

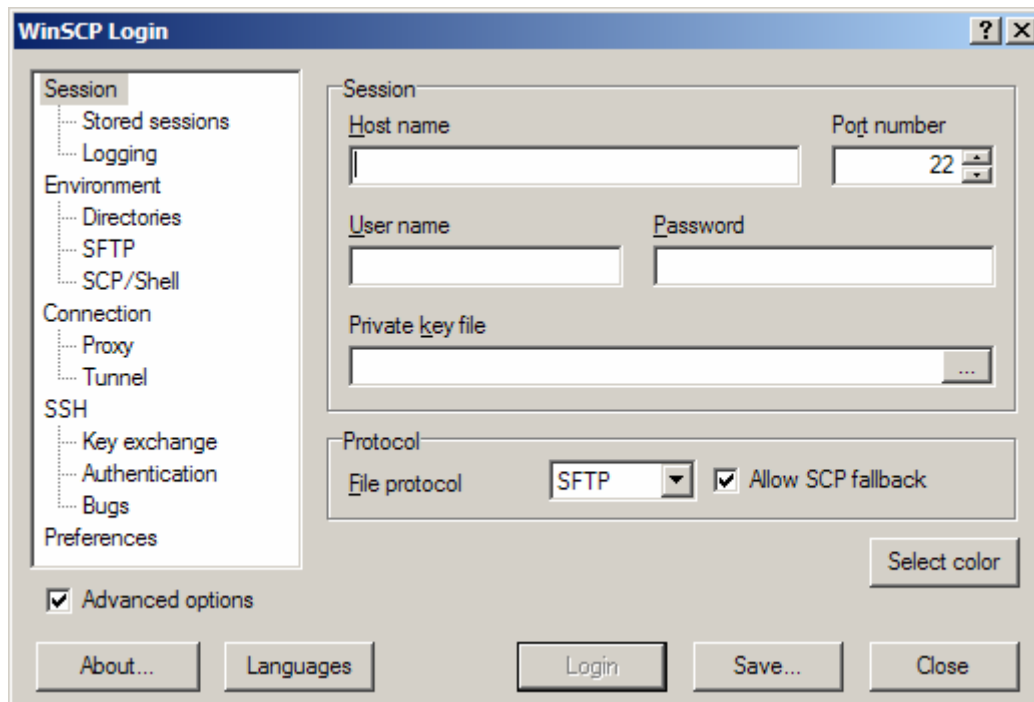
# Using WinSCP To Transfer Files

## Downloading and Installing WinSCP3

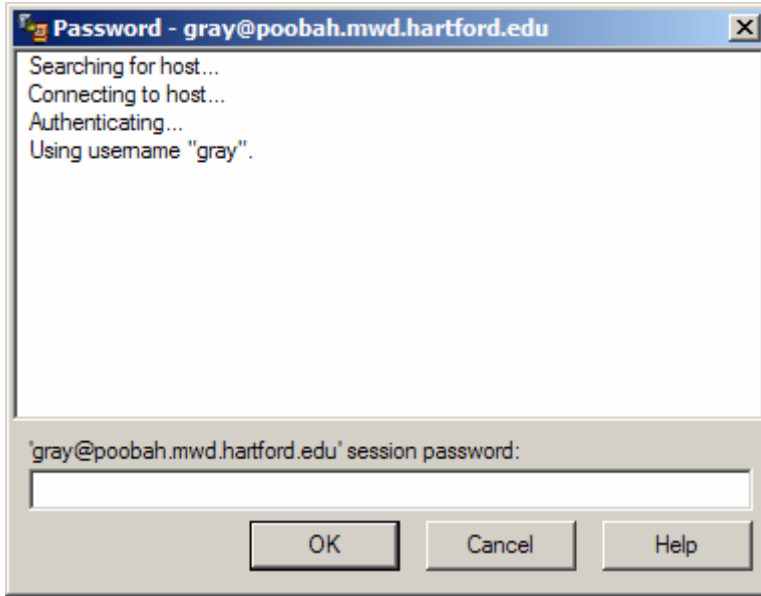
1. Go to <http://winscp.net/eng/download.php#download2> and download the setup file.
2. Run the setup file and follow the on-screen instructions.

Making an SFTP Connection to our servers: [Windows] poobah.mwd.hartford.edu  
[Linux] nemo.mwd.hartford.edu

