Connecting to FTP

FTP is among the oldest technologies used on the Internet to move files and web sites between computers and servers. YCCD employees may use FTP to update their web sites or move files to their YCCD Web Hosting Server accounts.

Before beginning, it is important to highlight the fact that YCCD does not support traditional FTP, but only offers FTP connectivity through the FTPES (FTP over Explicit SSL/TLS) version of the protocol. Traditional FTP is very insecure, and exposes your username and password to interception. Earlier attempts at securing FTP were either hard to use, platform specific, or only provided small security improvements. FTPES is a globally standardized, high security implementation of the FTP technology that has been slowly replacing earlier FTP services since it's finalization in 2005. This is the *only* FTP technology supported by YCCD web servers.

Step 1. Obtain an FTP Client Program.

An "FTP Client" is a program that moves files between your computer and the web server. The use of an FTP client that supports FTPES is required to connect to the YCCD Web Hosting Server.
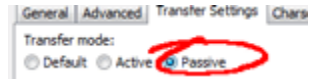
YCCD suggests that employees use the free FileZilla FTP Client. The FileZilla software is available for Microsoft Windows, Apple OSX, and Linux.

To download the FileZilla Client., please visit the FileZilla Project web site http://filezilla-project.org. After downloading the software, please install it onto your computer.

Step 2. Connect To Your Web Site.

1. After the software is installed, open the FileZilla program on your computer.

2. Click "File" and select "Site Manager" to open the FileZilla Site Manager

3. Click "New Site" to begin the process of creating a new site connection. FileZilla will create a new highlighted text box in the "Select Entry" window. Enter the name of your web site into this text box. Press Enter or Return when done.

4. Under the "General" tab on the right side of the Site Manager window, enter the following settings:

    a. **Host:** sites.yosemite.edu

    b. **Port:** 21

   c. **Server Type:** FTPES – FTP Over Explicit TLS/SSL

       d. **Logon Type:** Normal

       e. **User:** Enter your YCCD network user name. This is the same username used to access YCCD email and log on to YCCD desktop computers.

       f. **Password:** Enter the password associated with the user name you just entered.

5. Next, select the "Transfer Settings" tab at the top of the screen. On the Transfer Settings screen, select "Passive" under "Transfer Mode".

6. Click "Connect"

7. Most users will immediately receive an "Unknown Certificate" message when connecting. This is normal, and is not an error.

       a. Check the box labeled "Always trust this certificate in future sessions".

       b. Click "OK"

8. You are now connected to the server.

Step 3. Using FileZilla.

While this document cannot act as a complete FileZilla tutorial, the following information should help to get you started. For a more complete FileZilla tutorial, please see the links under the Additional Support Resources section of the Web Hosting Server support portal at http://sites.yosemite.edu.

The Interface:
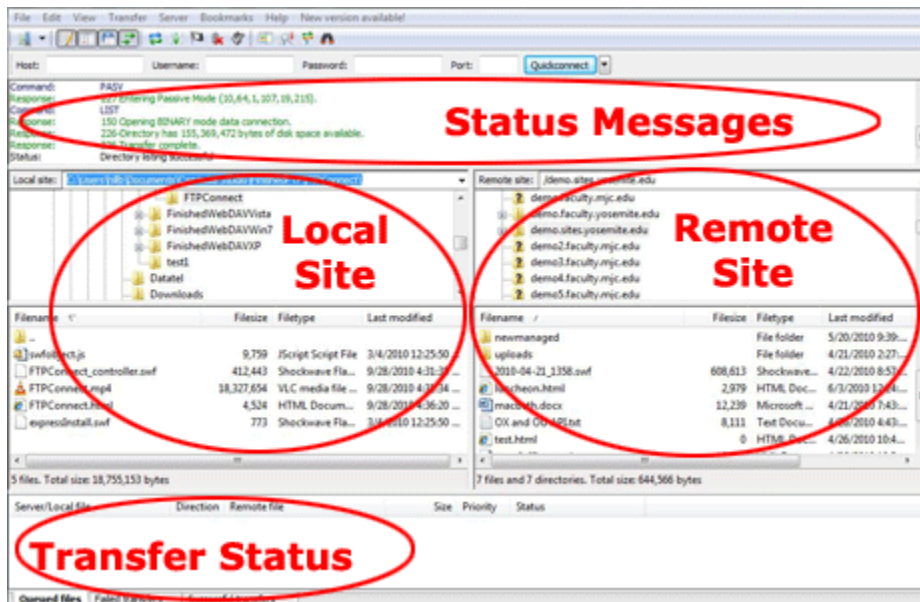
Uploading Files

On the left side you will see a pane that says *'Local Site'*. There you can browse through all the files currently on your computer.

To upload a file to your site:

1. Navigate to the file(s) that you wish to upload on your computer.
2. If you want to upload the file(s) to a certain location on your website (ie. a folder called 'images') make sure you have opened that folder by doubling clicking it in your *'Remote Site'* pane.
3. Select the file(s) (click to highlight them).
4. **Right Click** your file(s) and select **Upload**.

This will upload the file(s) to your website.

If you need to create a folder in your website, do so by right clicking anywhere in your *'Remote Site'* pane and selecting *'Create Directory'*. Enter a name for your folder and click *'OK'*.

TIP: You can upload more than one file at a time! To upload more than one file at a time **SHIFT+CLICK** all the files (as long as they are grouped together). If the files are not grouped together **CTRL+CLICK** all the files you wish to upload. Once you have all of the files selected, right click and select upload. You can also upload a folder and all of its contents by selecting the folder.

REMEMBER - Local Site is your computer and Remote Site is your website!

Downloading Files

Downloading files is the exact opposite of uploading. Select your files in your *'Remote Site'* pane and **Right Click** and select **Download**. You can copy entire folders, create new folders (Directory), and do everything just the same as when uploading.

Renaming Files

You can rename any file or folder by **Right Clicking** the file and selecting **Rename**.

Deleting Files

You can delete any file or folder in one of two ways. **Right Click** and select **Delete**. Or click to highlight the file and hit the *'Delete'* button on your keyboard. It will ask you; *'Really Delete "FileName"'* make sure you have selected to delete the correct file, and if you are **SURE** you wanted it **deleted** select *'OK'*. Once you **delete** something it is **GONE** and can only be uploaded/downloaded again if you have a backup copy.