

## What's FTP?

FTP stands for "File Transfer Protocol". It moves files from one drive or server to a remote one

like a web server. Using FTP, you can transfer html, image, and other files from your computer to your public webspace on the Simmons server. After completing this process, your files will be on the Web, accessible by anyone

## Do I need special software?

Yes. You can use programs like FileZilla to transfer your files from your computer to your Simmons server space.

## Simmons FTP Settings

**Host/Server:** web.simmons.edu

**Username and password:** same as your Workday login

**Protocol:** SFTP

**Port:** 22

## Tips

- Make sure you FTP your HTML file, PDF file, and image file.
- Put all files in the public.html folder.
- Visit your webspace to make sure your webpage displays as you expect.
- If you are having trouble logging in, make sure you are using your Workday username and password. If you forget your Simmons password, please call the Help Desk at 617-521-2222 to have it reset.

## Your Simmons URL

Visit your webpage online! Replace username in the URL below with your Simmons username: <http://web.simmons.edu/~username>

Example: <http://web.simmons.edu/smith1>

# Downloading FileZilla

1. Access FileZilla here: <https://filezilla-project.org/>
2. Under the heading “Download links”, you will see two buttons labelled “Download FileZilla Client” and “Download FileZilla Server”. Click the one labeled **FileZilla Client**. On the next page, click the button for “Download FileZilla Client”. If a final page comes up offering different editions of FileZilla, click the button for the basic/free version.

## Overview

Welcome to the homepage of FileZilla®, the free FTP solution. The *FileZilla Client* not only supports FTP, but also FTP over TLS (FTPS) and SFTP. It is open source software distributed free of charge under the terms of the GNU General Public License.

We are also offering *FileZilla Pro*, with additional protocol support for WebDAV, Amazon S3, Backblaze B2, Dropbox, Microsoft OneDrive, Google Drive, Microsoft Azure Blob and File Storage, and Google Cloud Storage.

Last but not least, *FileZilla Server* is a free open source FTP and FTPS Server.

Support is available through our [forums](#), the [wiki](#) and the [bug and feature request trackers](#).

In addition, you will find documentation on how to compile FileZilla and nightly builds for multiple platforms in the development section.

### Quick download links

**Download FileZilla Client**

All platforms

**Download FileZilla Server**

All platforms

## Download FileZilla Client for Windows (64bit x86)

The latest stable version of FileZilla Client is 3.69.3

Please select the file appropriate for your platform below.

### Windows (64bit x86)

**Download FileZilla Client**

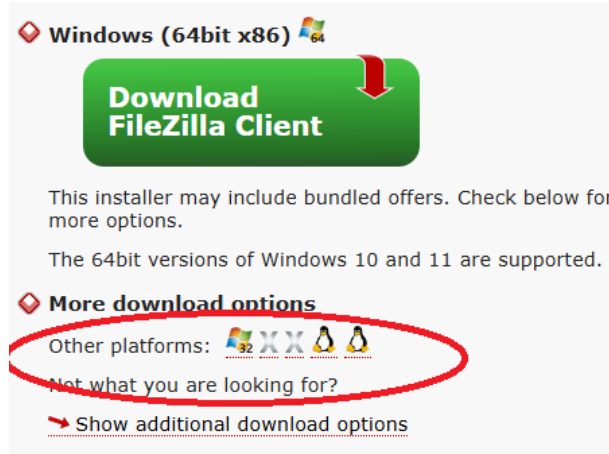
This installer may include bundled offers. Check below for more options.

The 64bit versions of Windows 7 and 11 are supported.

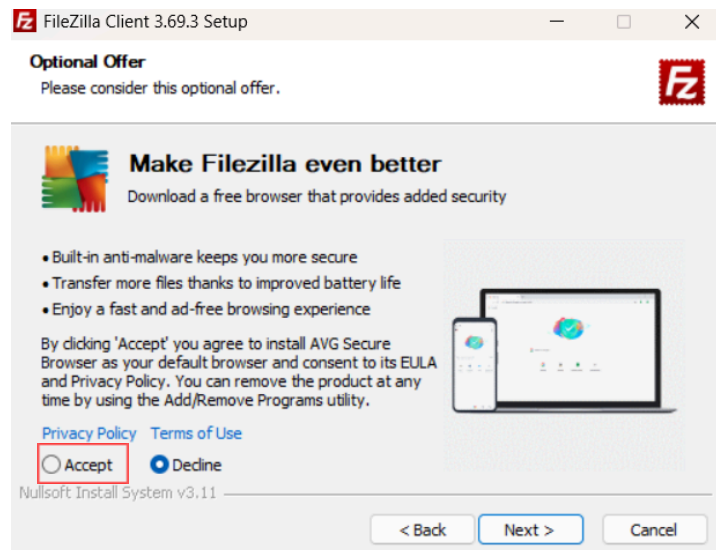
## FileZilla Client: Select your edition

