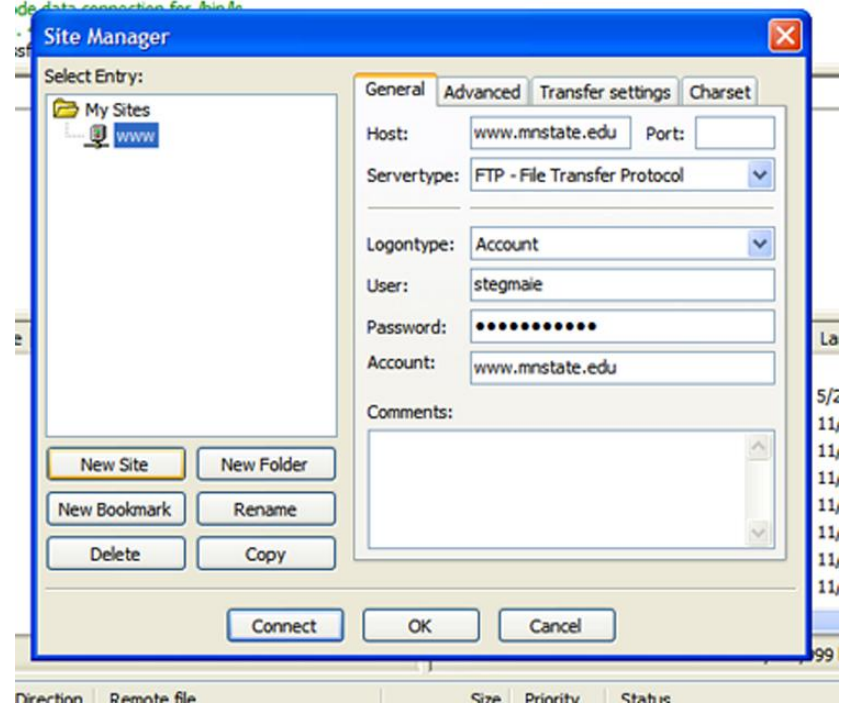
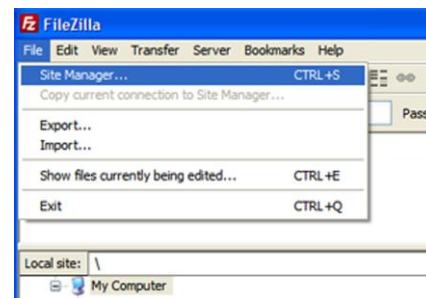
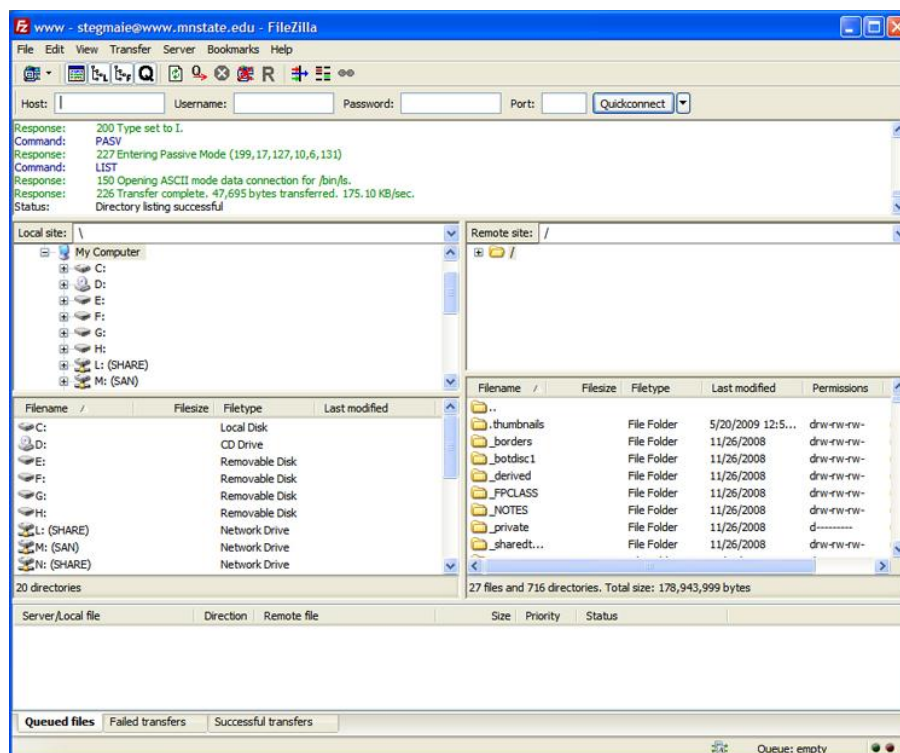


FTP using FileZilla

1. Open FileZilla
2. Go to 'File' and 'Site Manager'
3. Once in 'Site Manager' click on 'New Site'
4. In the 'Host' box type 'web.mnstate.edu'
5. In the 'Servertype:' select 'FTP –File Transfer Protocol'
6. Logontype: 'Account'
7. Type your username in the 'User' box
8. Type your password in the 'Password' box
9. Click 'Connect'



10. You should get a screen with your Local site information on the left-hand side and the Remote site information on the right-hand side.
11. On the 'Remote site' side scroll to find your folder and then double-click on it to view the folder contents.
12. On the 'Local site' side find your destination folder or the folder in which you want to upload information from.



13. Select the folder or files and then right-click and select either 'Upload' or 'Download' depending on if you are putting your files up on the server or taking them down to your local to work on them.

