# Access your directories (home directory and shared directories) outside Tilburg University

***FileZilla offers you the possibility to access your personal M-drive or other network locations through a secure connection. You will also be able to upload or download files to and from you network drive.***

## 1 Download FileZilla

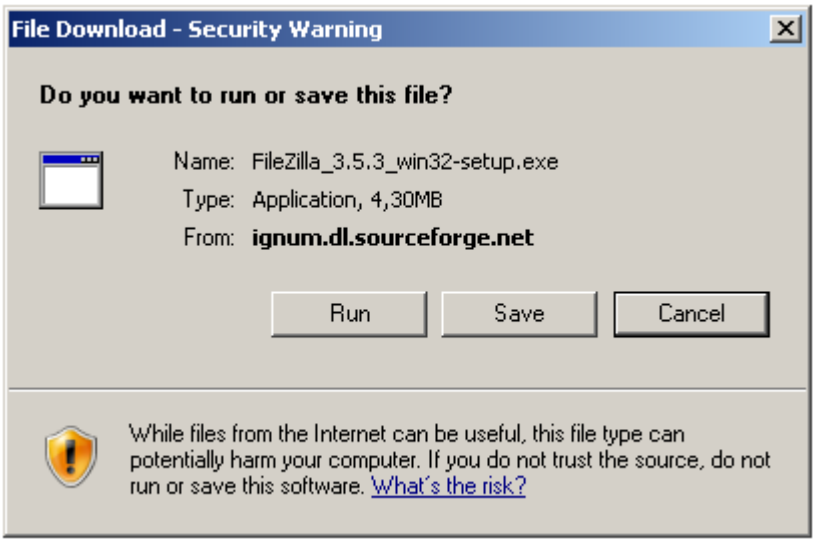
### 1.1 Download location

On http://filezilla-project.org/ you can download the program for free.

- Select the file appropriate for your platform. In this manual, we continue with the recommended download for Windows.

### 1.2 Save or run from location

You can choose to save the file to your computer or run the program from the website.




- Continue at section 2.1 when you choose to save the file.
- When you have chosen for execution of the file continue at section 2.2

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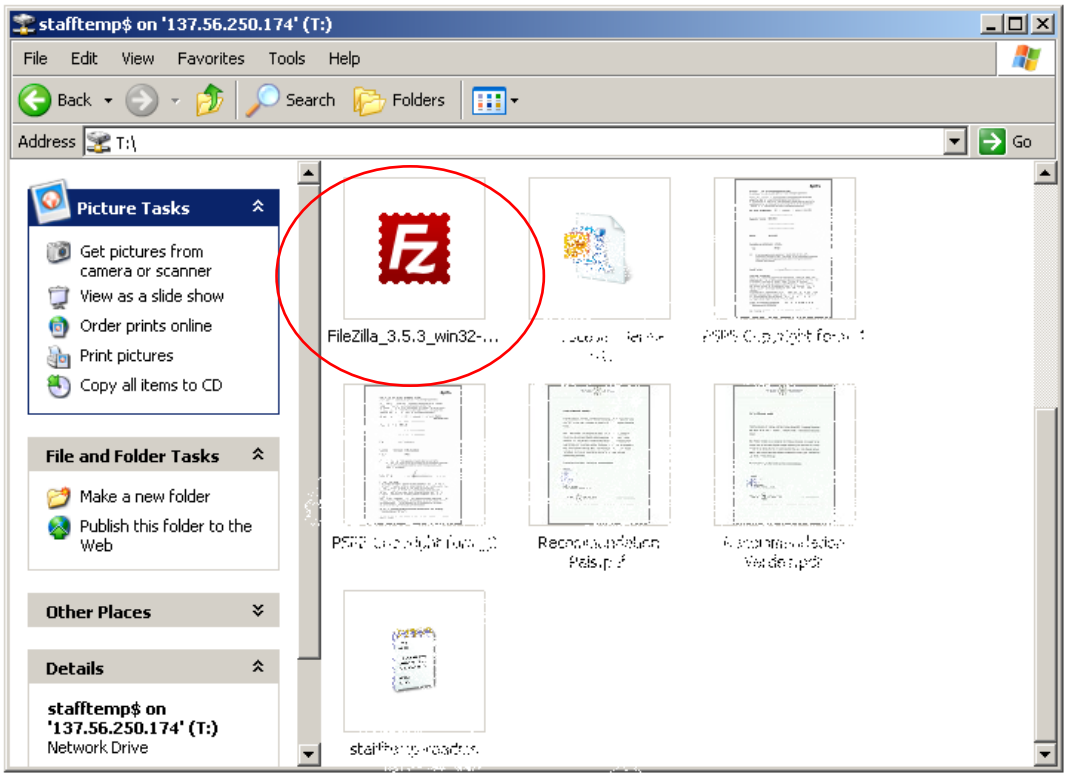
## 2 Install FileZilla