	FileZilla	FileZilla Bundle Includes FileZilla and FileZilla CLI	FileZilla Pro	FileZilla Pro Bundle Includes FileZilla Pro and FileZilla Pro CLI
FTP/FTPS/SFTP	✓	✓	✓	✓
Detailed Manual	X	✓	✓	✓
Batch Automation	X	✓	X	✓
Multi-cloud Support	X	X	✓	✓
Synchronization	X	X	✓	✓
	<b>Download</b>	<b>Purchase</b>	<b>Purchase</b>	<b>Purchase</b>

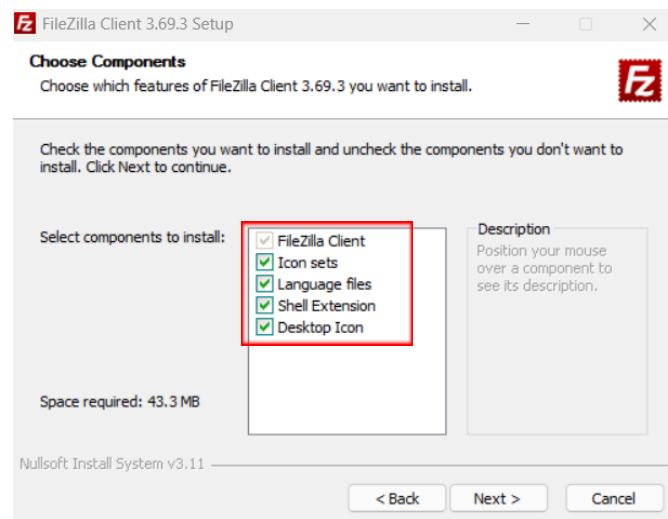
**Note:** if you do not have Windows, there is an option to download a Mac version under the “Download FileZilla Client” button



3. Once the file has downloaded, find the location where the file is saved and click to run the installer. If a window appears asking to allow changes to your computer, select “allow”. When the licensing agreement appears, select “agree”. If the optional offer pictured below appears, select “decline” and click “next”.



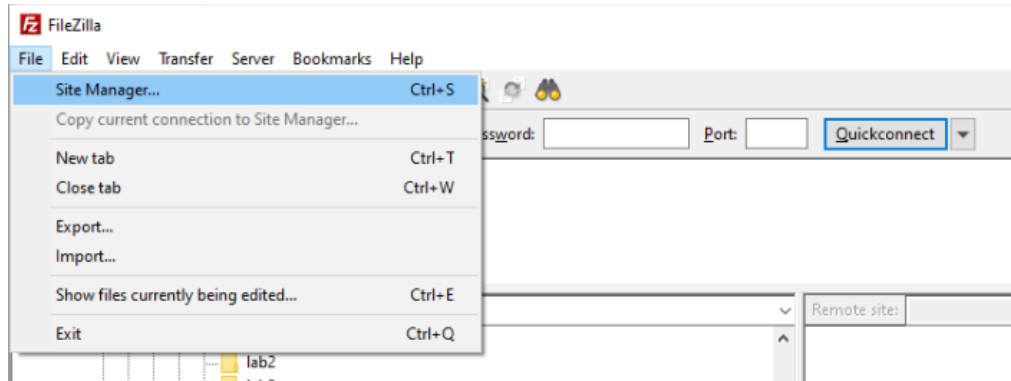
4. For the Installation Options window, choose either “Anyone who uses this computer” or “Only for me” and click next. For the Choose Components window, select all five boxes and click next.



5. For the Install Location window, choose wherever you would like the program to be installed and click next. For the Start Menu Folder window, do not select anything and just click next. Finally, in the Completing Setup window, select the “Start FileZilla now” box and click finish.

