

Utilizing the FTP Program for Moving Files

Warning: Please note the Server Scratch Drive is not a secure site; do not store sensitive materials (i.e. tests, exams, or answer keys). To date there have not been any incidences of malicious activities towards files stored there, however, it is better to err on the side of caution.

At the Office:

- 1) Make sure that you have the FTP program installed on your office machine. **If you do not, contact the UITS Helpdesk at 6-4357.*
- 2) Navigate to your 'C:' drive and create a new folder. Name this folder something that you will easily recognize (i.e. Hi-Tech Classrooms). Copy the files that you wish to use into this folder.
- 3) Open the FTP program. This will bring up the program and another active window call "Session Profile".
- 4) With in the Session Profile window:
 - a. Click on the "New" button to create a new profile. Name this something you will easily recognize (i.e. Hi-Tech Classroom)
 - b. With in the "Host Name" type: **ftp.uconn.edu**
 - c. Make sure that the "Host Type" is set to: *Automatic Detect*
 - d. With in the "User ID" type: *uconn*
 - e. With in the "Password" type: *uconn*
 - f. Place a check mark in the box (on the right hand side of the active window) labeled "Save Password"
 - g. Now click on the button labeled "Save", this is located beneath the area where you provided the Profile Name. This will save all the information under the specified profile name.
- 5) Click "OK" and you will be connected to the *Server Scratch Drive*, that all the Hi-Tech Classrooms have access to.

The "*Server Scratch Drive*" will be located on the right side of the FTP window, that side of the screen is called "*Remote Host*". The left hand side of the screen, called "*Local Host*" is a view of the "C:" drive of the machine that you are presently working from.

- 6) With in the local host window, there is a green arrow. By double clicking on this arrow you can bring your view to the C-drive level. This can be seen in the address bar above the window. Once at the C-drive level you may double click on the folder that you created earlier.
- 7) At this point you may or may not need to create a folder on the Server Scratch Drive. If you know that you already have a folder there, please skip this step. If you do not have a folder with in the Server Scratch Drive (you may scroll through the list to double check), then click on the "*MKDIR*" button located on the Remote Host side of active

window. Another window will pop-up asking you to enter a “new remote directory name”. Name this folder accordingly (i.e. your full name), and click “OK”. The folder has now been created.

- 8) Scroll down to the folder that you just made and double click to open it.

- 9) To transfer the files:
 - a. Highlight the one/ones that you want to move and then click on the directional arrow in between the two host windows (local and remote).
 - b. There are two buttons with arrows, and the direction that the arrow points determines whether the file is moved from “*Local Host → Remote Host*” or from “*Remote Host → Local Host*”.
 - c. Files will now be able to be accessed at any of the Hi-Tech Classrooms.

At the Hi-Tech Classroom:

- 1) You may now *copy* or *move* the pertinent files into the “*Local Scratch Drive*”, from the server scratch drive, and run them normally.
- 2) When finished you may either leave the transferred files on the local and server scratch drives or you may delete them from both areas.

If you have any further questions please feel free to contact UCIMT at 486-1774. Thank you and have a wonderful day.