### 2.1 Open saved file

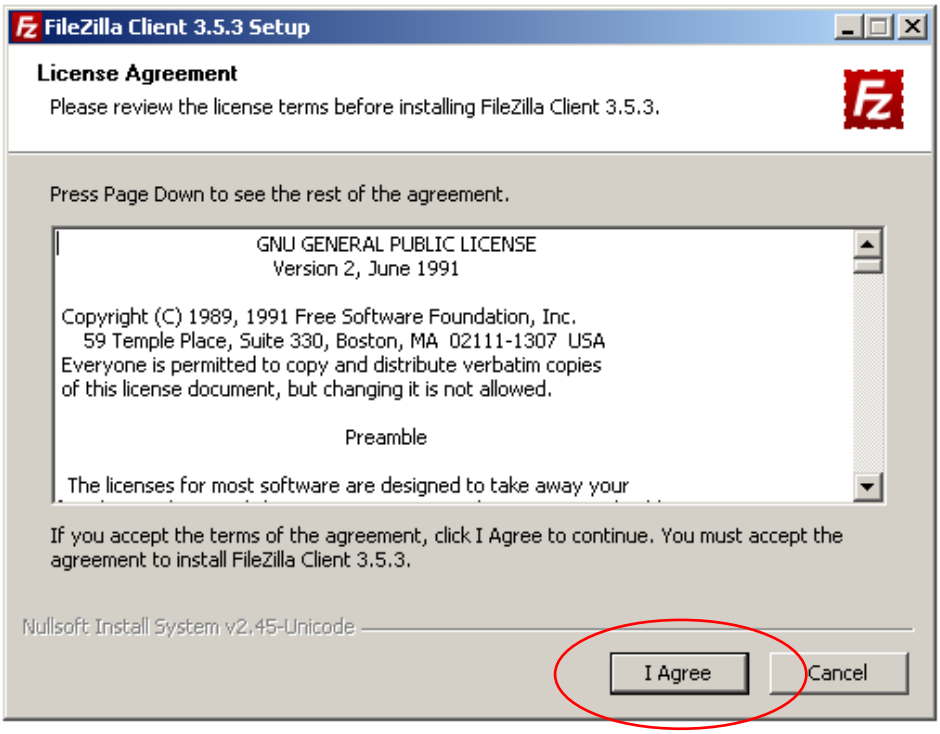
When you have chosen to save the file to your computer, access the saved file through windows explorer. You can find the file under the name *FileZilla_3.5.3_win32-setup* at the chosen location.



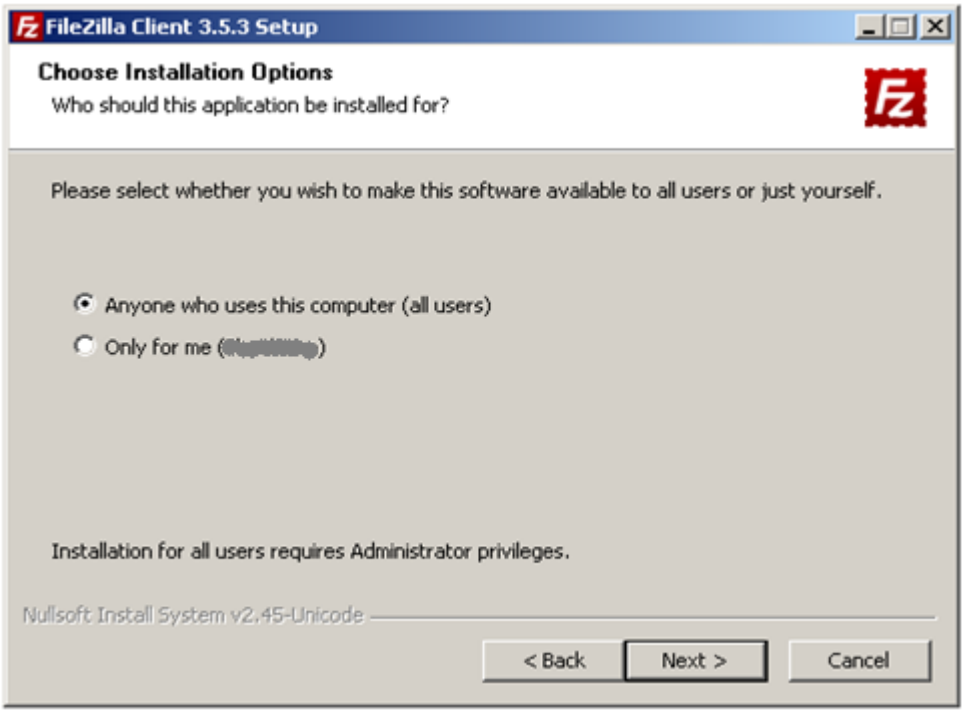

- Double click on the FileZilla icon.

