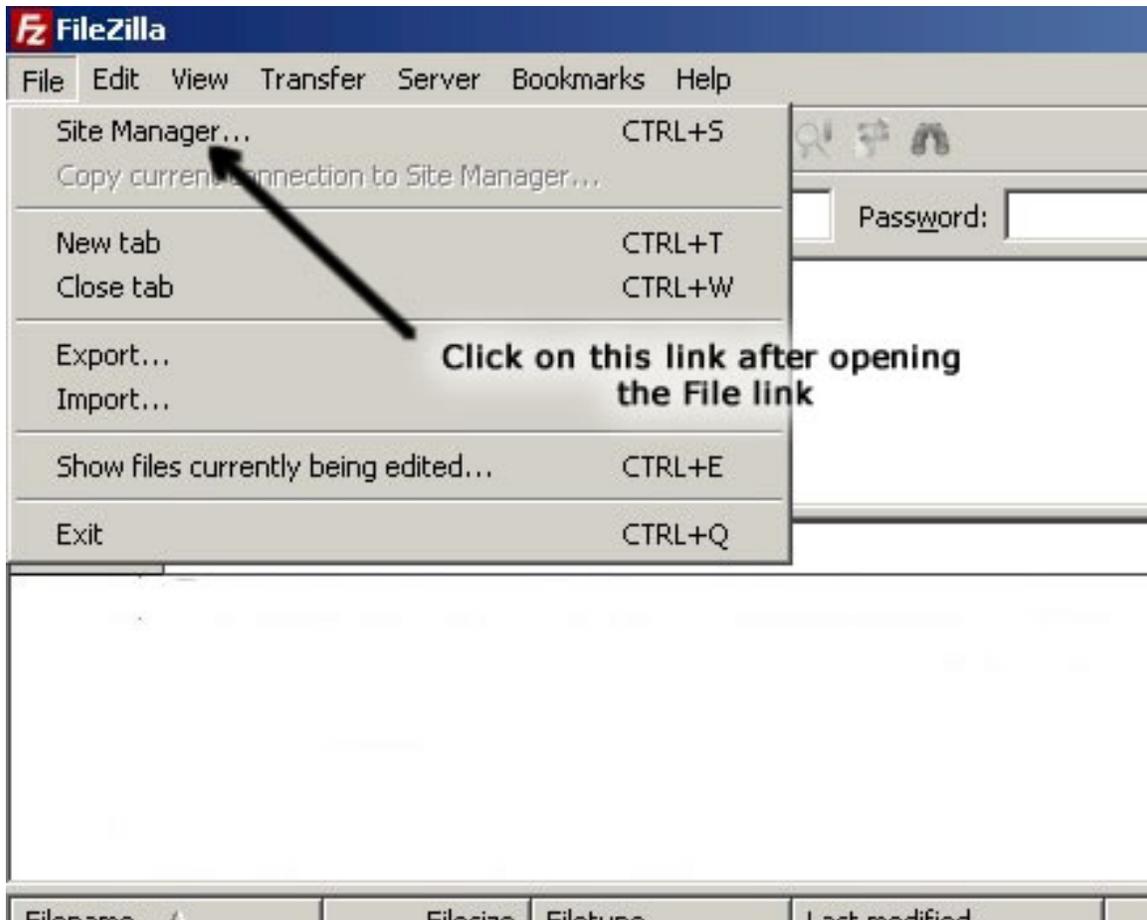
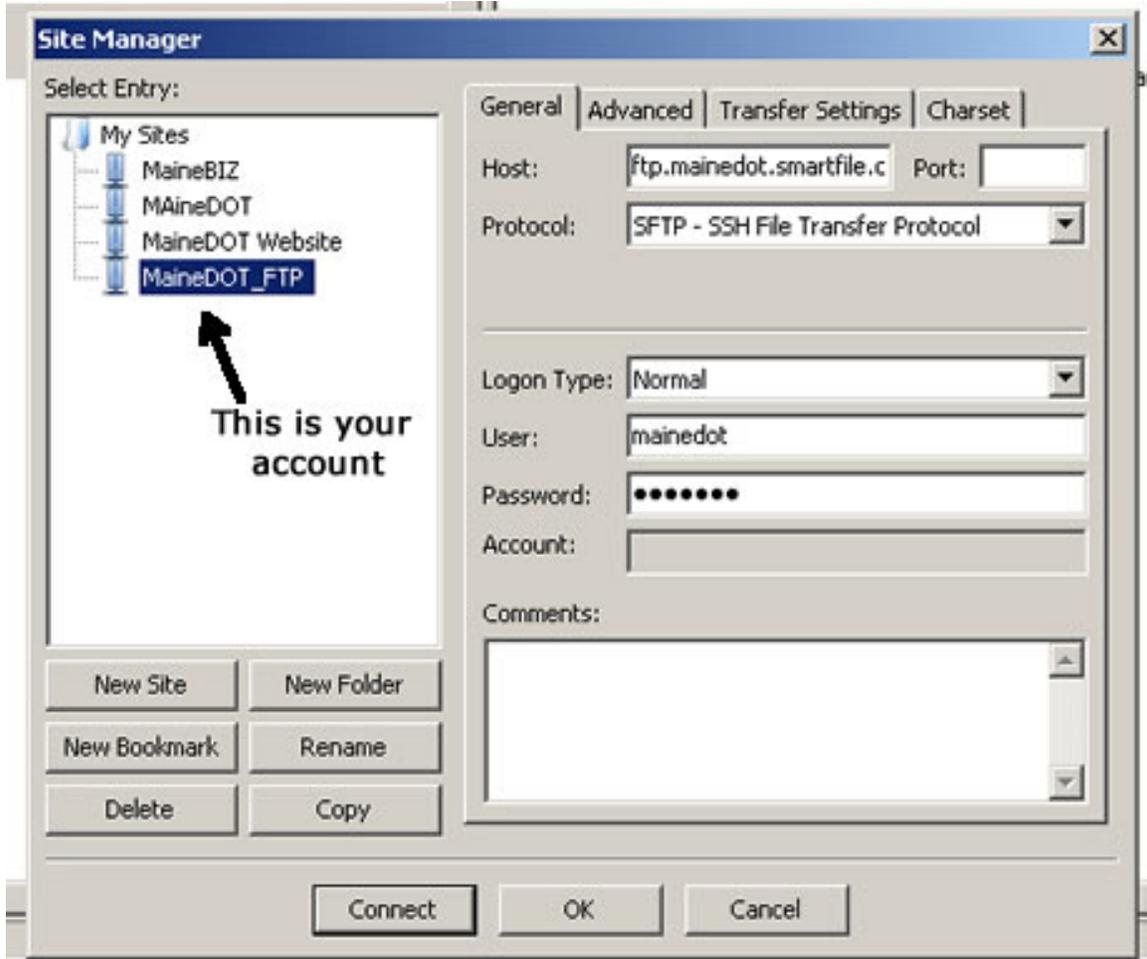


