Using FTP to transfer files to and from the G drive off-campus

Students, faculty and staff may use FTP to move files to and from their G drive. Any FTP client that supports FTP over explicit SSL can be used, but at this time the Stetson Help Desk is only supporting the use of a client called “FileZilla”. The client is available at no charge from http://filezilla-project.org. This document describes the use of this client.

The FileZilla product will arrive as a compressed folder. The contents can be unzipped and placed anywhere, but for simplicity's sake this discussion will assume they are placed on the Desktop. Open the uncompressed FileZilla folder and start the client by double-clicking the red FileZilla icon.
Using remote FTP

The FileZilla screen is shown below:
1. Use “File – Site Manager” to open the site manager
2. Add new site “stetson2”
   a. Host: stetson2.stetson.edu
   b. Port: 23 if you are a student; 21 if you are faculty or staff
   c. Servertype: FTPES – FTP over explicit TSL/SSL
   d. Logontype: Normal
   e. User: (enter your user id)
   f. Password: (Enter your password)
Using remote FTP

5. Choose Transfer Settings and insure Passive is selected
6. Click “Connect” – if you have a successful connection a screen similar to this one will appear with your local system shown on the left and your G drive on the right.

Locate the file you wish to transfer. Mark it with a single click and then right-click the file. The file can then be uploaded to your G drive from your local PC or downloaded from the G drive to your local PC. Keep in mind that your personal webpage must be created on your G drive in a folder called public_html. Be sure to close the connection when finished, and be aware the connection will timeout after a period of inactivity. If you’re unable to connect please contact the Help Desk at x7217 for assistance.