

# File Transfer to P: Drive and other Common Drives Using Filezilla

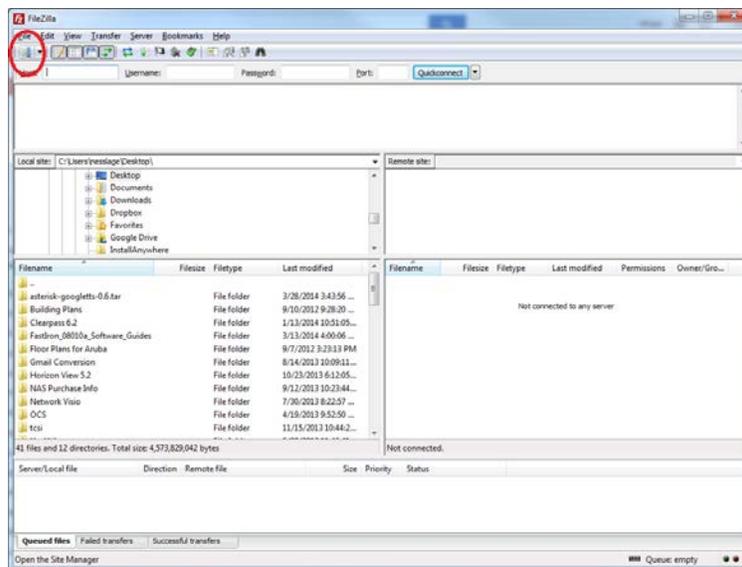
Last Update: April 8, 2014

This describes the use of the file transfer program Filezilla to transfer files and folders to/from your MWSU P: drive and other shared drives. MWSU IT Services recommends Filezilla, but any file transfer program that supports SFTP may be used with the settings documented here.

Filezilla is a free, open source software package, and is available for download at <https://filezilla-project.org/download.php?type=client>

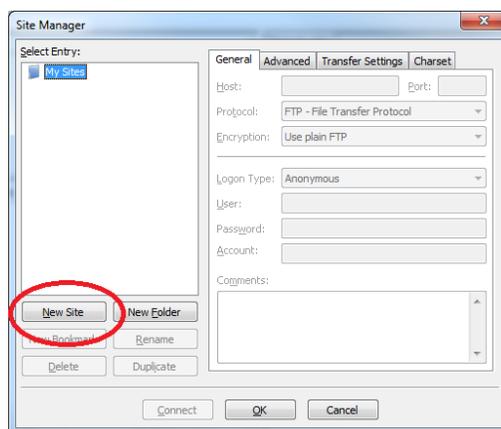
## Step 1

Open Filezilla, and click on the Site Manager icon to create a new site.



## Step 2

With the Site Manager box open, click on the 'New Site' button to create a new site.



### Step 3

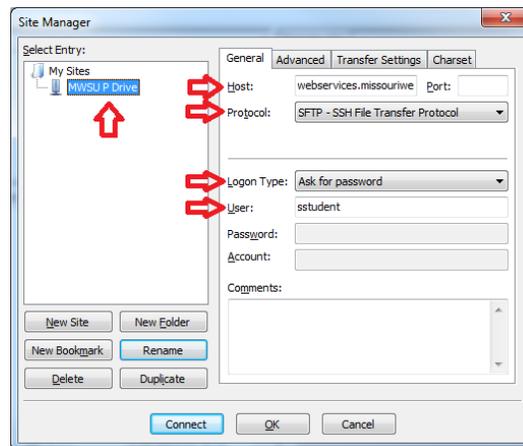
First, name the site accordingly. In this example, we've called it 'MWSU P Drive'. Next, fill in the Host, Protocol, Logon Type, and User fields accordingly.

Host: webservices.missouriwestern.edu

Protocol: select 'SFTP – SSH File Transfer Protocol'

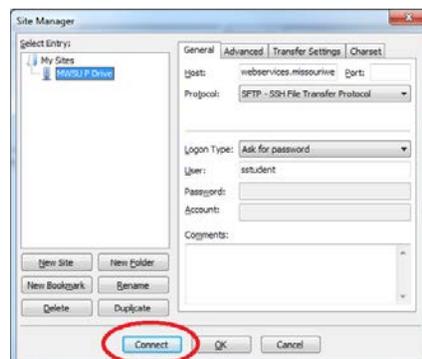
Logon Type: select 'Ask for password' (recommended)

User: enter your MWSU username



### Step 4

Click on the 'Connect' button to save your new site and immediately connect to it.



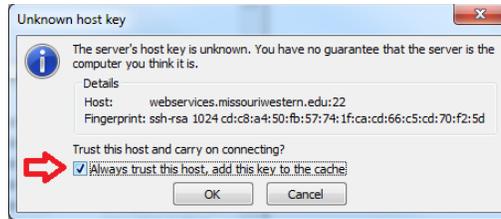
### Step 5

Filezilla will prompt you for your MWSU password when you connect.



## Step 6

The first time you connect to the new site, Filezilla will need to add the host key to your configuration. Select the 'Always trust this host...' checkbox before clicking 'OK'. If you do not select this, you will be prompted about the host key at every connection.



## Step 7

If you authenticate and connect properly, you will see the contents of your P: drive in the right pane. Navigate into folders by double-clicking on them. Go back by double-clicking on the '..' folder. Double-click on files to upload or download them. Right-click on folders or files for other options (such as transferring an entire folder at one time).

When you are done with file transfers, click the 'Disconnect' icon or close Filezilla to disconnect.

