

WinSCP for Windows: Using SFTP to upload files to a server

Quickstart guide

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Last updated 9/9/08

WinSCP 4.1.6



Getting started with WinSCP



What is SFTP?

SFTP (SSH File Transfer Protocol) is a way of securely exchanging files between computers over the internet.

In order to use Cornell's *course web server* (formerly known as Instruct1) or *streaming server*, you must use SFTP (SSH File Transfer Protocol) to copy files from your personal computer onto the web server so they can be visible on the internet. Despite the similarity in name and function, SFTP is a completely different protocol from FTP. To use SFTP for secure connections, the server you are connecting to must also support SFTP. The course web server and streaming servers both support SFTP. WinSCP is a Windows application for transferring files with FTP and SFTP.

In order to use SFTP to transfer files to the course web server or streaming server, you must first have an account on one or both servers.

- If you wish to request server space on one of these accounts, fill out the IT Resource Request Form at <http://atcsupport.cit.cornell.edu/itrequest/>

Gather Necessary Information

Before proceeding, please collect the following information from your hosting provider:

1. Address of the host
2. User id or login assigned by provider
3. Password assigned by your hosting provider
4. Name of your directory on the server

Installing WinSCP

The most recent version of WinSCP is available at <http://winscp.net/eng/download.php>. If you do not currently have WinSCP installed do the following:

1. Go to <http://winscp.net/eng/download.php> and download the correct version for your platform.
2. Double-click on the downloaded file.
3. Follow the installation instructions. You should now see WinSCP under your Windows Programs.

Note: the instructions in this document refer to the "Norton Commander" style interface, designated during installation.

Connecting to an SFTP Server with WinSCP



Tip

You must have login information and the appropriate permissions to upload files to a server.

1. Launch WinSCP
2. Enter information as follows:

Host: `courses.cit.cornell.edu` (for course web server)
or `streaming1.video.cornell.edu` (for streaming server)
Port: default (22)
User Name: Enter your NetID
Password: enter your password (passwords for the streaming server and the course web server are not necessarily the same and are different from your Kerberos/email password).
File Protocol: select **SFTP**

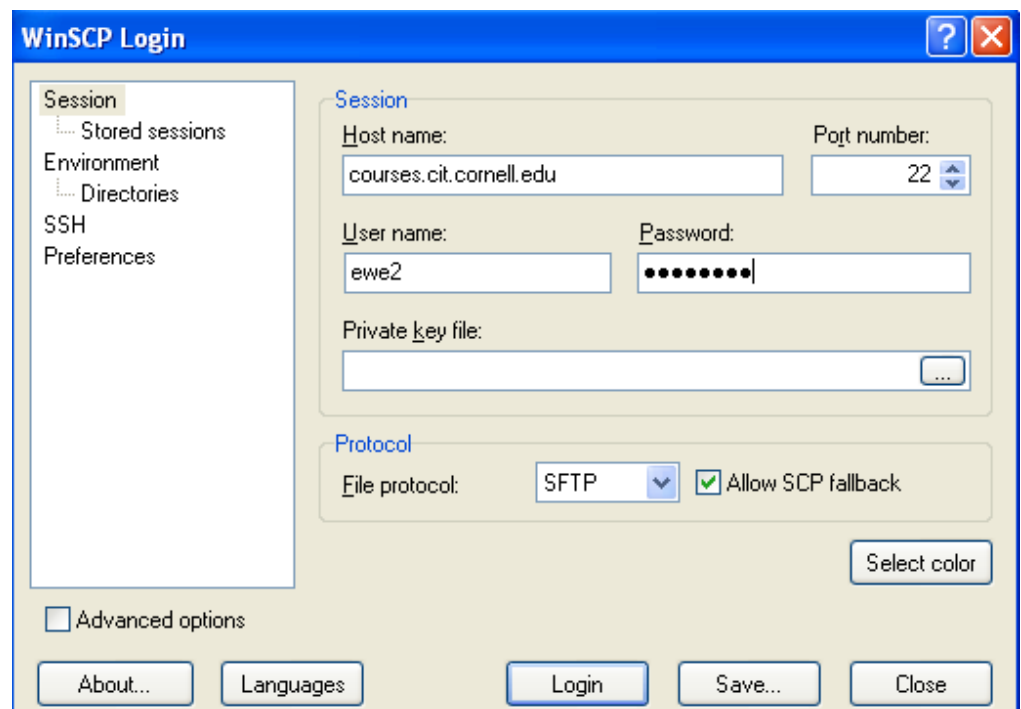


Figure 1 WinSCP Login Window

3. Click the **Login** button to connect to the server.

If you are successful you should see confirmation within a few moments.

