

Instructions for setting up and using FileZilla

Any client that supports SFTP (Secure FTP) can be used to access the server, but FileZilla is free, easy to install and use, and it's recommended by SOMIS.

Installing FileZilla

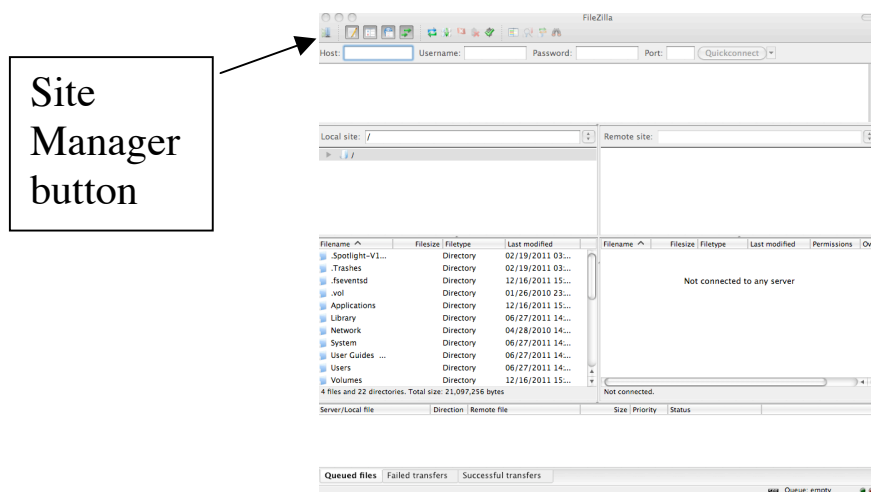
To download the FileZilla client go to this web site:

<http://filezilla-project.org/download.php>

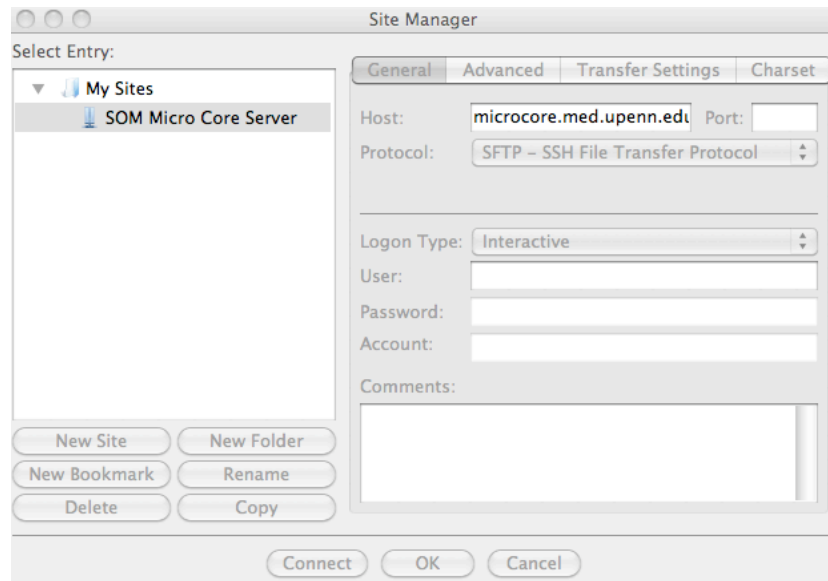
Download and install the version appropriate for your computer platform. The default installation should be fine; check the box next to “Desktop Icon” if you want a shortcut on your desktop.

Setting up FileZilla

1. Start the FileZilla program.
2. Open the Site Manager: either select **File** → **Site Manager...** in the main menu OR click on the Site Manager button on the upper-left corner of the window.



3. The Site Manager allows you to store server connection information so you don't have to re-enter it every time you connect.



4. In the Site Manager, click “New Site” and type in a name that will refer to the Microscopy Core Server (in the example above I typed “SOM Micro Core Server” but you can call it anything).
5. In the blank next to “Host:” type `microcore.med.upenn.edu`
6. For the Protocol select **SFTP – SSH File Transfer Protocol** from the pull-down list.
7. There are several options for the Logon Type. The three options that will work are “Normal”, “Ask for password”, and “Interactive”.
 - i. Choose “Normal” ONLY if you are the only person who uses this computer. Both your user name and password will be remembered the next time you use FileZilla.
 - ii. “Ask for password”: in this mode your username will be remembered, but you’ll be prompted for a password when you click the “Connect” button.