### 2.2 Install saved file

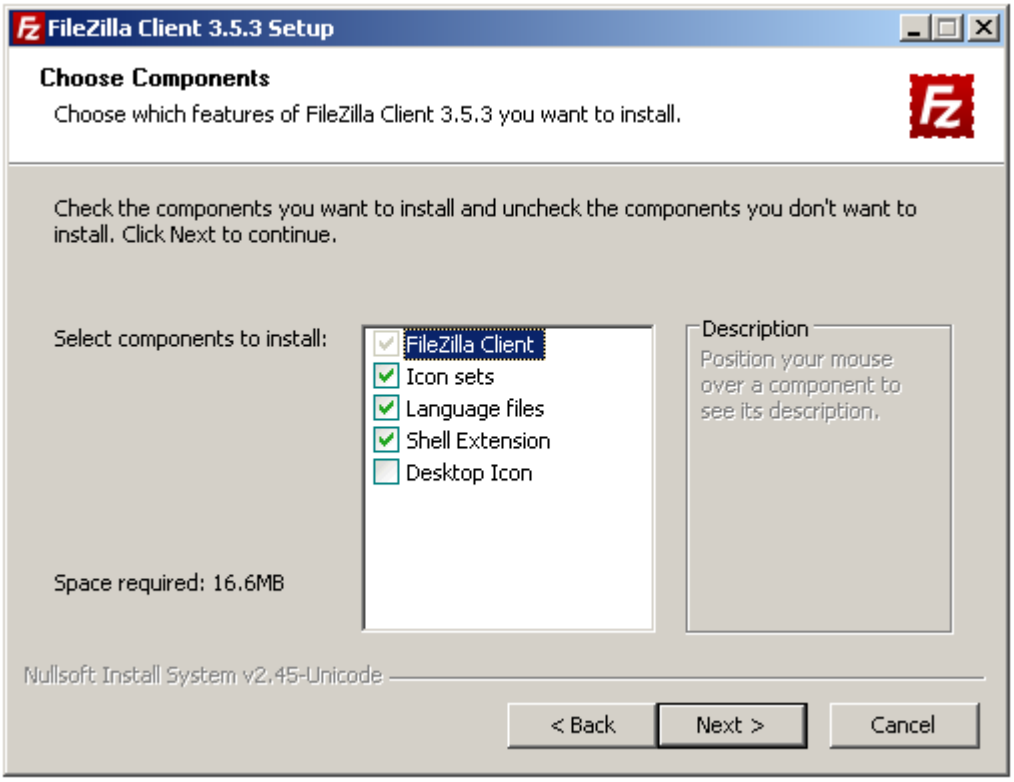
Upon execution FileZilla will start to install itself, but first you have to accept the terms of het License Agreement.



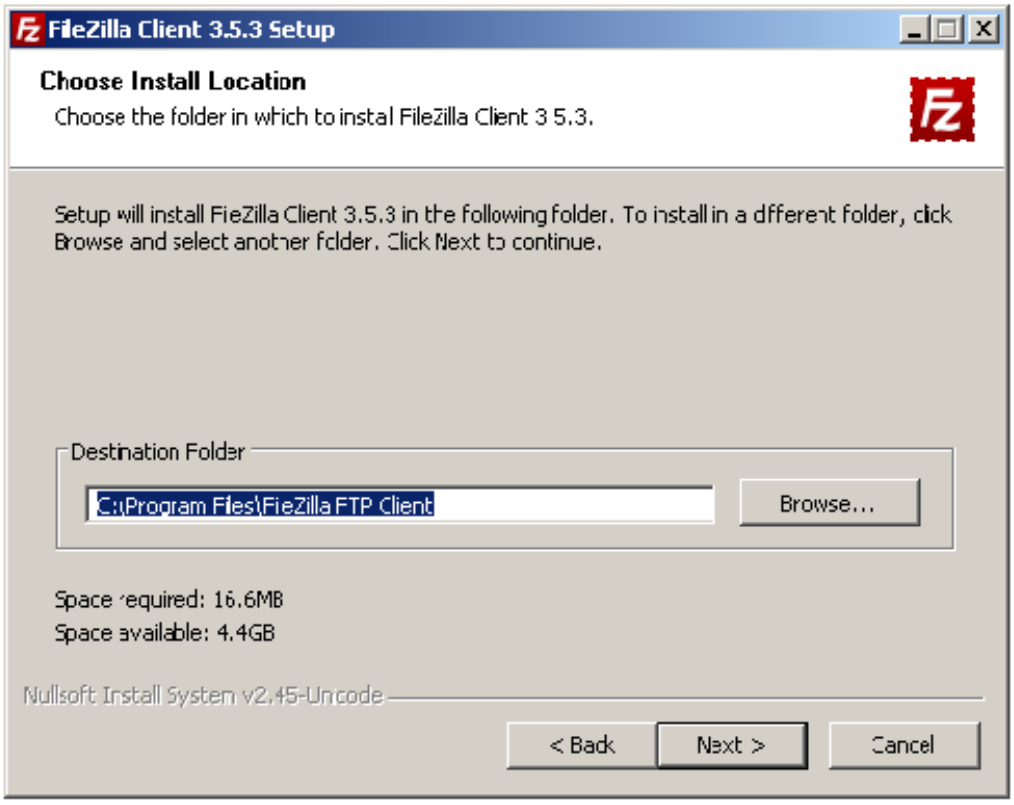

### 2.3 Installation settings




- Select whether you wish to make this software available to all users of your device or just yourself.
- Press 'Next' to continue installation.

