

## FTP (File Transfer Protocol)

1. What is FTP? What does it do?
  - a. FTP is a protocol for moving files from one computer or server to another. These files may be stored in their new location for storage or for viewing/downloading by others on the World Wide Web.
  
2. What program do I use to access my FTP account?
  - a. There are a variety of FTP software packages available. Usually the server you are trying to connect to dictates the type of program you use. At CU the ITS department has required that we use a program that has “encrypted authentication.” This encrypts your logon, password and other personal information for increased security. SSH Secure Shell is the program we use to access servers and computers at CU.

## Downloading SSH Secure Shell FTP from ITS

1. You may wish to download the SSH Secure Shell program on your home computer or laptop in order to access your files off campus. You can download SSH Secure Shell FTP for free from:

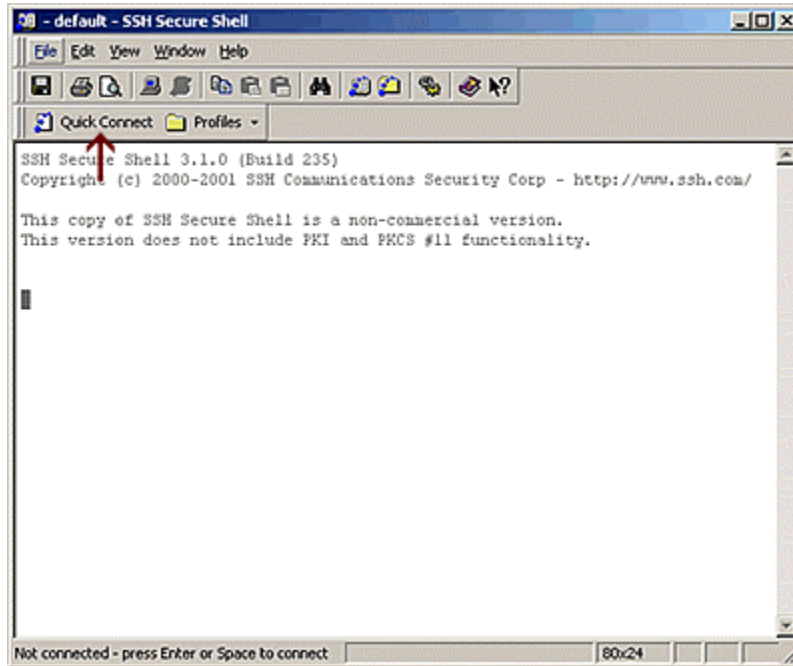
<http://www.colorado.edu/its/security/encauth/telnet/windows.html>

## Logging on to SSH Secure Shell FTP

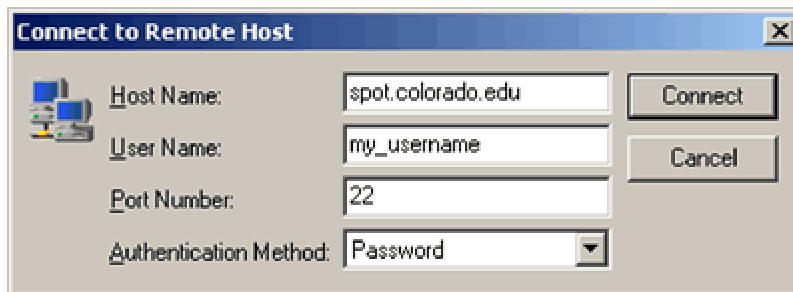
1. To open the SSH Secure Shell program from any ITS administered computer lab left click on **Start | Programs | SSH Secure Shell | Secure File Transfer Client** in some labs the file is also located on the quick launch toolbar (lower lefthand corner of the crt screen). The icon is pictured below:



2. In the SSH Secure Shell Client window, click on **Quick Connect**.

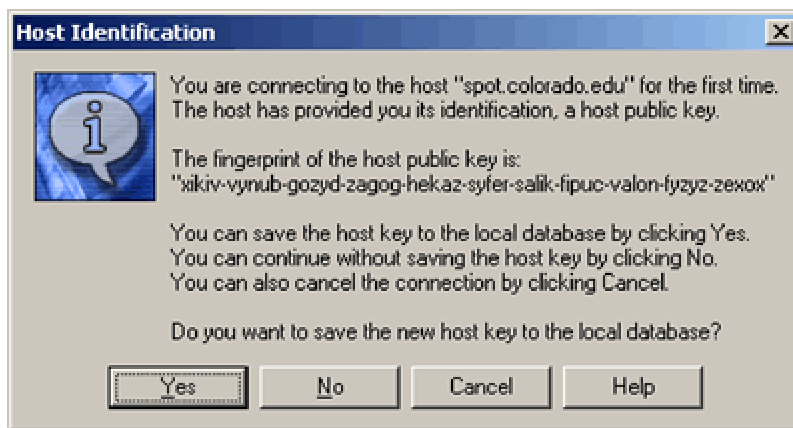


3. In the Connect to Remote Host window, first enter the host (a.k.a. server) you want to connect to in the **Host Name** text field. Then enter your CU login name in the **User Name** text field.