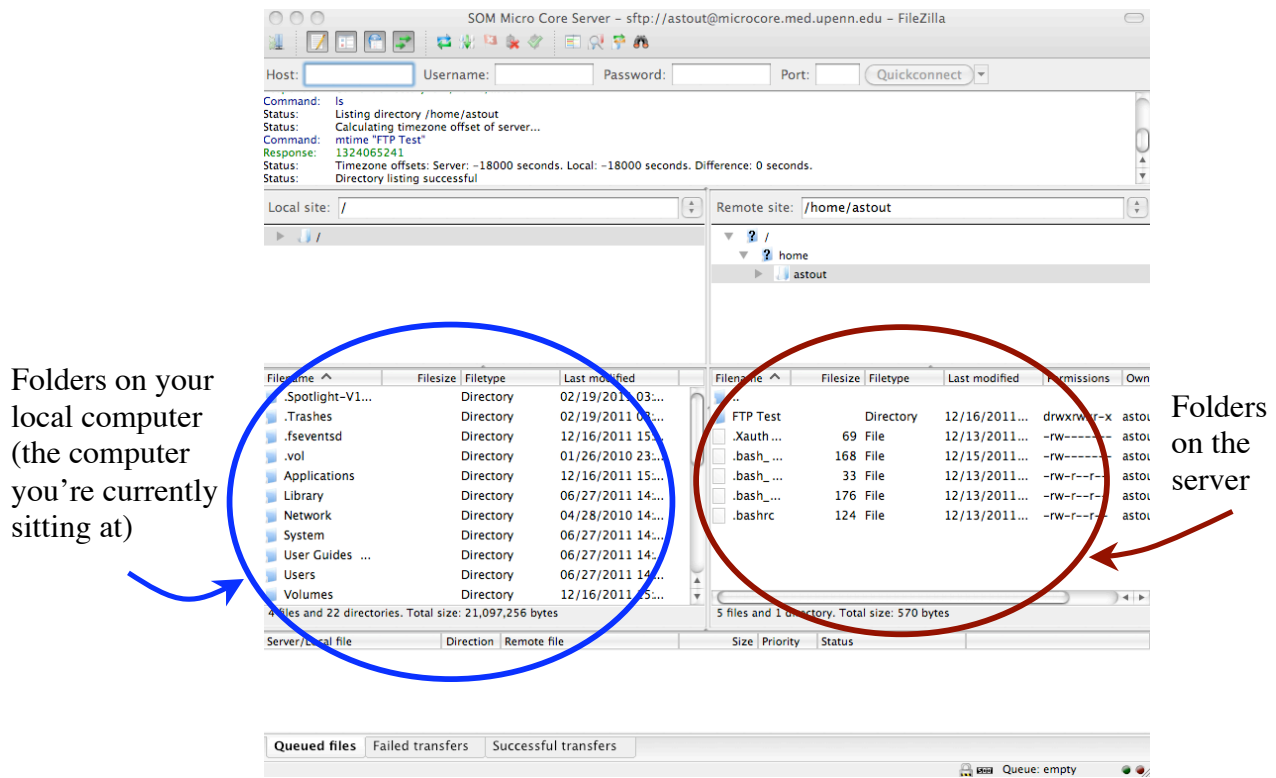
- iii. “Interactive”: in this mode you will be prompted for your user name and your password every time you connect to the server. This option is best if you’re installing FileZilla on a computer used by people other than you.

8. Click the “Ok” button to store the information. Whenever you want to connect to the server, you can simply select it in the Site Manager and click the “Connect” button.

Using FileZilla

Start FileZilla and connect to microcore.med.upenn.edu via the Site Manager.

Directories and files on your local computer are shown on the left side of the window. Directories and files on the server are shown on the right.



To transfer files from your local computer to the server, simply navigate to the directory containing your files and drag & drop the files or the folder containing them onto the right side of the window.

To transfer files from the server to your local computer, navigate to the right-side directory containing them and drag & drop them onto the left side or onto your local computer desktop.