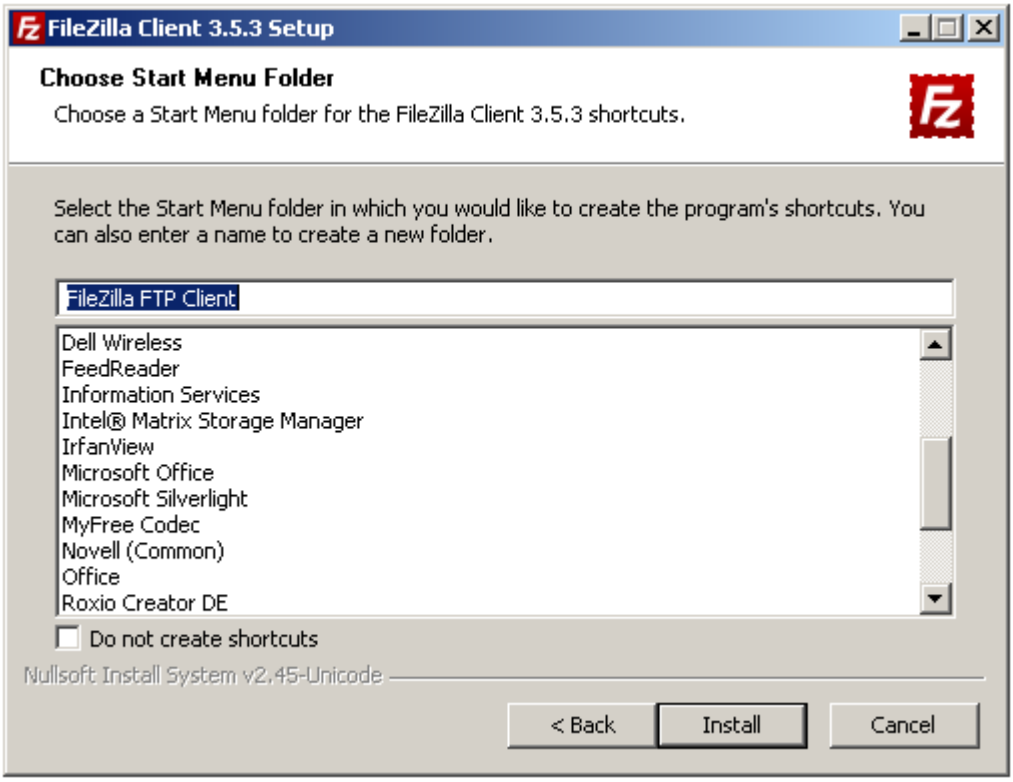



- Select the components to install
- Press 'Next' to continue installation.



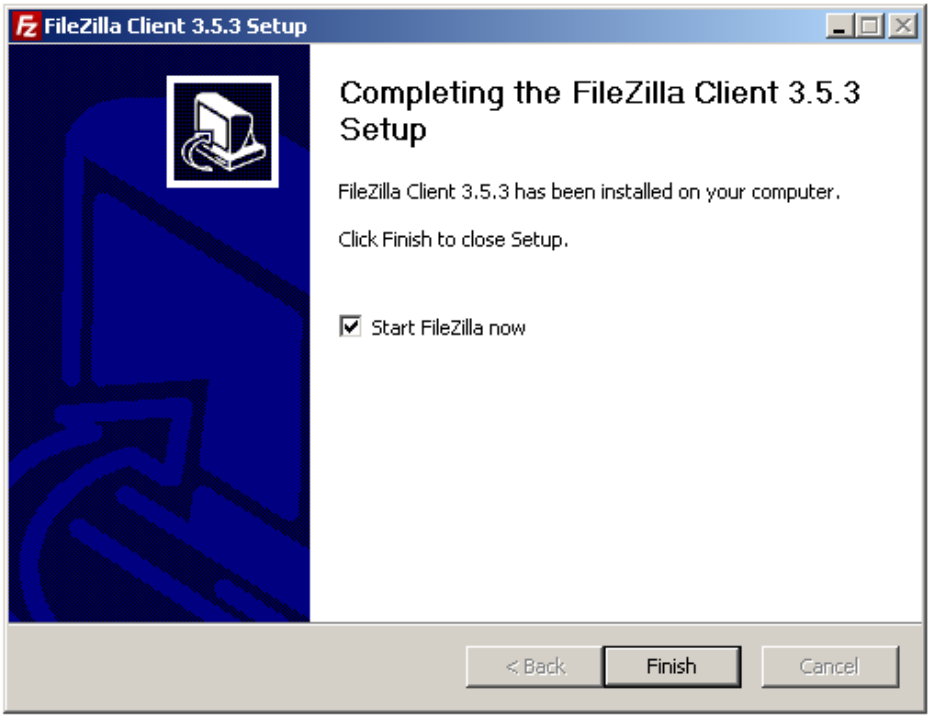

- Select the location where you wish to install FileZilla. FileZilla will be saved automatically in *C:\ProgramFiles\FilezillaFTP Client*.
- Press 'Next' to continue installation.

You can choose how FileZilla should be displayed in the start menu. You can edit the name of CoreFTP or let the program be displayed in a separate folder. It is recommended to remain these settings on standard.




- Press 'Install' to start the installation.

Upon starting the installation a progress screen will be displayed. No further action is required in this phase. As soon the installation has successfully been completed the message below will be displayed.



- Press *Finish* to complete the installation.

