

## Steps To Use SFTP

### What is SFTP?

**SFTP is a network protocol used to securely transfer files between a client and a server over a secure data channel.**

**Step 1:** Download Filezilla and install.

Kindly click on the link provided below to initiate the download of FileZilla.

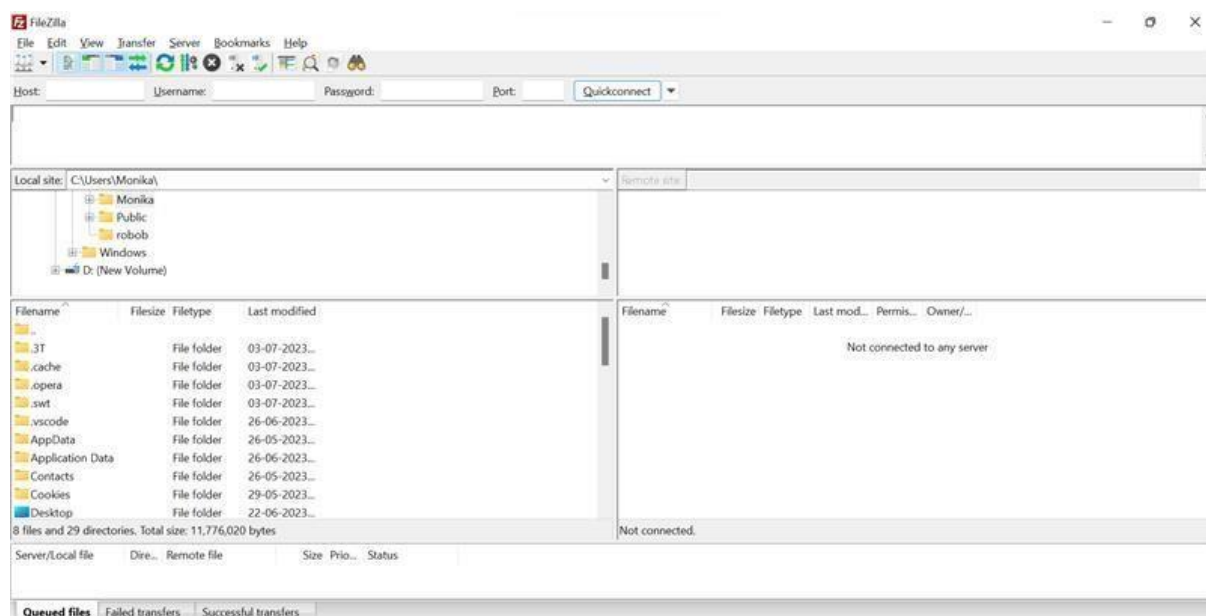
Filezilla client for Windows download link:

<https://filezillaproject.org/download.php?platform=win64>

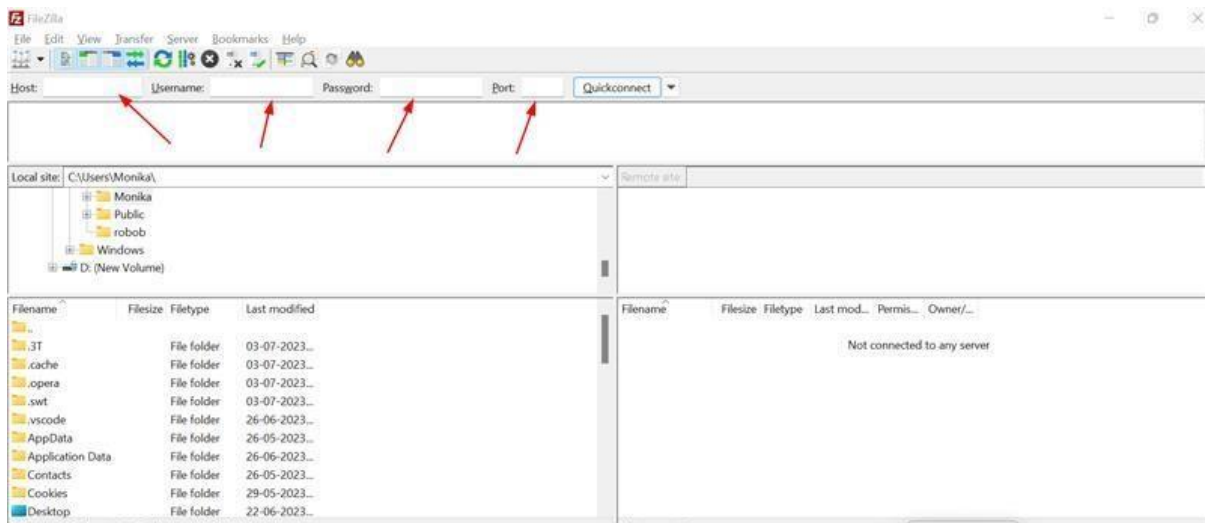
Filezilla client for MacOS download link:

