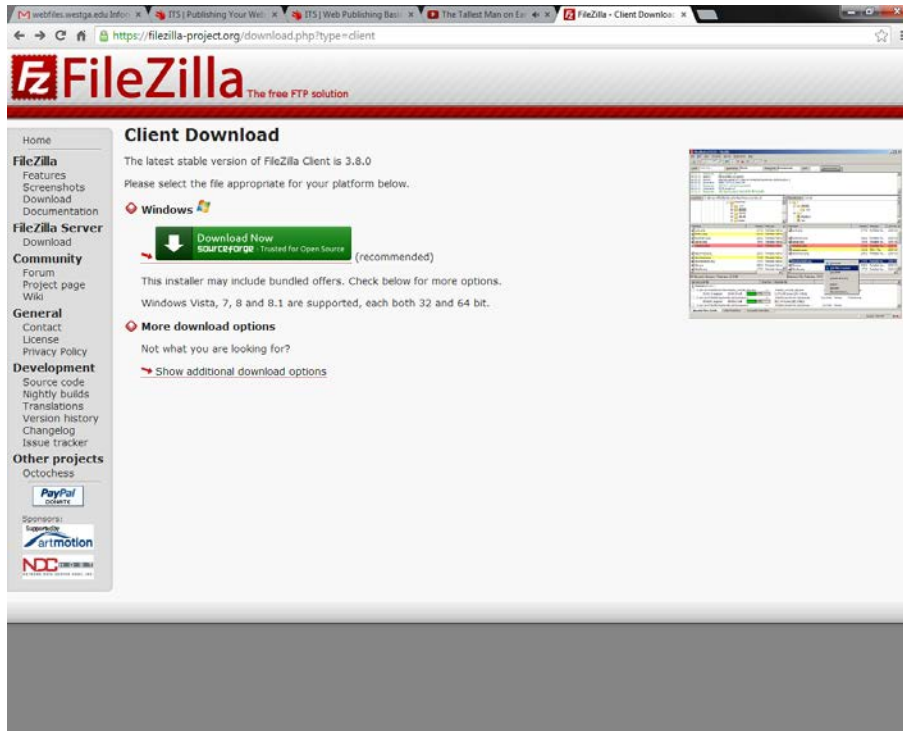


Step 1: Download Filezilla

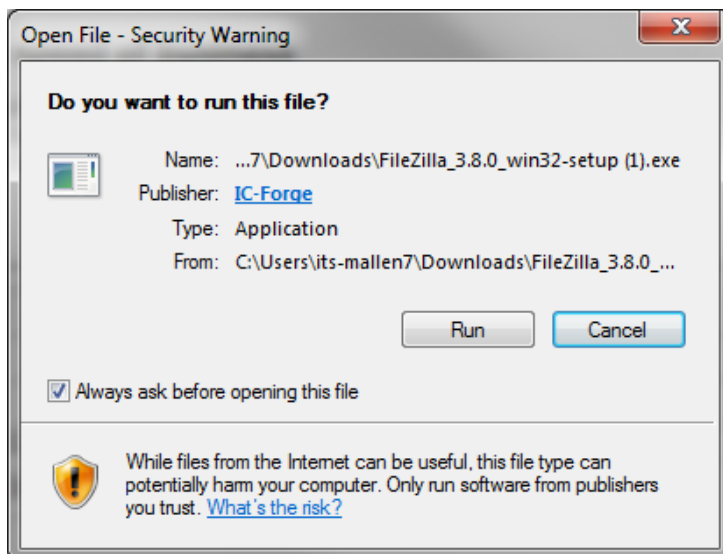
- a) Navigate to filezilla-project.org



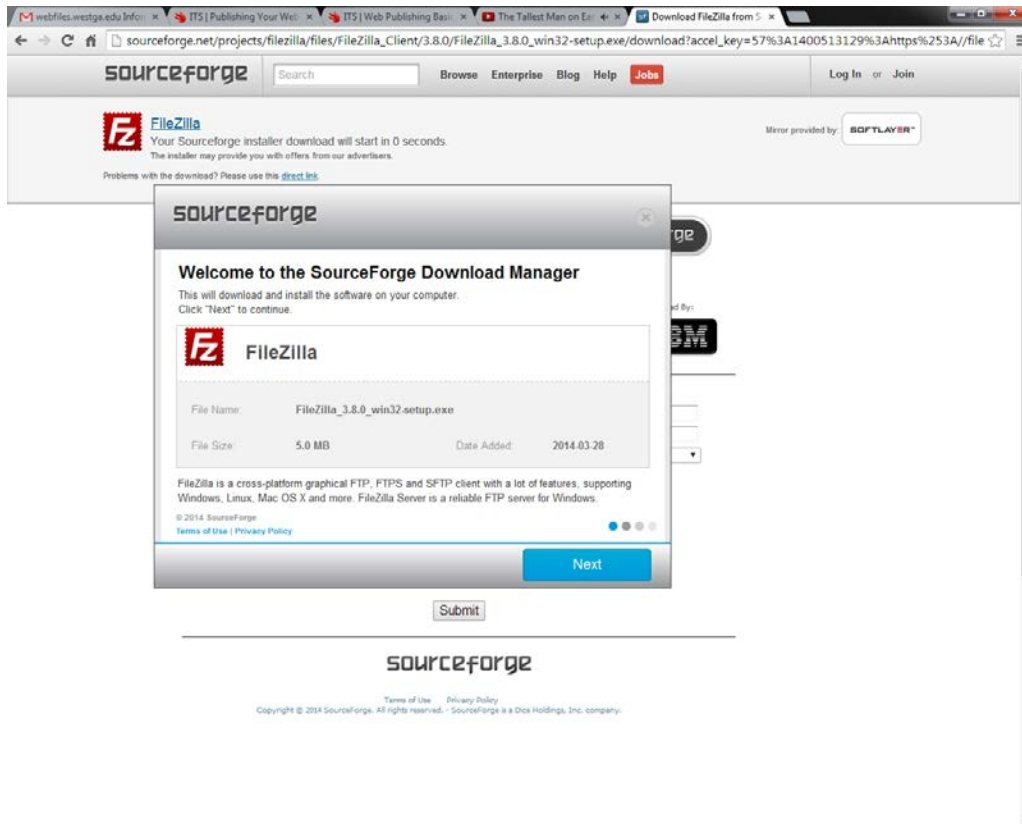
- b) Click **“Download Filezilla Client”**
- c) When finished downloading, double click the Filezilla executable file you downloaded.

Step 2: Install Filezilla

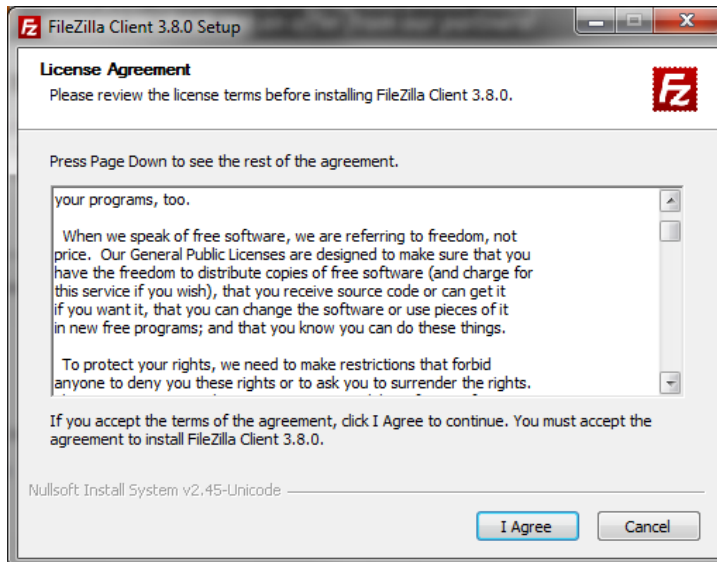
- a) When the executable file opens, click **“Run”**.



- b) When the “Download Manager” appears, click the blue “Next” button.
- c) Be careful to click “**Decline**” for the next two questions as it may change your homepage and download security software on your machine.
- d) Then click “Install Now”



- e) Next you will be prompted to a license agreement page, click “I Agree”.



