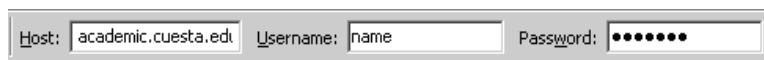


Using FileZilla to FTP on Cuesta's Web Site

FileZilla is FTP (File Transfer Protocol) software typically used to transfer files from a personal computer to a website (web server). **FileZilla** can be downloaded for free from <http://filezilla-project.org/download.php?type=client>.

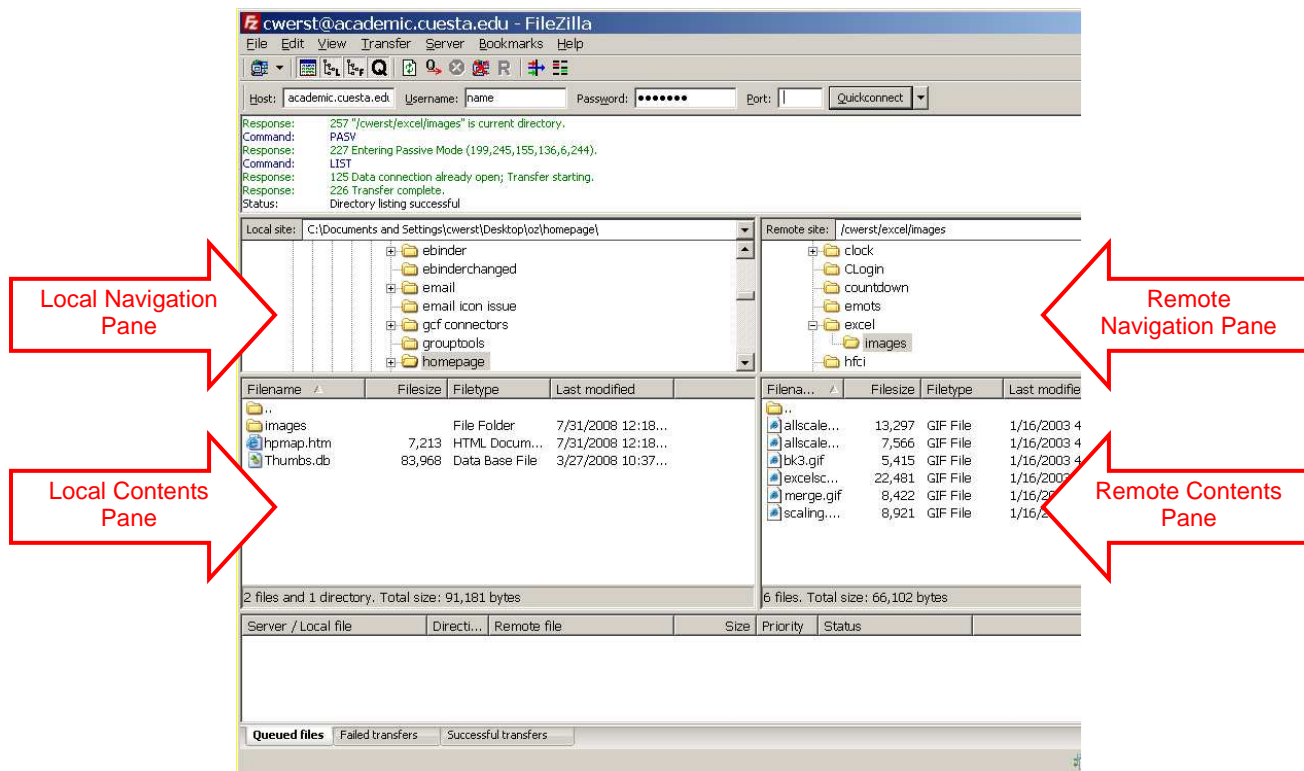
Configuring FileZilla

1. Go <http://filezilla-project.org/download.php?type=client> and download the appropriate version of FileZilla.
NOTE: There are versions for Windows, Mac OS X, and Linux.
2. Install the program, following the on-screen instructions.
3. Launch FileZilla.
4. In the **Host** field enter the name of the server (i.e. "academic.cuesta.edu")
5. Enter your web server **Username** and **Password** in the appropriate fields.




A screenshot of the FileZilla configuration dialog box. It shows three input fields: 'Host' with the value 'academic.cuesta.edu', 'Username' with the value 'name', and 'Password' with a masked field of seven dots. There is also a 'Port' field and a 'Quickconnect' button.

6. Click the **Quickconnect** button.
The right two panes (Remote Navigation and Remote Contents) should display your website on the web server.



Using FileZilla

1. Launch FileZilla.
2. Click the down arrow just to the right of the “Quickconnect” button. 
A drop down list should appear, displaying any previous web server addresses.
3. Select the desired web server address. (i.e. yourname@academic.cuesta.edu).
NOTE: If the desired web address is not listed, manually enter the Hostname, Username and Password in the Quickconnect bar.

The right two panes (Remote Navigation and Remote Contents) should display the “Remote Site” (the selected folder on the web server). The left two panes (Local Navigation and Local Contents) will display the “Local Site” (your computer).

4. If necessary, navigate to (and click on) the desired folder you wish to copy *from* using the **upper left** (Local Navigation) **pane**.
The lower left pane will display the contents of the selected folder.
5. If necessary, navigate to (and click on) the desired folder you wish to copy *to* using the **upper right** (Remote Navigation) **pane**.
The lower right pane will display the contents of the selected folder.
6. Select the file(s) you wish to copy in the lower left (Local Contents) pane, and then drag & drop them to the lower right (Remote Contents) pane.
The selected files will be copied.