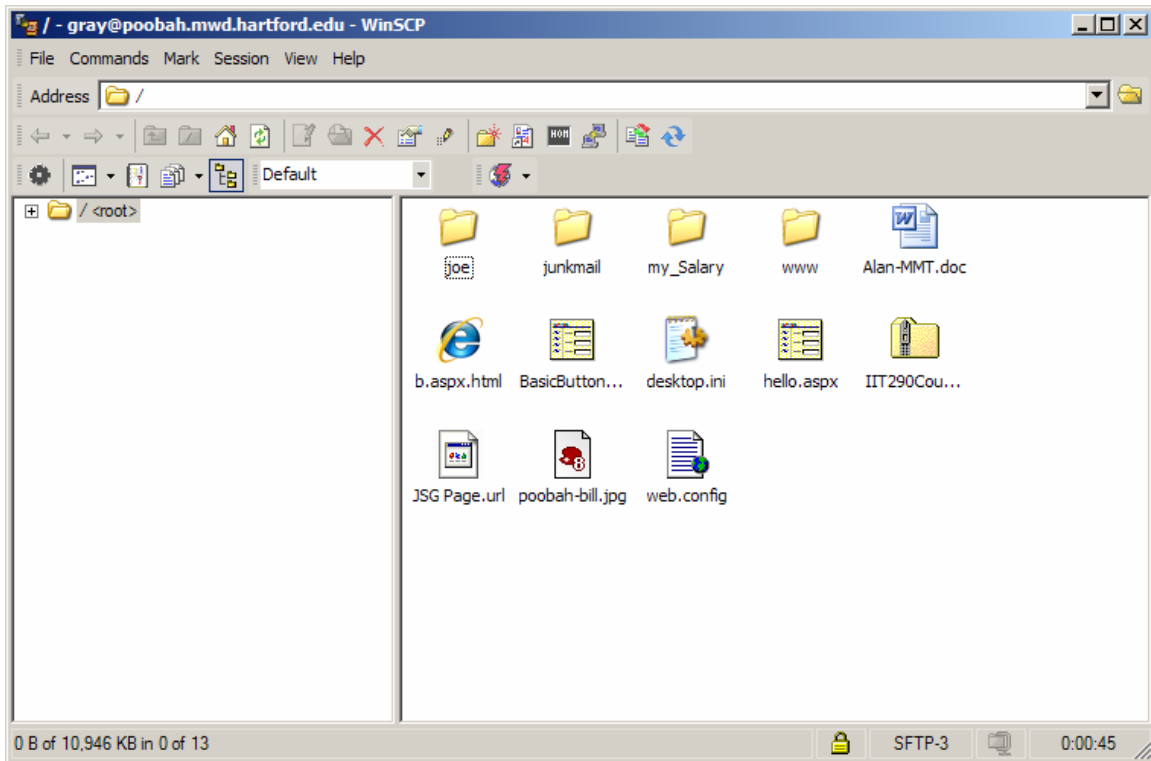
1. Open WinSCP3.
2. Type in the **Host name** entry - use one of the server names listed above
3. Enter your username in the **User name** entry and your password in the **Password** entry.
4. Select the **SFTP** (allow SCP fallback) button (should be the default).
5. Click **Login** to make an SFTP connection to the server.



You may be asked to confirm your password (see below)



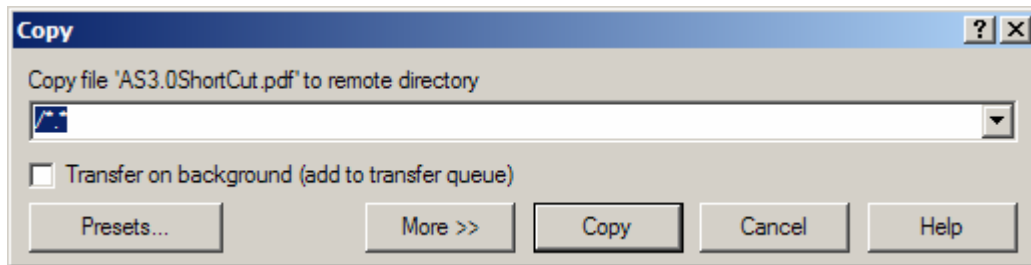
Once connected you should see your root directory on the server (similar to below).



## Transferring Files

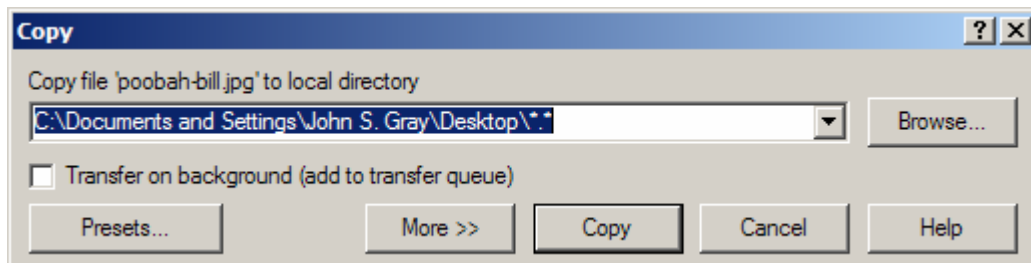
To **Upload** Files:

1. Select the file in your **local** directory that you wish to upload.
2. Drag-and-drop the file to your remote directory to transfer the file. Remember you must have permission on the server to leave your file. You will be asked to confirm the file upload. Click **Copy** to complete the upload.



To **Download** Files:

1. Select the file in your **remote** directory that you wish to download.
2. Drag-and-drop the file to your **local** directory to transfer the file. You will be asked to confirm the file download. Click Copy to complete the download.



Disconnect the session when you are done.