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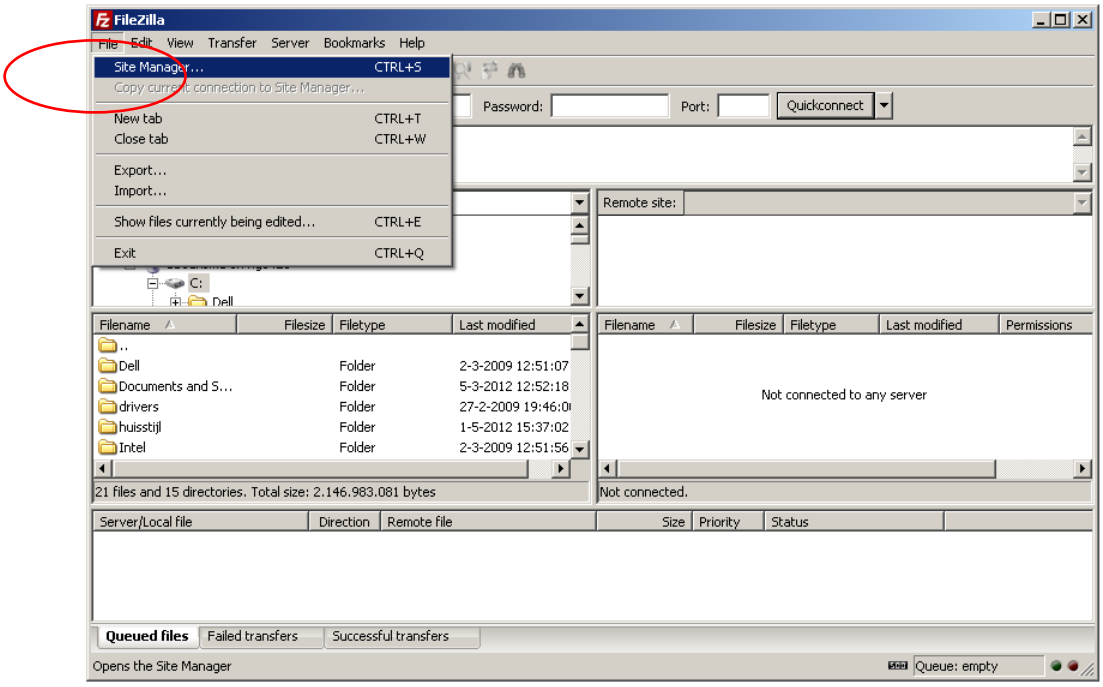
## 3 Configure FileZilla

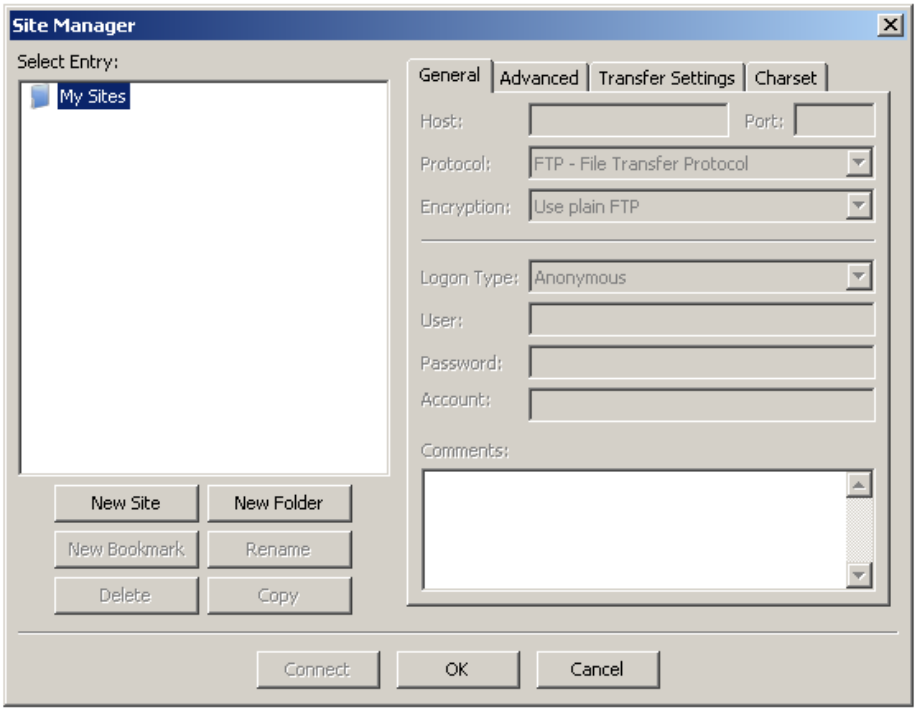
- Start FileZilla via the *icon* on your desktop
- Or by selecting the shortcut in your start menu through *Start*, *Programs*, *FileZilla*.