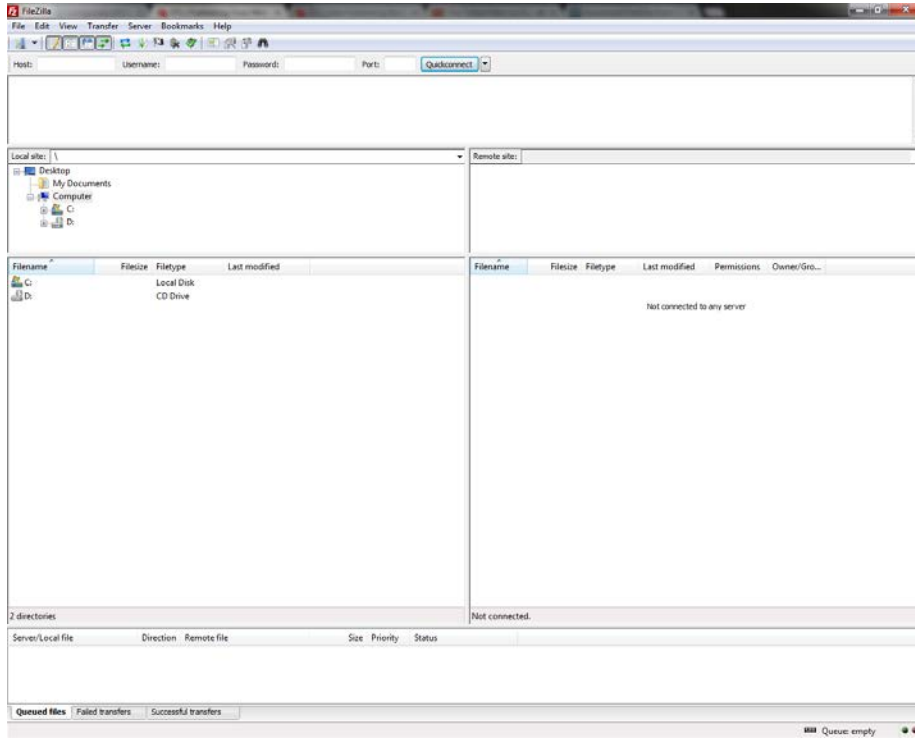
- f) Then, click “Next” twice

- g) Select destination folder for the files. Click “Next” a third time.
- h) Click “Install”
- i) Click “Finish”

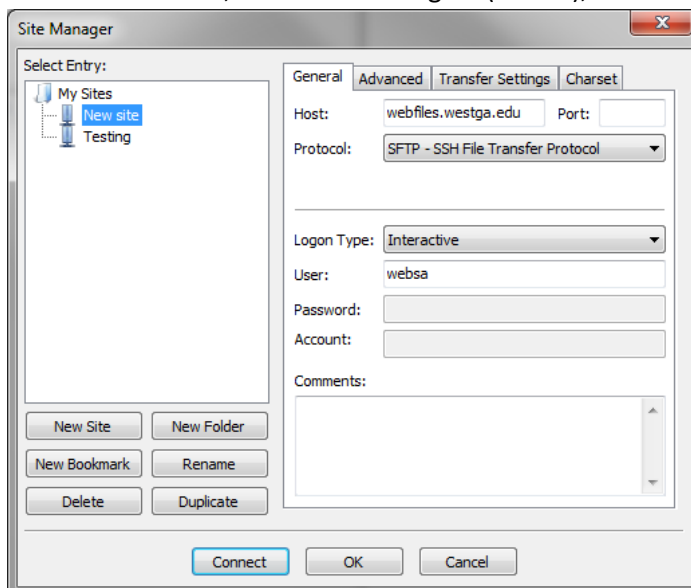
Step 3: Start your FTP or SFTP client (Filezilla)

Note: When you are publishing your website from off-campus you will be required to use a Secure FTP client capable of SSH. We will use Filezilla in this tutorial.

- a) The screen below or a similar looking window should appear.

