

FTP Access to Non-CMS Web Sites using FileZilla

FileZilla is an FTP and SFTP client that allows users to access files and folders that are stored on network drives or on an FTP Server. In order to maintain files on university web sites, you might want to use FileZilla. You may do so a couple of ways:

Installing FileZilla from USM Apps

If you are using a pc, and are logged in to Novell, choose Start, All Programs, USM Apps. FileZilla is under Internet (Win7) or Install (WinXP).

Downloading FileZilla from usm.maine.edu

If you would like to use FileZilla from a non-university computer or off-campus computer, then you may download it at [Helpdesk Downloads](#). FileZilla is located on this page under the heading **Web Design & Development**. Choose the version appropriate for your operating system.

Installing FileZilla

Once you have downloaded FileZilla, you are ready to install it. Run the installation file, and the wizard will walk you through the installation process. The installer may ask you whether or not you want to install FileZilla in **Secure Mode**. This means that from session to session, FileZilla will not remember your passwords. For the security of your data, this is recommended.

Configure FileZilla to Access USM Resources

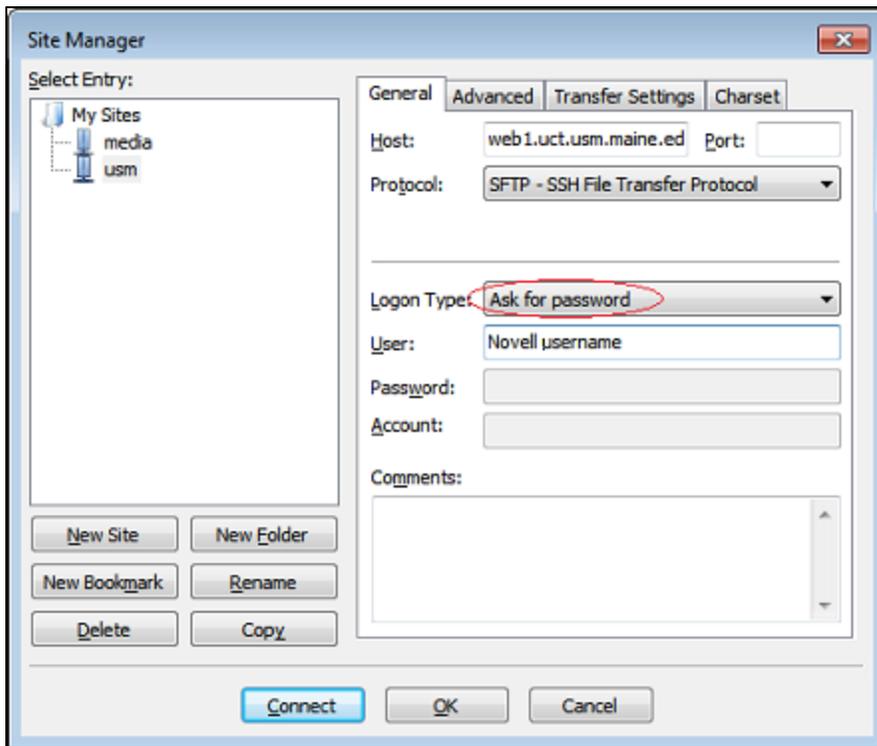
With FileZilla installed, you will need to configure access to the USM web server. The USM web server will allow you FTP access to maintaining the files for your university web site.

Open FileZilla, and from the **File** menu, select **Site Manager...** to begin configuring the access to your USM resources. Then click the **New Site** button in the bottom left hand corner of the site manager. You will be prompted to name your FTP site. You will then need to fill in the **Host, Port, and Servertype** as well as the appropriate **User** name and click **Connect**. This will save your site for future use, and attempt to login and access the site immediately.

Use the information below to set up your sites.

