



Help Sheet

Installing and Using FileZilla

Introduction

This Help Sheet will help you install and configure FileZilla for use on the UP network.

NOTE: If you are attempting to access UP files from off-campus you will need to receive VPN access.

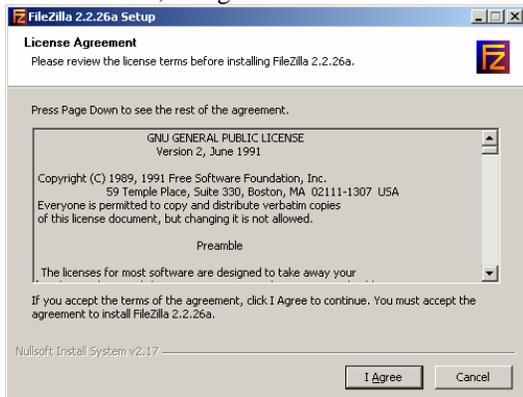
Please contact the Web Services director to receive access to the VPN website.

How to install FileZilla

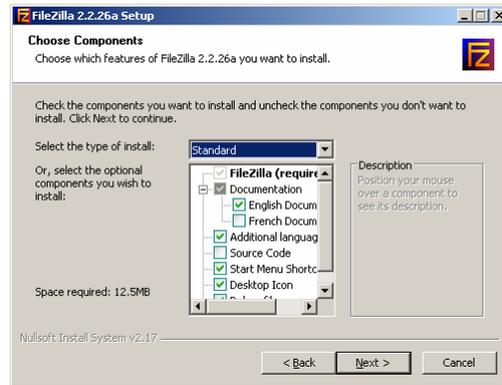
1. Double click on the FileZilla .exe file you downloaded to your computer. If you have not already downloaded the application you can do so by going to this website, note that this website is not under the control of UP and may not always be working.
<http://filezilla.sourceforge.net/>
2. Press Ok when you have selected your language.



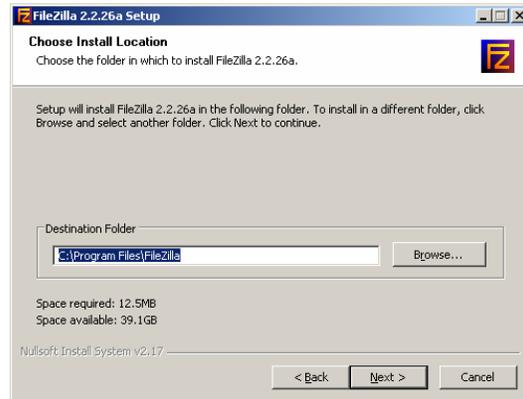
3. Press, "I Agree".



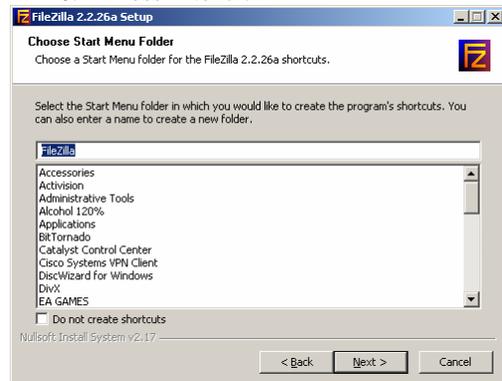
4. Press "Next".



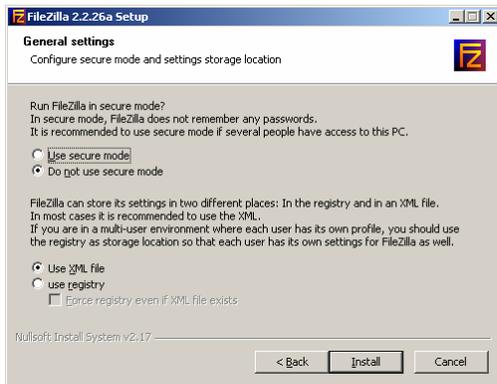
5. Press "Next".