Using FileZilla

1. Start up FileZilla on your computer. After the program is open, look in the upper left hand corner where there is a drop down link called File. Click on File, and you should see the menu drop down. On that drop down menu you will see another link called Site Manager. Click on the Site Manager link.



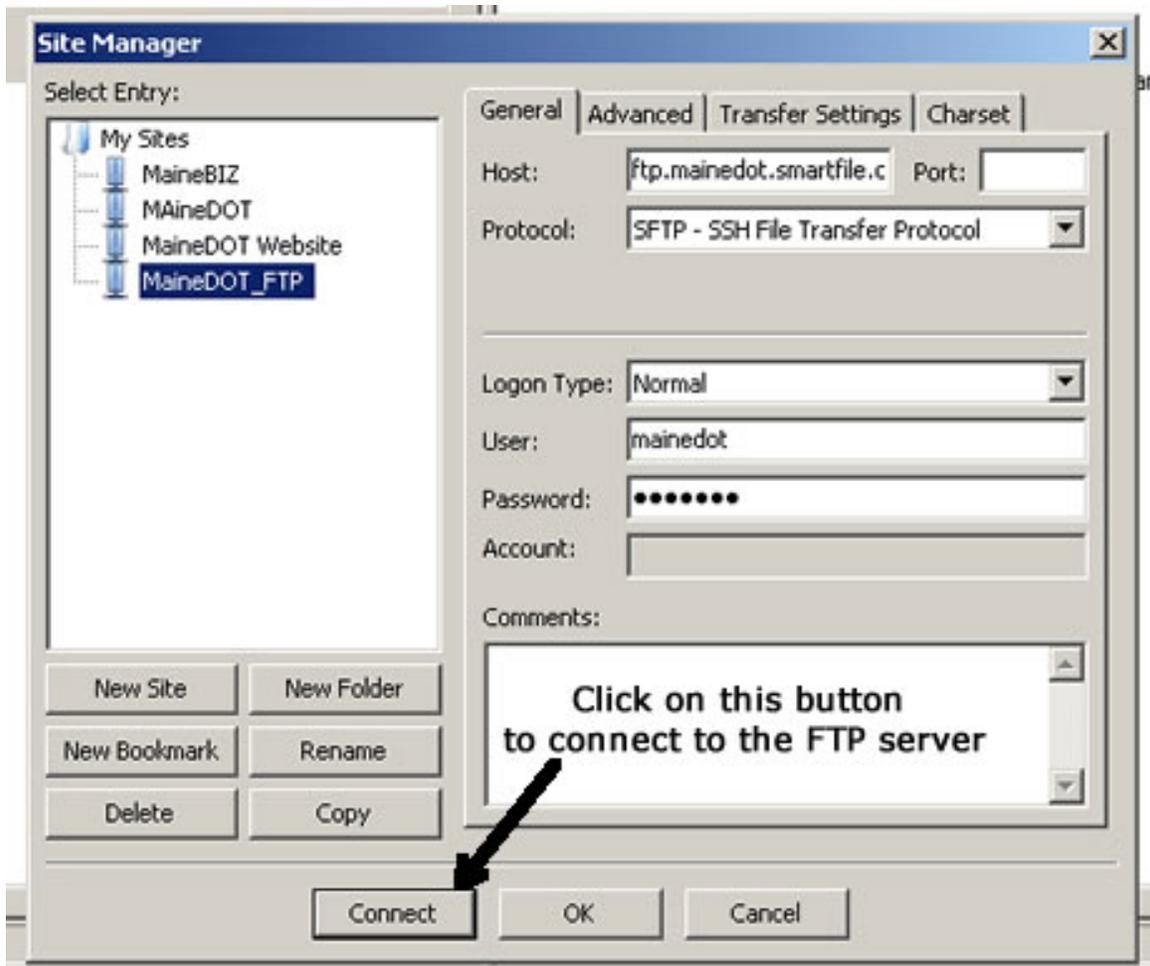
2. After you have opened the Site Manager link, you should see a pop up box that says Site Manager. You should see a small Tree Menu in the left hand box pane that says My Sites, with a link just below it called **MaineDOT_FTP**. This is your account.