<https://filezillaproject.org/download.php?platform=osx>

Upon successful installation, the interface will appear as below.



**Step 2:** Please input the following information –



**Hostname:** shared with you via email.

**Username:** shared with you via email

**Password:** shared with you via separate email

**port:** 22

After entering the required information, please proceed by clicking the "Quickconnect" button.

You will see successful connection message as below -

```
Status:      Listing directory /writable/Test/
Status:      Directory listing of "/writable/Test" successful
```

Kindly take note that your access is limited to read and write privileges, we recommend you to keep versions of files uploaded on the SFTP folder.

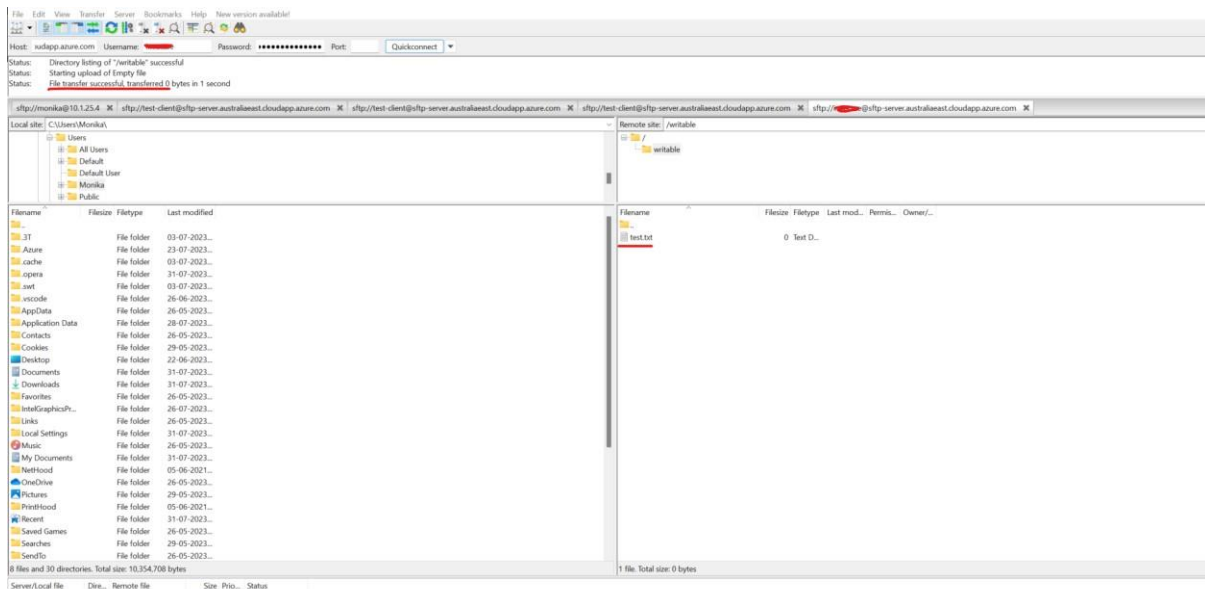
## Uploading

To upload your data, first go to the desired location on the server.

Then, pick the files or folders you want to upload and drag them from your computer to the server window.

After uploading, you'll see the files in the transfer queue at the window's bottom.

The uploaded items will appear on the right side of the window in the server's content list.



## Downloading

To download the files, simply drag the files or directories from the remote pane to the local pane.