6. Press "Next".



7. Press "Next".



8. Press "Install".

You are finished installing FileZilla

FileZilla Basics

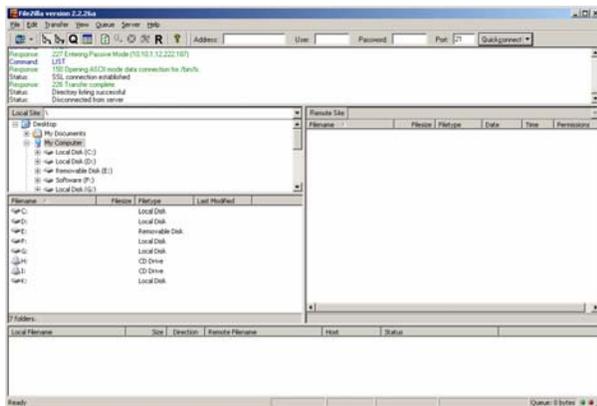
This is the main screen. Listed are the main parts of this screen.

Message log window

Your local computer

Your local computer drives

Remote server window

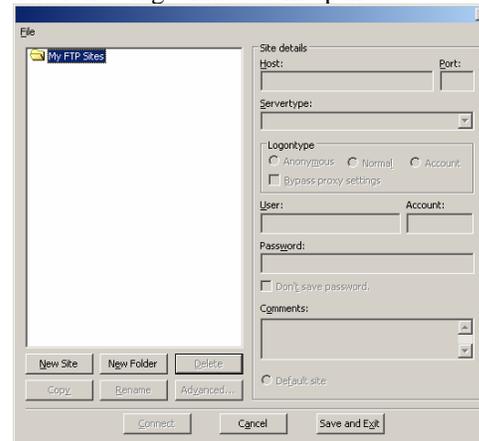


To Configure FileZilla

Before you connect for the 1st time you will need to configure the application to connect to the appropriate server.

1. Select "File"
2. Select "Site Manager"

The following window will open:



Controls

There are a lot of controls on this dialog. Each of them is listed below with a description.

Site List Lists all sites that you've entered in the Site Manager and arranges them in a tree. Click on an entry to see or change its details. Double click an entry to connect to that site.

Host This is the address of the server.

Port The port at which the server is located.

Servertype Here you can choose the type of the server. Currently 3 server types are supported:

FTP - The default protocol of FileZilla
FTP over SSL (explicit encryption) - used to connect through SSL secured servers, secure channel gets established upon connection.

FTP over SSL (implicit encryption) - used to connect through SSL capable servers, secure channel gets established before logon.

SFTP using SSH2 - uses to connect to an SFTP server using an encrypted connection

User The username that will be used for the logon on the server.

Password The password that will be used for the logon on the server. Select Don't save password if you don't want FileZilla to remember your password for that site. In this case you will be asked for the password every time you want to connect to that site. Useful if you're not the only one who has access to your machine.



Logontype Specifies the way in which FileZilla will connect to the server. If you select anonymous, you can't enter a username and password. In this case the username always is anonymous. When you select Normal, you have to enter a username and if required, a password. When the checkbox "Bypass proxy / firewall settings" is checked, then FileZilla bypasses any proxy or firewall settings that you've set in the options. Checking this could be required if you want to connect to servers in your LAN.

Default remote directory, Default local directory When you connect to a site, FileZilla switches both the local and the remote directory to the ones you have entered here.

Default site When selected, the site selected in the site list is the default site. This site will be selected everytime you open the Site Manager. FileZilla will also connect to this site when you use "Connect to default Site" from the menu of the main window.

New Site Creates a new entry in the list. Fill out the edit fields on the right and the new site is ready to use.

New Folder Creates a new folder in the tree. Use folders to group your sites.

Delete Deletes the selected entry from the site list after asking for confirmation.

Connect Connects to the selected site and saves any changes.