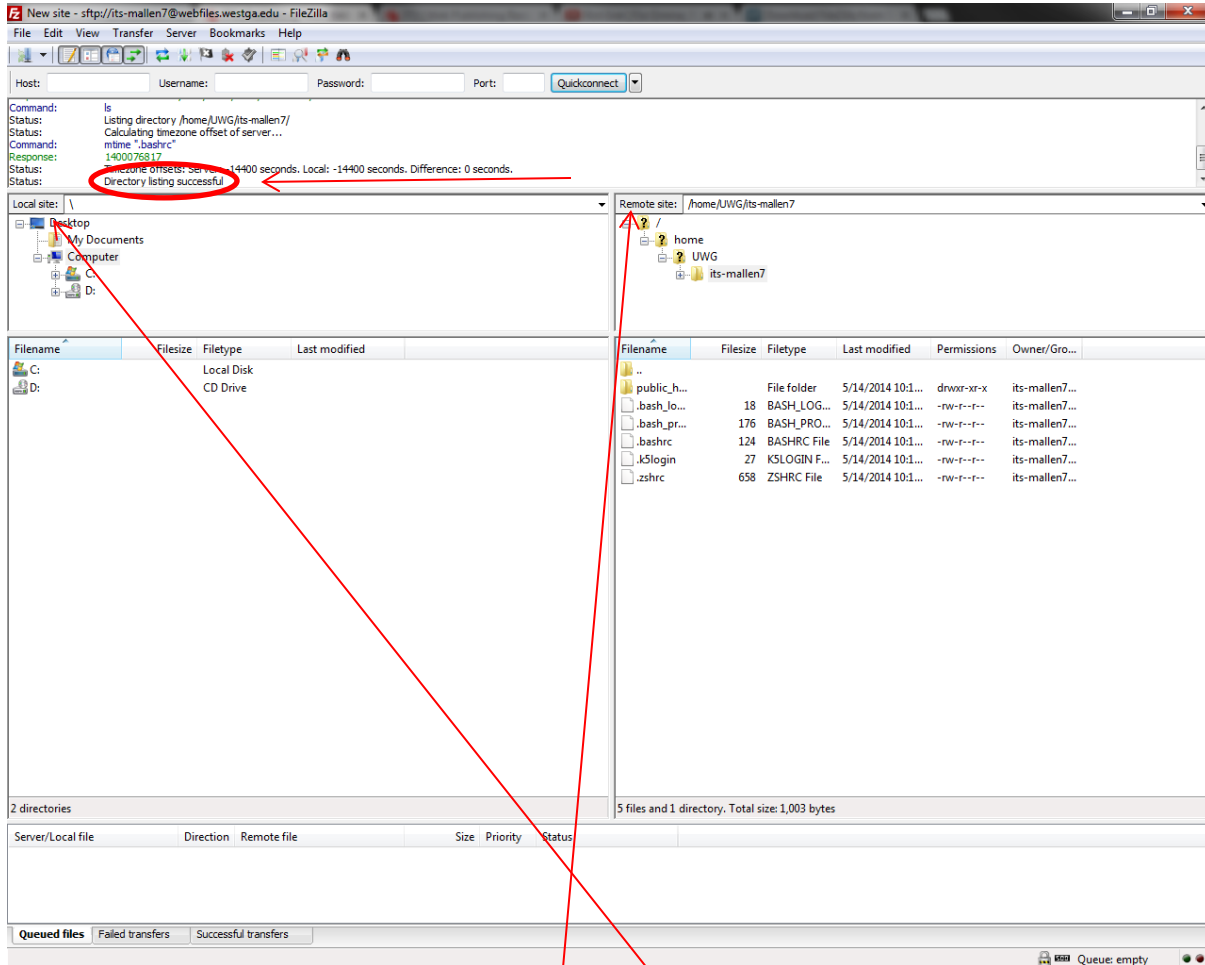


- b) In the “File” menu, click “Site Manager” (Ctrl +S), and the prompt below should appear.



- c) For the field labeled “Host” enter: **webfiles.westga.edu**
- d) For the field labeled “Protocol”, select **SFTP – SSH File Transfer Protocol**
- e) For the field labeled “Logon Type”, select **Normal**
- f) For the field labeled “User”, enter your **UWG ID** (without @westga.edu appended)
- g) For the field labeled “Password”, enter your **UWG ID PASSWORD**
- h) Click, “**Connect**”