### 3.1 Connection to your home directory and shared drives

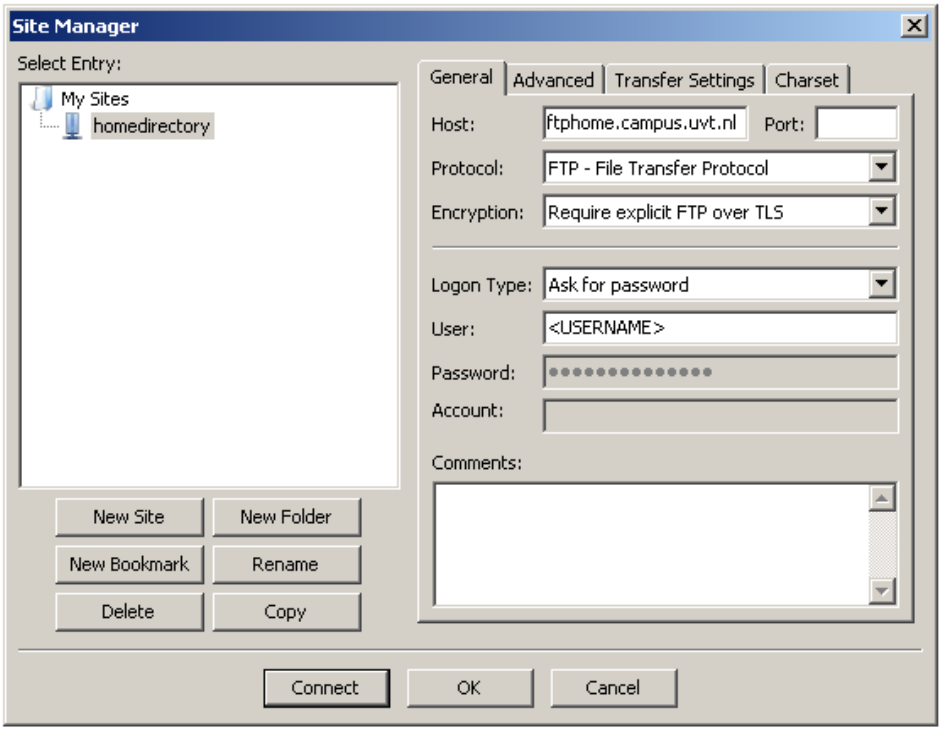
- Enter the program and add the necessary network locations.
- Choose File
- and then click the Site Manager button



- Click *New Site* to add your home drive




1. Insert a name for your connection in the folder name. If you don't fill this in, your connection will be called *new site*. You can change it afterwards by clicking on Rename. You can enter whatever you like.
2. At the option *Host* enter the following text:
   - for your home directory: *ftphome.campus.uvt.nl*
   - for your shared directories: *ftpshared.campus.uvt.nl*
3. At the option *Protocol* leave it at *FTP File Transfer Protocol*
4. At the option *Encryption* choose *Require explicit FTP over TLS*
5. At the option *Logon type* choose *Ask for password*
6. At the option *Username* enter your TiU username
7. Click on *Connect*

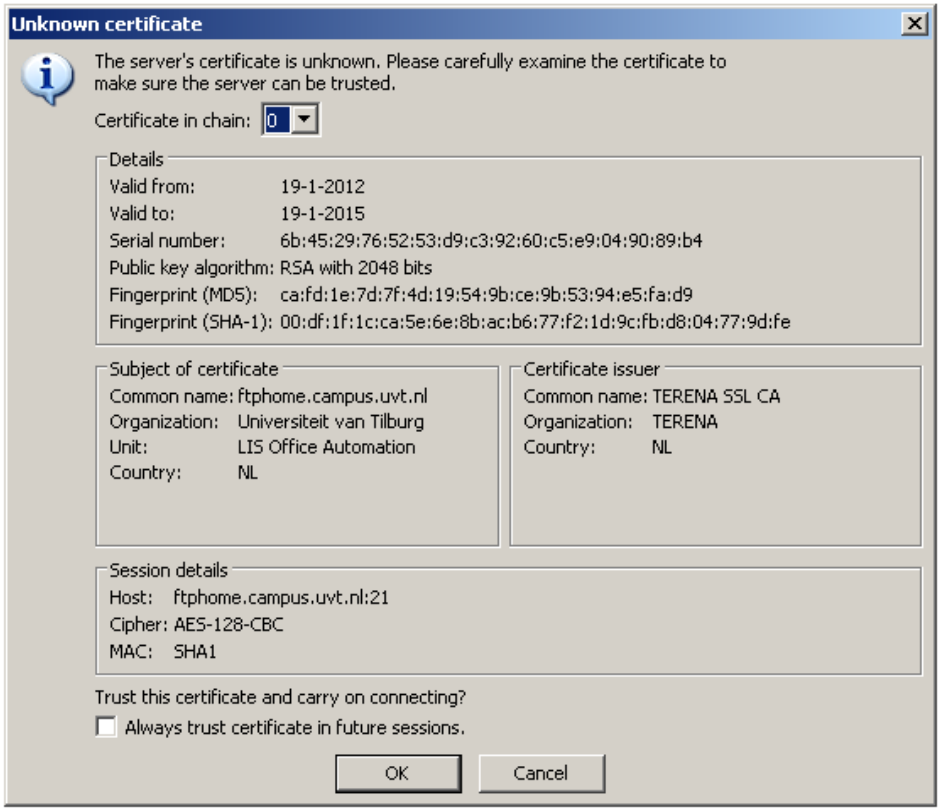



After entering your details

- Choose to start the connection with the *connect* button
- Or close the window with the *OK* button.

Your settings will automatically be saved.

