

Instructions for using FileZilla for FTP

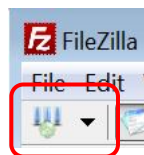
Because of our 35 MB limit on email attachments, you may need to use our FTP server to transfer files between devices or people. Our FTP site allows anonymous access only for read only. In order to upload or delete files you will need to authenticate using you Active Directory credentials. Follow the instructions below for using FileZilla to access our FTP server and upload\delete files.

Step 1 - It is best to use an FTP application for uploading files to the FTP server. We recommend FileZilla. If you don't have it installed then the first thing you need to do is download [FileZilla](#). Click on the file (shown below) to start the download, the version numbers may change. Once the file is downloaded then install it.

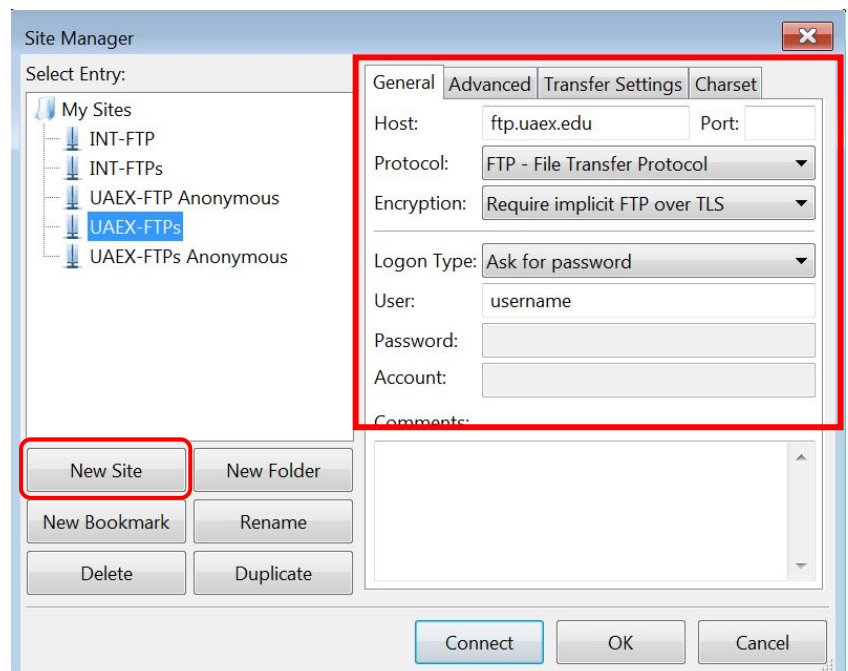


Step 2 – Open FileZilla and create a New Site in the Site Manager

Open the Site Manager



1. Click on New Site
2. Give it a Name and fill in the proper setting on the right (*make sure you choose the correct encryption*)
 Host: ftp.uaex.edu
 Protocol: *FTP-File Transfer Protocol*
 Encryption: *Require Implicit FTP over TLS*
 Logon Type: *Ask for Password*
 User: *AD Username*



To access the saved site in the future, click on the down arrow next to the Site icon and choose your saved site.

You can create another site for Anonymous access if you will only need Read-Only access at times. This will prevent you from having to enter your password just to download files. Keep in mind, you will not be able to upload or delete files.

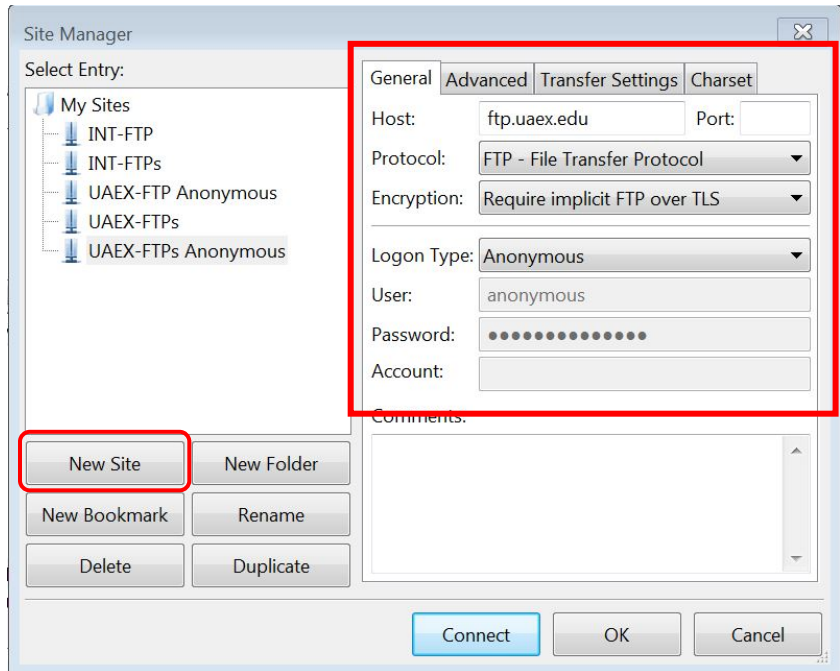
UAEX-FTPs Anonymous

Host: <ftp.uaex.edu>

Protocol: *FTP-File Transfer Protocol*

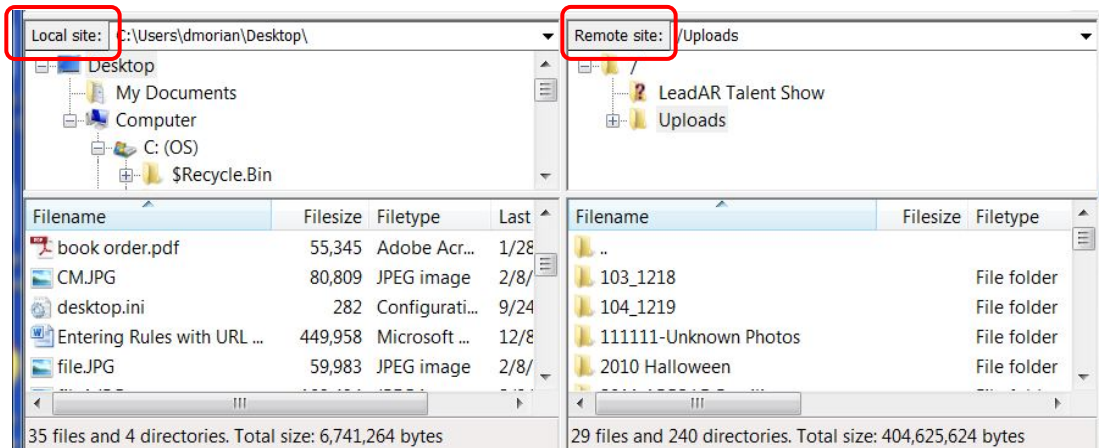
Encryption: *Require Implicit FTP over TLS*

Logon Type: *Anonymous*



Step 3 – Once you are connected you will see files and folders on your local computer on the left and files and folders on the ftp site on the right. Make sure you double click the *Uploads* folder before trying to move any files over. You can copy files directly to the Uploads folder or into folders under the *Uploads* directory.

- On the left, browse to the location of your files on your computer.
- On the right, browse to where you want to copy the files onto the ftp site.
- Back on the left – you can double click the files you want to copy over or click and drag them over.



The bottom pane will give you the progress of the transfers.