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 <u>servicedesk@abdn.ac.uk</u> 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 your 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 dropdown 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 selectyour 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: <u>servicedesk@abdn.ac.uk</u> or https://myit.abdn.ac.uk.

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