When you open FileZilla you might get the following notification:



- Click on the check box to always trust the certificate in future sessions
- Click OK

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## 4 FileZilla use

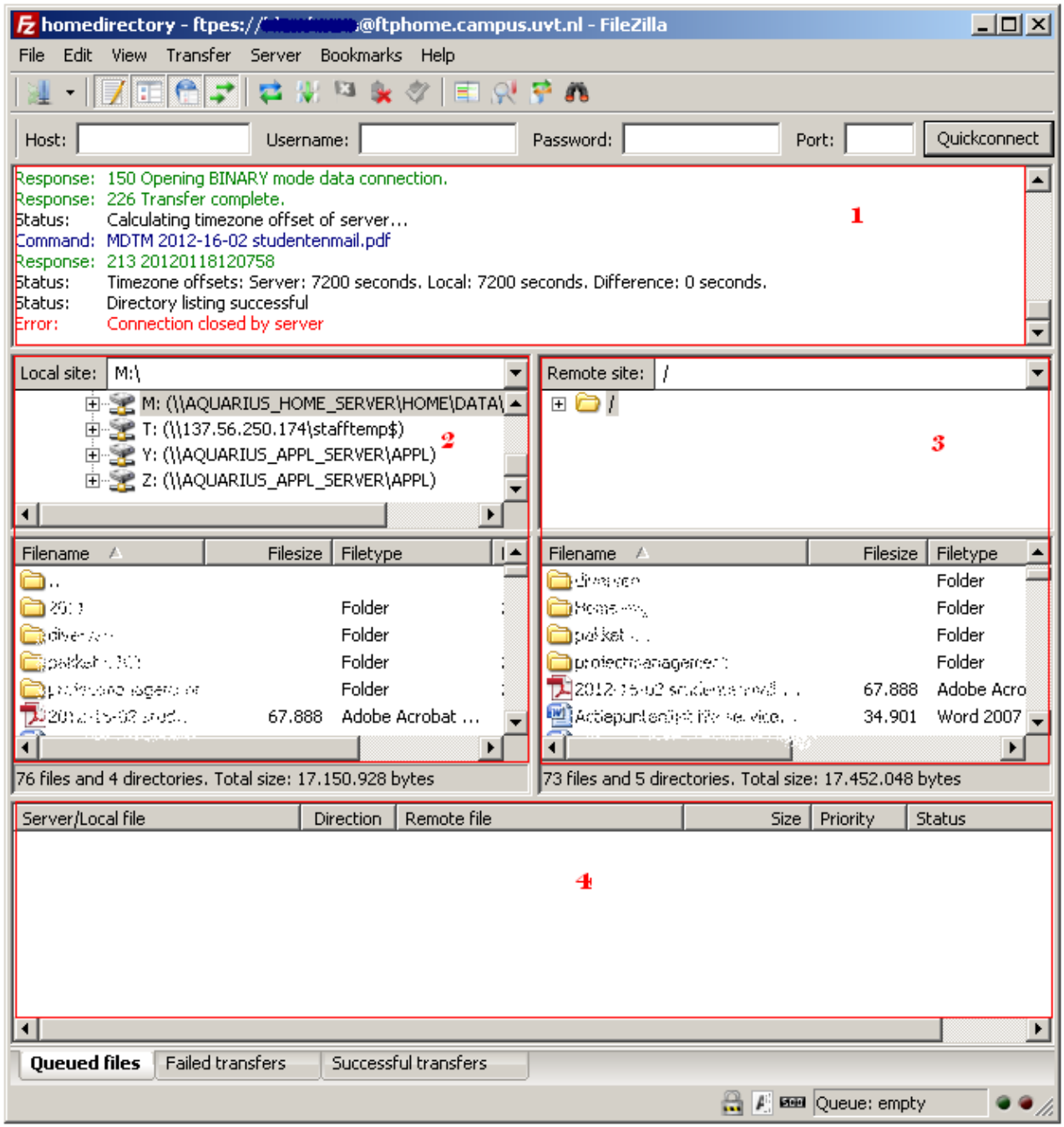
### 4.1 General

You can start FileZilla through

- *Start*, *Programs*, FileZilla.

Note the screen is divided in separate sections.

