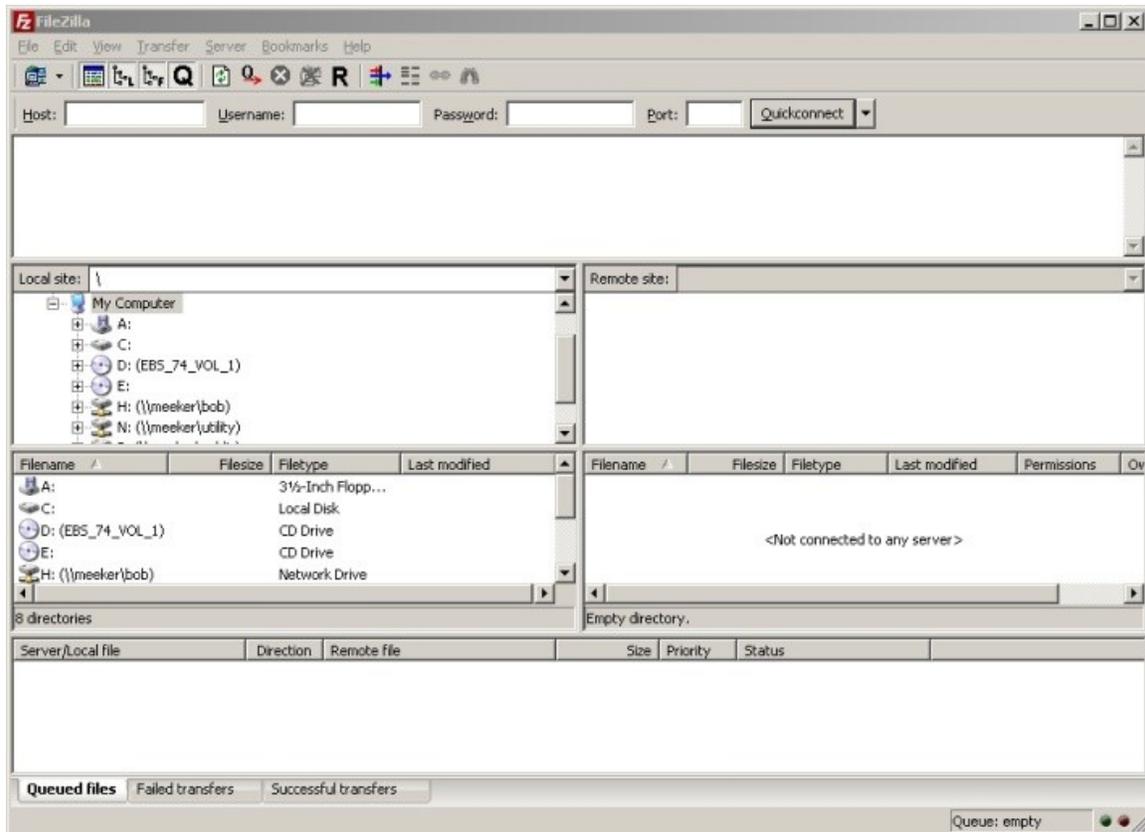


Using Filezilla to access home directories at the Maxine Goodman Levin College of Urban affairs.

After installing Filezilla you can start it by clicking on its icon in your start menu. The location of the icon depends on where you told Filezilla to put its icons during the install.

By default you would click Start → Programs → Filezilla FTP Client → Filezilla.

Double clicking on the icon gives you the start-up screen:



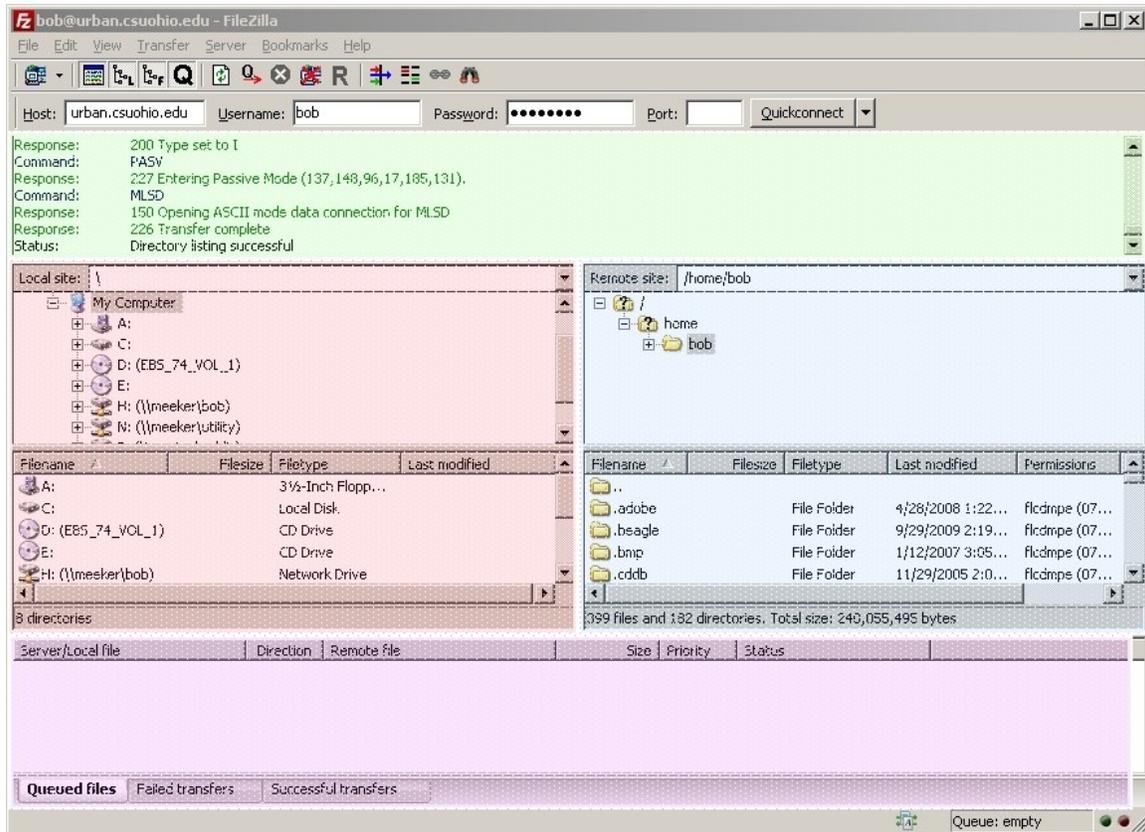
To connect to the ftp server, type “**urban.csuohio.edu**” in the **Host** box, type your **Campusnet userID** in the **User** box, and your **campusnet password** in the **Password** box. There is no need to type anything the **Port** box.



Click on the “quickconnect” button to establish a connection.

Once you connect if you wait too long before changing directories or up/down loading files your FTP session will time-out and be automatically logged off.

After a successful connection is made your screen should look similar to the one below.



The shaded colors above are for illustration. The screen in the actual application does not have the shading.

- The very top window, shaded green, shows your connection status.
- The **Local Site** windows, shaded red, shows the directories (top) and files (lower) on your computer.
- The **Remote Site** window, shaded blue, shows the urban college server, where you can upload or download your files.
- The bottom window, shaded purple, shows the status of the files as they are uploaded or downloaded.

Initially when you connect to the FTP server you are placed in your home directory (Your H:\ drive) on the FTP server. You should see the files you would normally see on your H:\ drive when using a computer on campus.

To download a file.

- Navigate to the file in the right-hand "Remote Site" (blue) window.

- Select the file clicking on it with the left mouse button
- Hold down the left mouse button and drag the file over to the left-hand “Local Site” (red window), then release.
- Pay attention to where you are placing the file you are downloading so you can find it later.

To upload a file

- Locate the file you wish to upload by first clicking on the directory it is in (upper red window), then by finding it in the list of file names (lower red window).
- Select the file by clicking on it with the left mouse button.
- Hold down the left mouse button and drag the file over to the **Remote Site** (blue window), then release.

Using the “Site Manager” utility you may set up shortcuts that will allow you to quickly connect to the FTP server and put you in the correct directories on your local machine and the FTP server.

Note:

If the file already exists at the location you are up/down loading a file to you will be asked if you want to overwrite the existing file. You may select overwrite, overwrite if the one you are moving is newer, resume (the meaning of which is unclear to me), rename the file, or skip the copy altogether.

To disconnect from the FTP server

Clicking on the Disconnect button on the tool bar – circled in red below, typing cntl-d, or clicking Server → Disconnect will log you off of the FTP server.



Clicking on the “Quickconnect” button after a connection has been created will end your session.

Alternate FTP methods

You can also use a web browser to download file from the FTP server. Enter the following in the address bar of the browser replacing <campusnetID> with your campusnet ID number.:

<ftp://<campusnetID>@urban.csuohio.edu/>

You should then be prompted for your campusnet password. You will then be able to download files using the web browser.