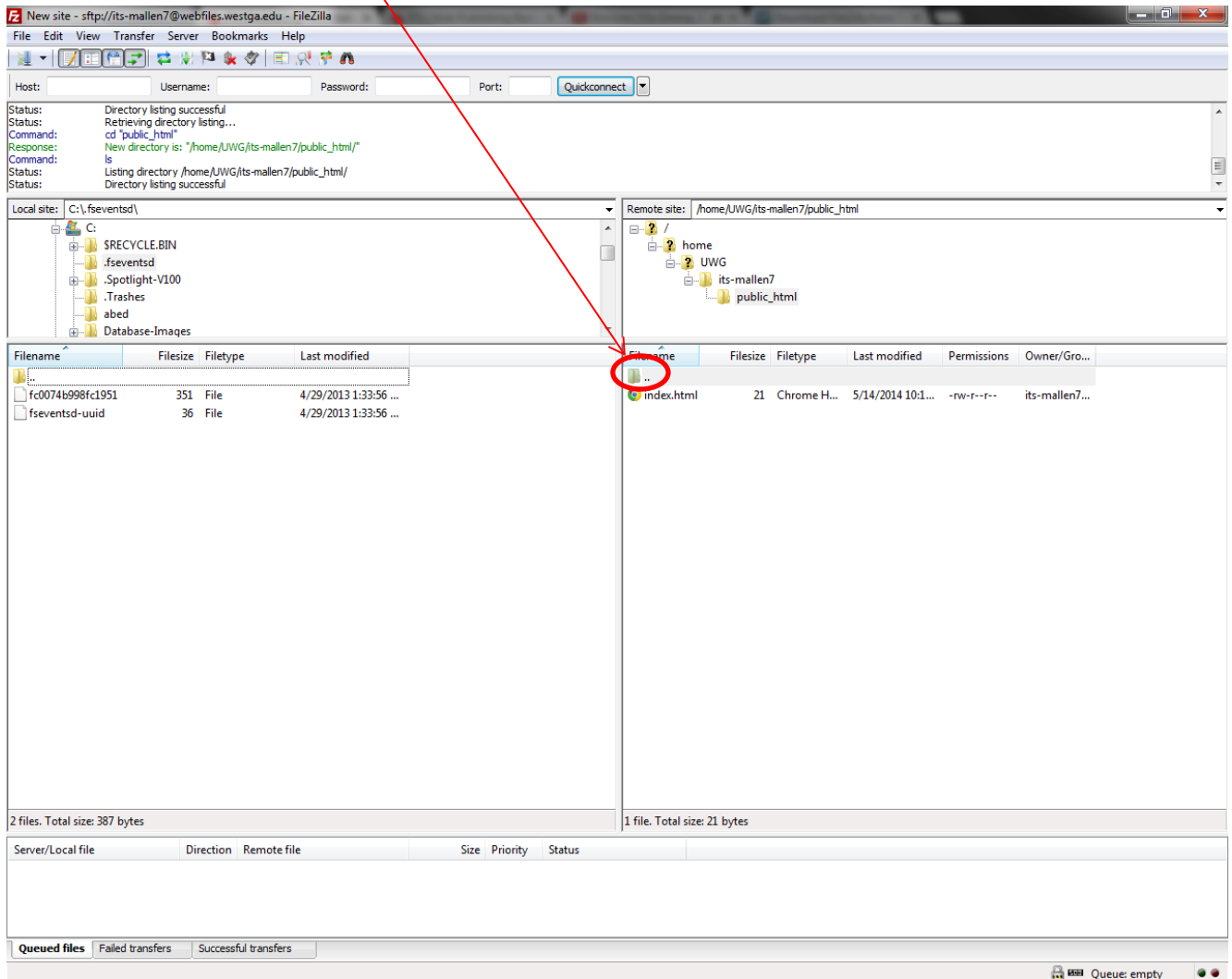
****The status should read “Directory listing successful” in the upper window**



Step 4: Using your connection

- a) Your client should then connect and display a screen similar to the one above. Pay attention to the side by side windows. One will be a view of your local files (those on your hard drive) and the other will be a view of your remote files (those on the web server).
- b) Double click on "public_html" folder icon on the remote files side of the window.
- c) Find webpage files on your computer using your local files window. You can navigate to any directory on your local drive by double clicking through folders to find a directory.

d) Double click the "Folder .." icon to move back up the folder tree to the parent directory.



e) Once you've found your webpage directory on your local drive, you're ready to upload your files.

Remember, on the web server, your web page directory will be the directory named "public_html." Be sure to upload the contents of your local webpage directory into the public_html folder. If you upload the folder itself, you'll be creating a subdirectory on your website. This would mean to access your files you would need to include the directory name in your url. For example: <http://westga.edu/~username/mywebdirectory/>.

f) Upload your files! Select your files and directories by clicking on them. You may select groups of files by clicking on one and holding down "SHIFT" to highlight from that file up or down. You can also hold down "CTRL" as you select specific files.

Once you've selected your files, simply drag them over to the remote side to copy them to the web server. Be sure to upload ALL of the files linked to from your webpages!

g) Now visit your url to see your new website:

Your URL is: <http://www.westga.edu/~USERNAME>