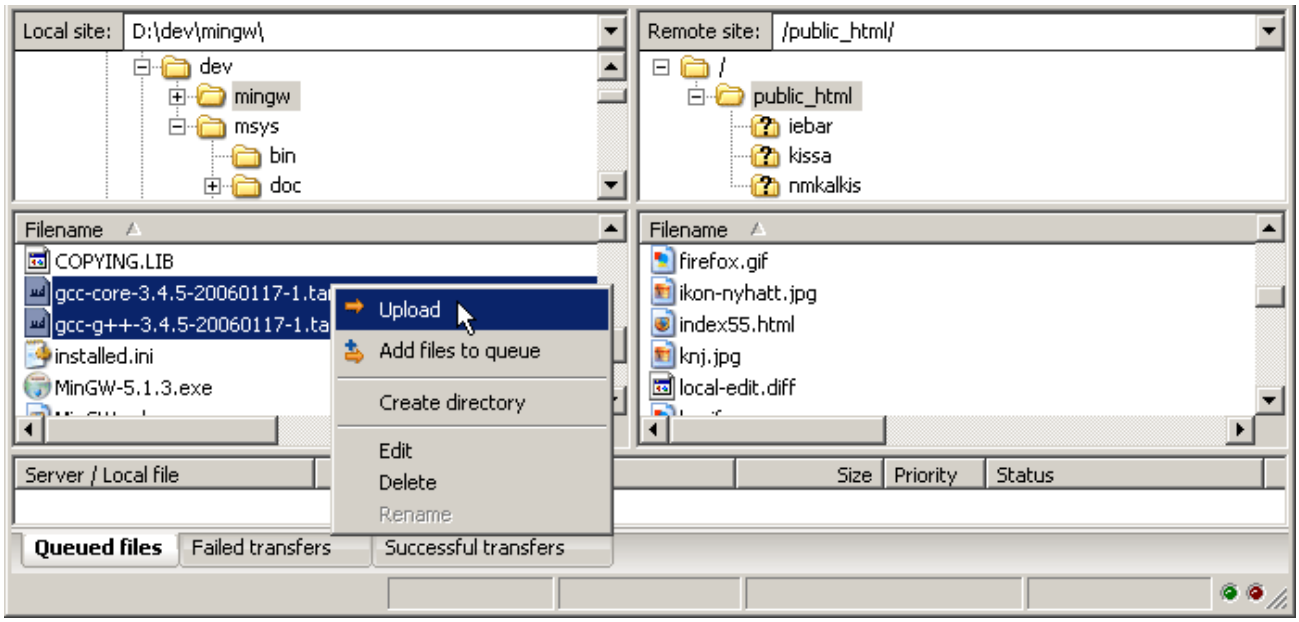
- Section 1 will display the *connection status*.
- Section 2 will display the files present on your PC.
- Section 3 will display the files present at the current connected network location.
- Section 4 will display the *transfer status* of your files.



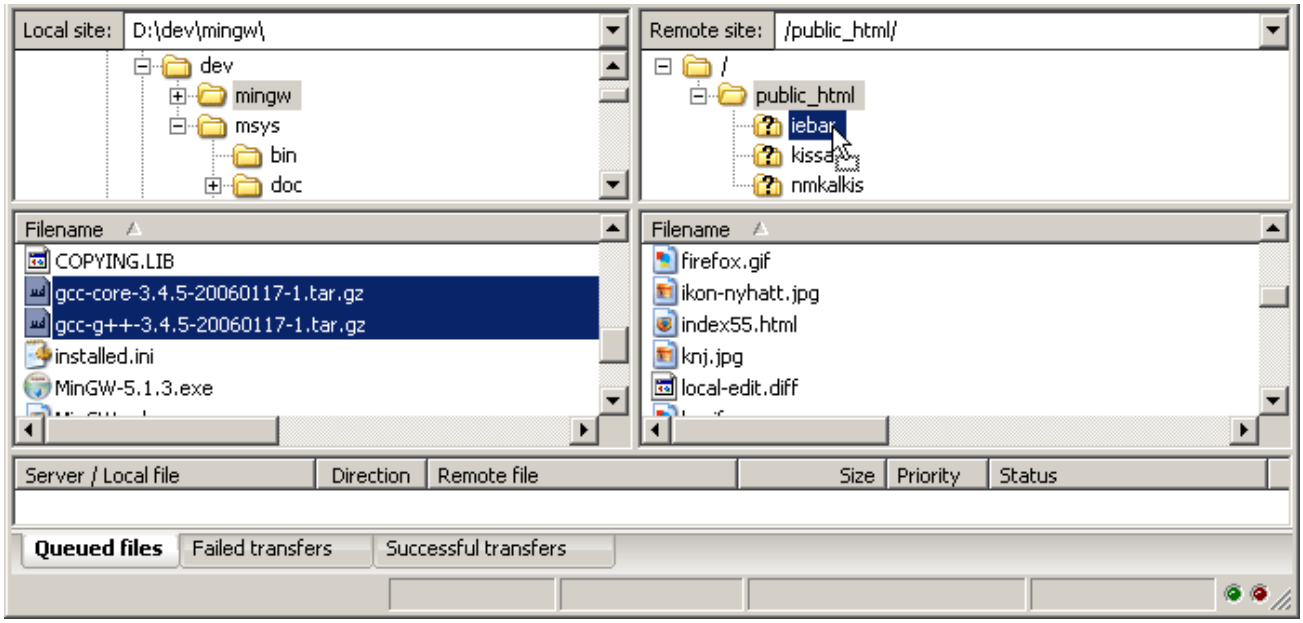

### 4.3 Transferring files

In order to edit or open files on your computer you are required to download them first.

You can upload or download a file by double clicking on it. It will be added to the transfer queue and the transfer starts automatically. To transfer directories and/or multiple files, select them and right click the selection. Then you can click on Upload/Download in the pop-up menu.




You can also drag the files from one side and drop them on the other side. To add files to the queue so that they will be transferred later, select them and click Add to Queue from the popup menu. You may also drag the files directly into the queue. Click on the button on the toolbar to start the transfer.
Or, you can click on a file, than drag the file (a box is added to the arrow cursor) to the directory where you want to move it to. The directory will be highlighted when you mouse over it. Let go of the mouse button and the file will be moved to the directory.




## 5 More information

More information about FileZille can be found on the website: http://filezilla-project.org/support.php.