# Setting Up FileZilla

1. Navigate to File > Site Manager



2. In the Site Manager window, if this is your first time connecting you will need to make a new site.

**Note: If you have already connected via this method once, you will already have a site, you do NOT have to make a new site every time. Find the site you've connected to before and skip to step 5.**

3. While having 'My Sites' selected in the top left window, hit the 'New site' button.
4. Enter the following information onto the right side of the window (under General):

**Protocol:** SFTP - SSH File Transfer Protocol

**Host:** web.simmons.edu Port: 22

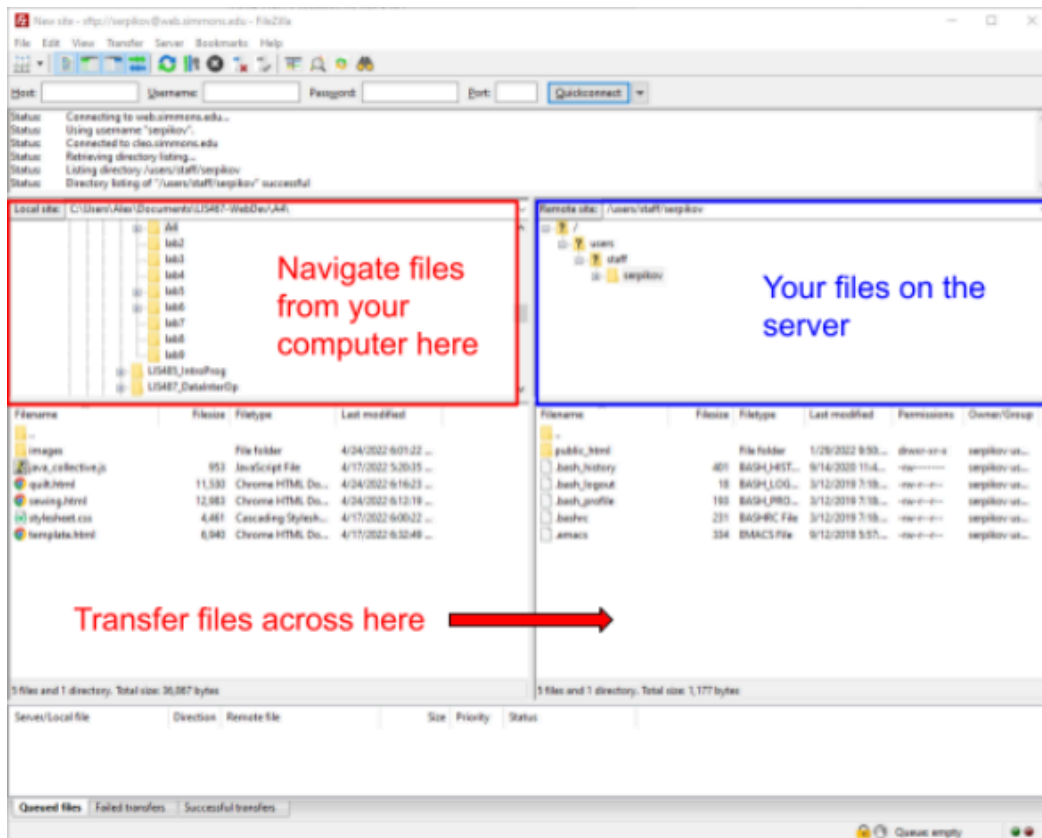
**Logon Type:** Interactive

**User:** *your Workday username*



# Transferring Files

1. There are four panes in the Filezilla window.



2. Files in your computer that you need to drag and drop into the public.html folder are found in the upper left pane of this program, called Local site. Navigate to the folder on your computer where you have saved your HTML, image, and PDF files.
3. The upper right is the Webspace where you want to upload your files, called Remote site.
4. Click and drag files from the left to the right. Make sure to place files in the public.html folder.
5. When transferring files, you may be prompted to enter your password and authenticate with Duo again. If so, follow the steps from the setup instructions above.

**NOTE: if transferring multiple files at once you may be prompted to authenticate your login twice in a row. You can only authenticate the transfer one at a time, so you must finish one password/authentication completely before you begin the second.**

6. Repeat with the remaining files. You can select multiple files at once by holding down the CTRL key as you select files.