



Secure FTP (File Transfer Protocol)

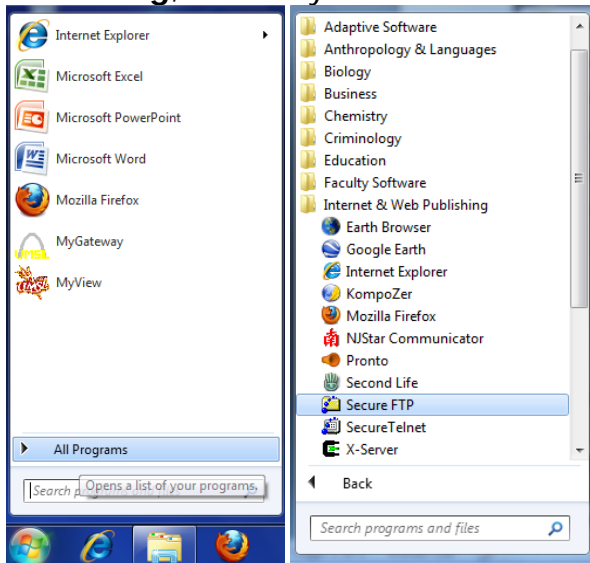
Secure FTP (SFTP) is a specialized version of what is called FTP or "File Transfer Protocol". FTP is a way to easily transfer files to and from remote servers; SFTP operates much in the same matter with the important distinction that all transmissions are encrypted. This proves to be much more secure. This help sheet will help you start and operate this program.

There are 3 steps when using SFTP

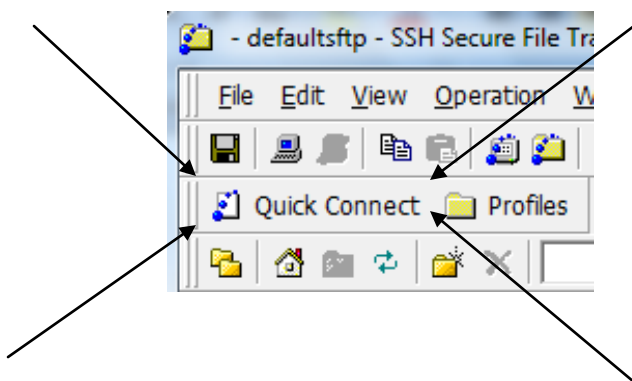
1. Opening SFTP.
2. Connecting to a server
3. Transferring a file.

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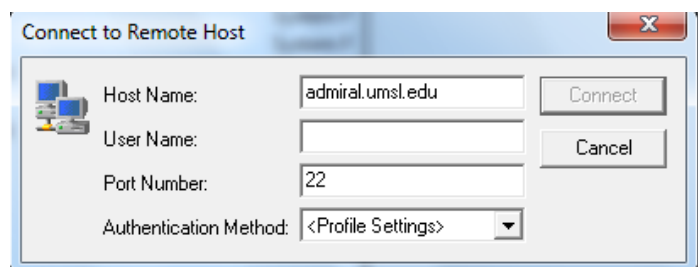
SFTP can be found by clicking on **Start**, then **All Programs**, then **Internet & Web Publishing**, and finally **Secure FTP**.



2. Connecting to a server.



After opening the program, a window will open; in the top left, there is a Quick Connect button. You will click on this to enter your information and connect to the server.

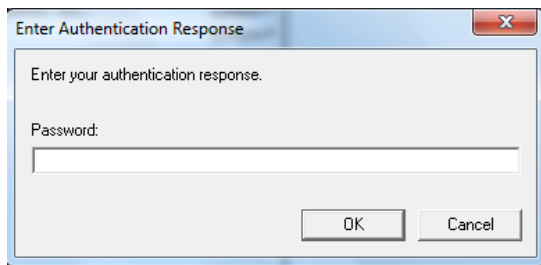




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After clicking on the button, a dialogue box will pop up asking for login information. In the **Host Name** area, you will put the address of the server you are trying to connect to (in this example, we are connecting to UMSL's server: admiral). In the **User Name** area, you should put your user name (in UMSL's case, it will be your SSO ID). Then click on **Connect**.



After clicking connect, a dialogue box will pop up asking if you want to save this server's key to the disk. You can safely click **Yes** (or no) and continue. It will then ask for your **Password**. Enter your password and then click **OK**.

3. Transferring files.

After you're connected, you'll see a window with two sides. On the **left side** will be the **files on your computer**. On the **right side** will be the **files on the server**. To transfer files to or from the server, simply drag and drop the file from one side to the other.