3. After you have opened your account as described above, you will see 4 input boxes near the middle right of the Site Manager pop up box. They are the following:

- Logon Type: This should already be displaying **Normal**
- User: This should already be displaying **mainedot**
- Password: This should already be displaying the password which will be displayed as **dot symbols**
- Account: This box should be grayed out. This box can be ignored.

Just click on the **Connect Button** and this should bring you to the next step.



4. After you click on the **Connect button** as described above, you will see a pop up box asking you if you still want to connect to the server because a host key is unknown. (If

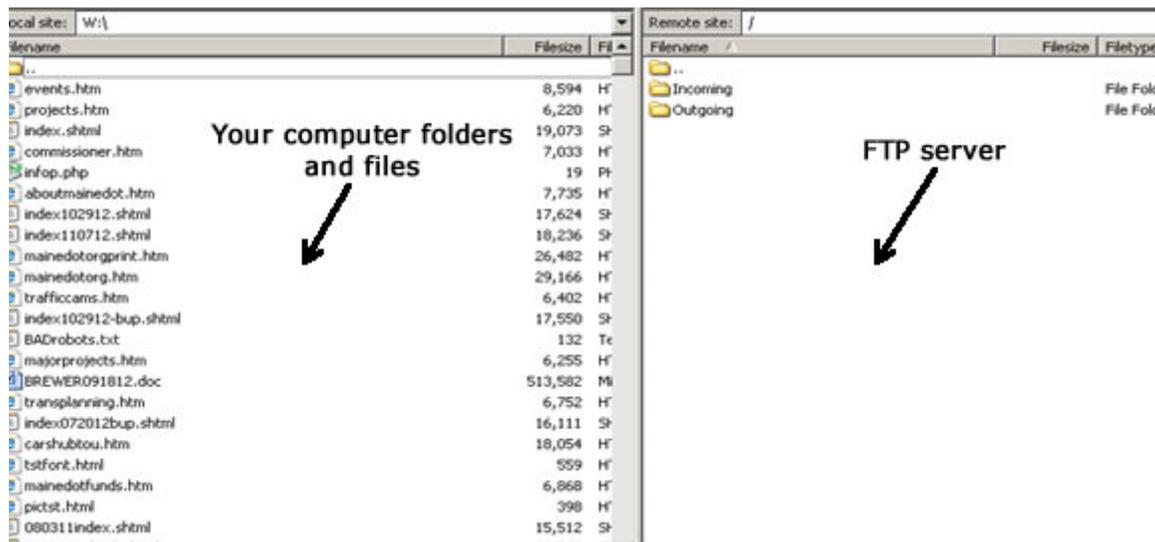
you want to, you can click on the **Always Trust this Host Checkbox** so you will not get this warning everytime you log onto the FTP server). After this, click on the **Ok button**. This will connect you to the FTP server.



Click this checkbox to stop this warning

Click on this button to connect to the FTP server

5. After you click on the **Ok button** described above, you will see two panes. The pane on the left hand side of the computer screen is your computers folders and files, and the pane on the right hand side is the FTP server.



6. To transfer files from your computer to the FTP server, you can drag and drop a file from your computer to the FTP server, or choose a file on your computer and right mouse click on it.

Drag and Drop Method:

- Choose a file on your computer by clicking on it once with your left mouse button.
- Holding the button down, drag your mouse pointer from the left side panel to the right side panel.

Upload Method

- Choose a file on your computer by clicking on it with your right mouse button.
- After you do this, you will see a small popup box. At the top of the pop up box, there will be a link choice called Upload. Click on the Upload link, and your file will be uploaded to the FTP server.

7. After you have completed any file transfers that you needed to do, click on the Disconnect Button to end your session.