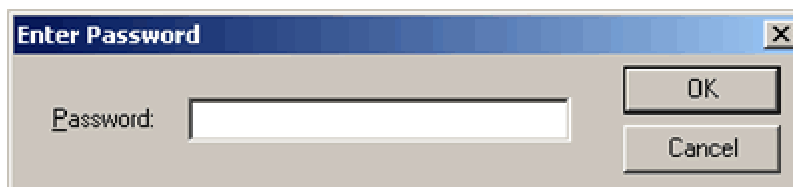


4. Click on **Connect**

5. The first time you connect to a host a Host Identification window will appear. This key is used to help secure your connection to the server and should only appear once. It will ask: **Do you want to save the new host key to the local database?** Click **Yes**.

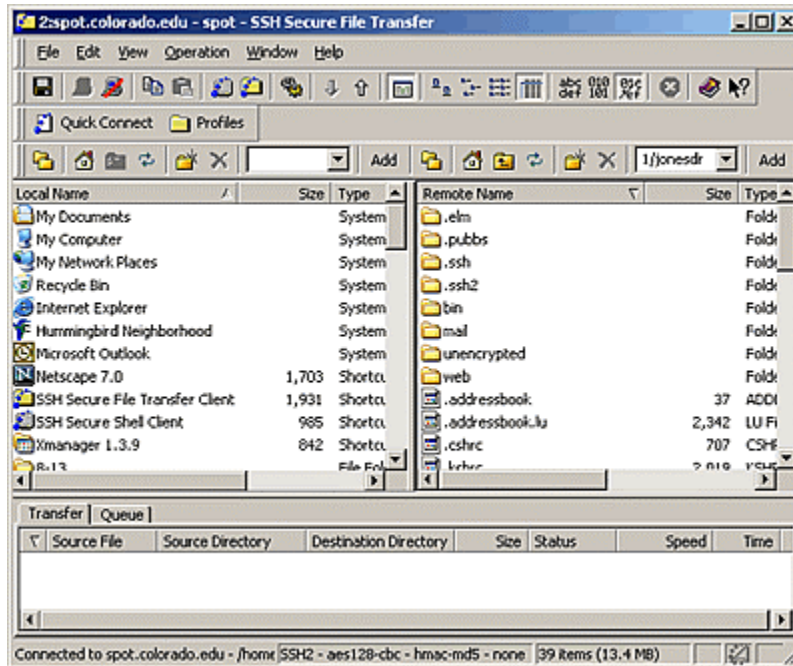


6. Next you will be prompted to enter your account password (in most cases, your e-mail password). Do so and click **OK**.

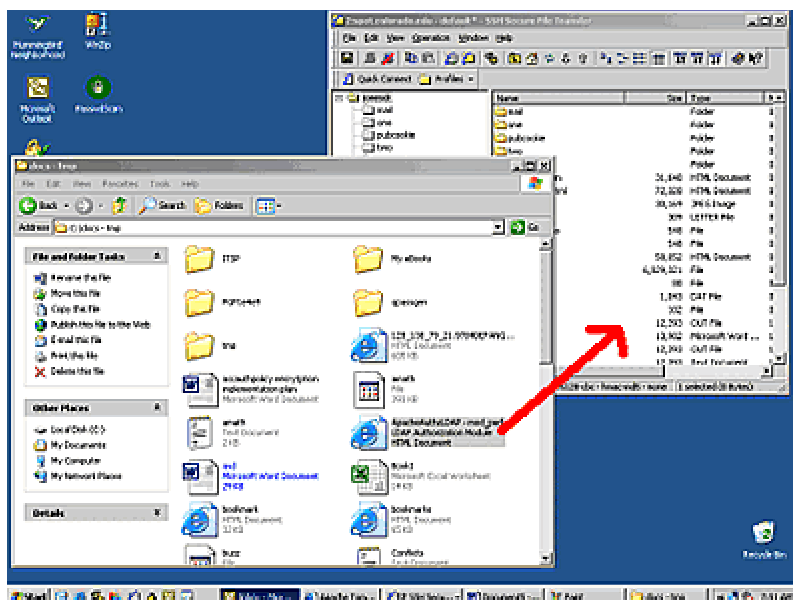


## Transferring files using SSH Secure Shell FTP

1. Two panes will appear in the SSH Secure File Transfer Window. The left-hand pane is your local machine and the right-hand pane is the host you have connected to.



2. Transferring files is easy, just "drag and drop" files from the Windows Explorer right-hand pane of the SSH Secure File Transfer Window.



3. You can also drag files from the left panel to the right panel.

Tips:

1. Pay attention to the size of the file before and after transfer. Files should be the same size before and after transfer.
2. In order to delete a folder off of your ftp account you must first delete all of the files inside the folder.
3. If you are having trouble transferring files check to be sure you have not exceeded your storage space allotment (100 mb on webfiles).
4. You will log on to one of the following servers:
  - [ucsu.colorado.edu](http://ucsu.colorado.edu)
  - [ucsub.colorado.edu](http://ucsub.colorado.edu)
  - [webfiles.colorado.edu](http://webfiles.colorado.edu)