

# Access your home filespace (H: drive) off campus using WinSCP (Windows only)

**WinSCP** is a client/application for Windows that allows you to transfer files between the hard drive of your personal PC and your H: drive (home filespace) on the University servers. It uses a secure connection so your username and password, as well as the files you transfer, remain protected.

## Before you start

- You **must** request access to SFTP. Please send an email to [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) with the subject: **SFTP Access Request**

## Install WinSCP

1. Launch an internet browser and visit <http://winscp.net/eng/download.php> to download the latest version of WinSCP
2. Click on **Download WinSCP**:



3. If you are not prompted to save the executable, click on **Direct Download**:



4. At the prompt, **Save** the **executable** file to your Windows Desktop.
5. Once the download is complete, double-click **WinSCP-5.17.10-Setup.exe** on your Desktop.
  - **Note:** The **.exe** filename above is correct at time of writing. If a newer version of WinSCP is available, you will see a slightly different filename, e.g. **WinSCP-XXX-Setup.exe** where xxx is the version.
6. In the **Select Setup Language** dialog, select the language you want to use from the drop-down options and click **OK**.
7. The WinSCP Setup Wizard opens.



8. Review the *License Agreement* screens, clicking **Next** to continue.
9. When prompted to select a setup type, choose **Typical installation** and click **Next**.
10. You will be prompted to select your preferred *User interface style*. Choose between **Commander** and **Explorer**. A short description of each is provided to help you decide. You can always change the interface style later via WinSCP's preferences.
11. Click **Next**.
  - If prompted, choose whether or not you want to include Google Chrome, then click **Next** again.
12. Click **Install** to start the installation. At the end of the installation, tick the *Launch WinSCP* checkbox, and click **Finish**.

## Using WinSCP

The **WinSCP Login** dialog opens.

1. From the drop-down *File protocol* menu, select **SFTP**.
2. Enter the *Host name* **ftp.abdn.ac.uk**
3. Enter your normal computing *Username* and *Password*.
4. Click the **Login** button – it may take a few seconds to make a secure connection.
5. Say **Yes** to the warning about the server host key not being found in the cache – you will only be asked this once.
6. Wait for your MFA response and confirm it (this could be a mobile phone app or a phone call). You will need to confirm this every time you login.
7. The WinSCP interface opens. Depending on the choice you made in step 9 above, you will see *EITHER*:

### The **Explorer** Interface:

- Files and folders on your H: drive are displayed with a directory tree on the left.
- Transfer files by dragging and dropping between WinSCP and Windows Explorer

OR

### The **Commander** Interface:

- Files and folders on the hard drive of your personal PC are displayed in the left pane and files and folders on your H: drive in the right pane.
- Transfer files by dragging and dropping from one pane to the other.

## Help and Support

See the guides on the WinSCP website:

<http://winscp.net/eng/docs/>.

Or contact the IT Service Desk: [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) or <https://myit.abdn.ac.uk>.