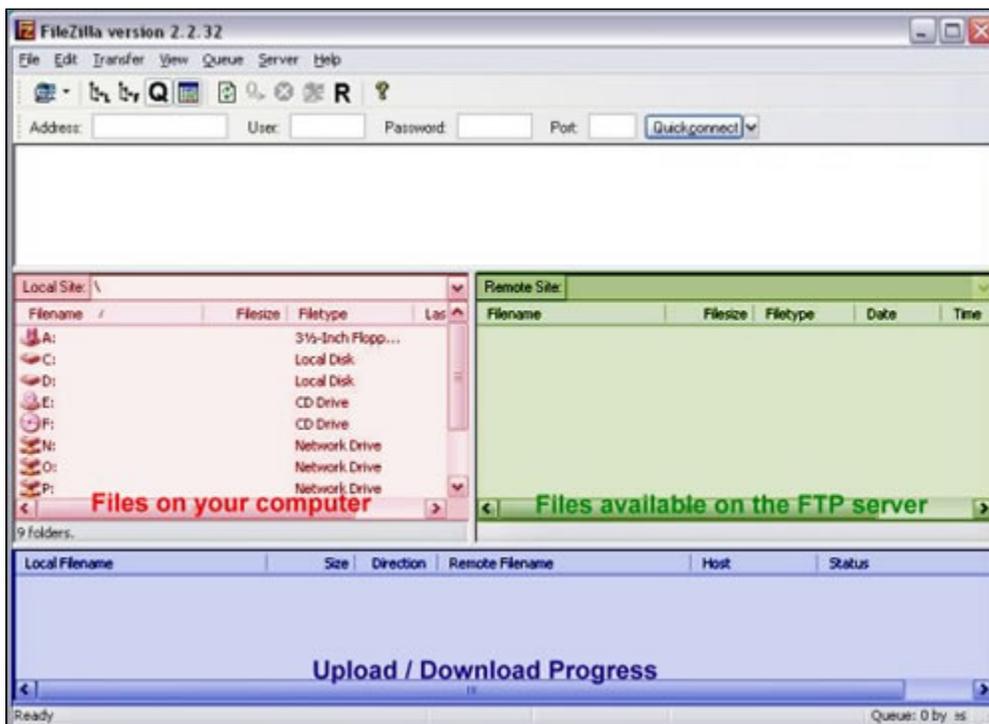
- **Host:** This will be specific to the department:
 - **School of Law:** mainelaw.maine.edu
 - **Muskie School of Public Service project web sites:** web2.doit.usm.maine.edu
 - **Media Server:** media.usm.maine.edu
 - **People (user site publishing):** people-ftp.usm.maine.edu
This method for accessing the "people" server is only necessary off-campus. See also [?Individual Web Publishing \(people.usm.maine.edu\)](#)
- **Port:** 22
- **Servertype:** SFTP - SSH File Transfer Protocol
- **User:** Use your USM ID* with Logontype "ask for password"

* Your USM ID generally should be in all lower-case.



Accessing Files: Uploading and Downloading

FileZilla's design is similar to the **My Computer** interface. In the diagram below, you will see that a portion of the screen (highlighted in red) shows the files on your own computer, and a portion shows you the files stored at the FTP site once you have connected to it (highlighted in green). The area of the screen highlighted below in blue will show you the status of any file uploads or downloads while you are moving files between your computer (local) and the FTP site (remote).



Moving Your Files Around

The FTP interface allows you to change, update, replace, add and delete files stored both locally (on your computer) and on the remote FTP site.

To move files between your computer and the site, click on the file you want to modify and drag it to the desired location.

For example, if you wanted to replace a file called "index5.htm" that is located on the www.usm.maine.edu web server, select a file with the same name located on your computer and drag it to the pane for the remote site. Filezilla will send the new copy of "index5.htm" to the FTP site, and ask if you wish to overwrite the existing file.



You can end your connection by closing FileZilla. Once the connection has been set up in the Site Manager, choose file, Site Manager, and the connection to connect again.

Questions? Contact us via email at helpdesk@usm.maine.edu