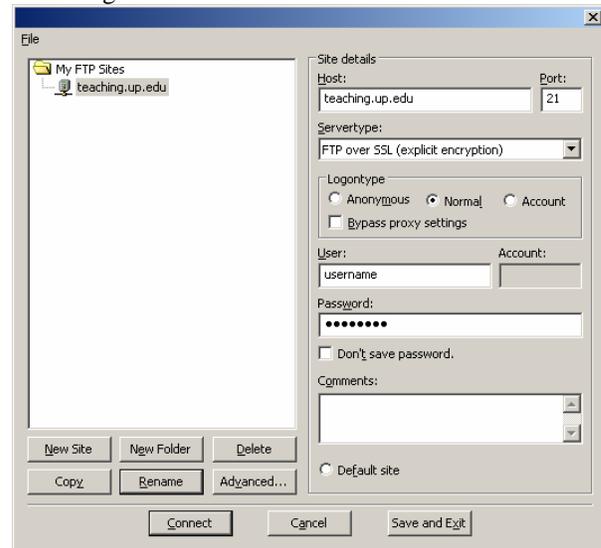
Cancel Discards all changes and closes the Site Manager.

Save and Exit Saves all changes and closes the Site Manager.

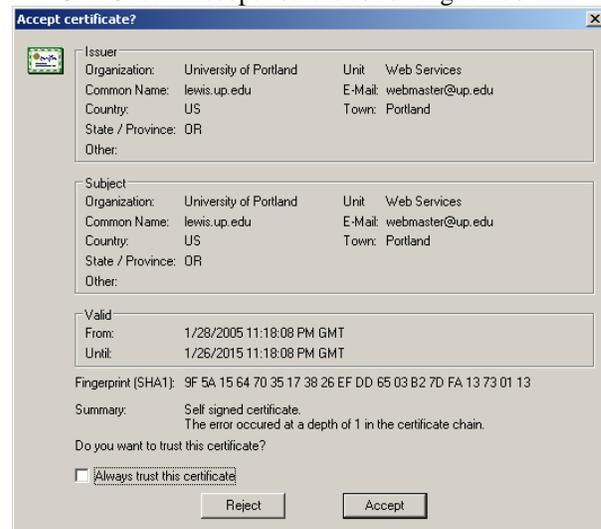
3. Select "New Site". Name the new box after the type of server you are connecting you, for example, teaching.up.edu. This will assist you later if you connect to multiple servers.
4. On the right hand side of this window type the path of the server you are going to be connecting to. If you are connecting to teaching.up.edu then type just that, teaching.up.edu.
5. For server type select, "FTP over SSL (explicit encryption)"
6. For logontype select, "Normal"

7. For User, type in your username and password. If you wish you can have the program remember your password. You can also type in any comments about this connection type if you have more than one folder on teaching.up.edu.

Your window should look something like the following window:



8. Click "Accept" on the following window



Navigating on the server

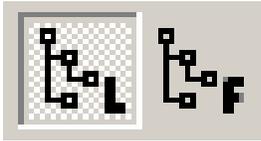
After a successful connection attempt, a list of files and folders appears on the right side of the main window. The current folder is listed in the edit field on the top. You can change the current folder by double-clicking a folder or by entering the folder name into the edit field and pressing enter. You may



also right-click the file and folder list and select Open from the context menu to change the current folder. You will notice a folder called ".." displayed in all directories. This folder allows you to go up to the parent directory of the current folder.

Navigating on your machine

Navigating on your machine works almost like navigating on the server. There's only one addition: The folders on your machine are arranged in a tree for faster navigation. A tree is also available for the remote side, but it is hidden by default. The remote tree can be shown anytime by clicking on the remote tree icon in the toolbar.



To change the current folder either on your machine or on the server, just select a tree item in the appropriate tree.

Transferring files

You can upload or download a file by double-clicking on it. It will be added to the transfer queue and the transfer starts automatically. To transfer folders and/or multiple files, select them and right-click the selection. Then you can click on Upload/Download in the popup menu.

You can also drag the files from one side and drop them on the other side. To add files to the queue so that they will be transferred later, select them and click Add to Queue from the popup menu. You may also drag the files directly into the queue.

End Help Sheet