Note: If you have problems at this point, verify your NetID, password and directory name.

Overview of the WinSCP Window

By default, the WinSCP main window displays the files and folders for your PC on the left side of the main window and the files and folders of the remote SFTP site on the right side.

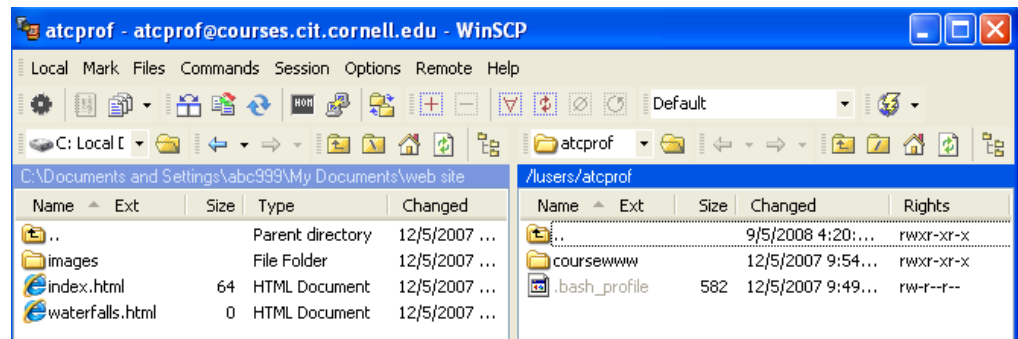


Figure 2 Main WinSCP Window.

Navigating the Server (remote site)

1. To navigate to a higher directory, double-click ..
2. To navigate to a lower directory, double-click on the folder.

You can create, rename, and delete files in the remote directory by right-clicking on the directory name and selecting the appropriate option.

Navigating the local files

In order to upload the files you have on your local computer, you must use the file finder in the left pane of WinSCP to find them.

1. Navigate to the directory in which you have the files you want to upload to your web site. You can navigate using the tree structure.
- To navigate to a higher directory, double-click ..
 - To navigate to a lower directory, click on the “+” to view the directories and select the desired one.

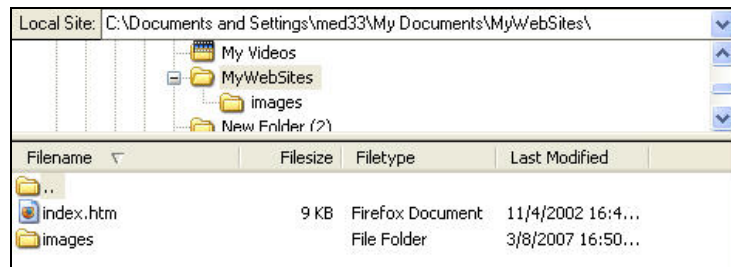


Figure 3 Local site directory tree



About file names

- Filenames are case-sensitive.
- Don't use spaces or “/” in filenames. Numbers, hyphens, underscores, and periods are fine.

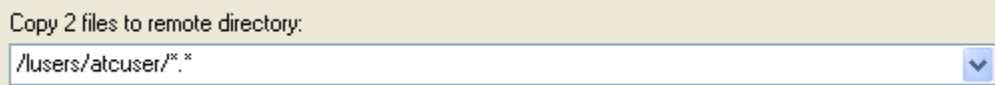
**Tip:**

... Make sure that you navigated to the remote site directory to which you want to upload files before you click upload.

Uploading files

Uploading files means to copy the files from the local site to the remote site. Make sure that you navigate to the remote site directory to which you want to upload files.

1. In the local site pane, select the file or files that you want to upload by clicking on them once. They should appear highlighted.
2. To upload the files, click-drag them from the Local Site to the Remote Site.
3. You will be asked to confirm the copy of your files to the remote site. Click the Copy button.



Disconnect and exit

For security, when you are finished transferring files, make sure you end your session.

1. From the **Session** menu, select **Disconnect**.
2. Close the WinSCP program.

Frequently asked questions

⇒ What if I can't connect to the server?

- Check to see that you have the host name entered exactly.
- Verify you have the correct user name and password
- Check your Firewall settings.
- Make sure you are connected to the internet.

Assistance

If you have any questions, please send an e-mail to: atc_support@cornell.edu
For more information see WinSCP online help available from the Help menu.