How to Upload to Webpage.Pace.Edu Using FileZilla

Introduction

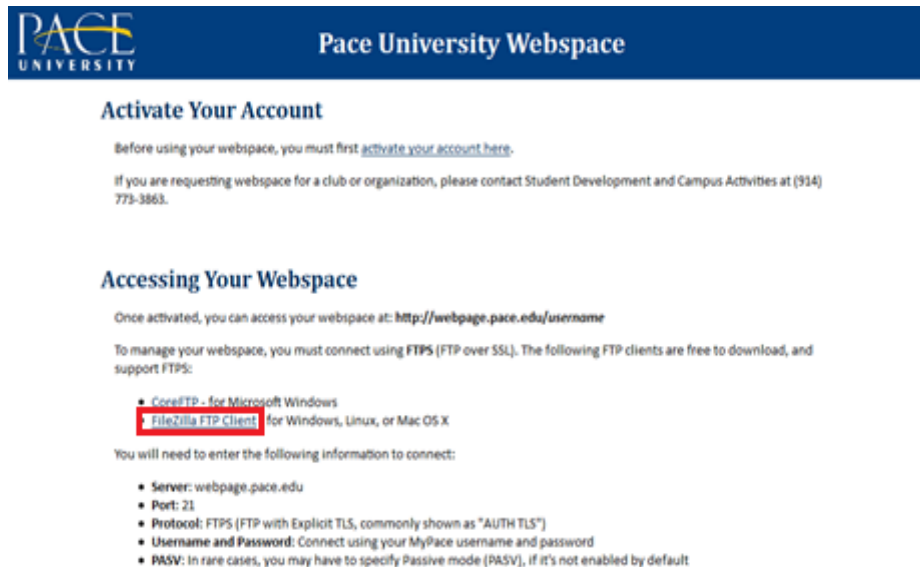Pace students can get their own personal Web space account for personal and school use, which is accessible at http://webpage.pace.edu. FileZilla is an FTP client which is compatible with Linux, Mac OS, and Windows. This document contains instructions on downloading, installing, and using FileZilla to upload files to the Web server.

Note: Before using their individual Web space account, students must first activate it at http://webpage.pace.edu.

Downloading FileZilla

- launch an Internet browser
- navigate to https://webpage.pace.edu

The *Pace University Webspace* page displays:

- click **FileZilla FTP Client**

- click **Download Now** button

  Note: The *Download Now* button will appear automatically under the operating system you're using.

The FileZilla download/setup dialog box displays:
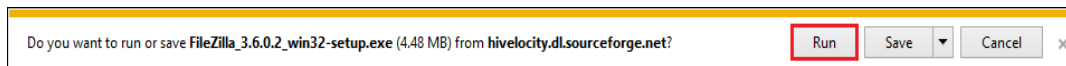
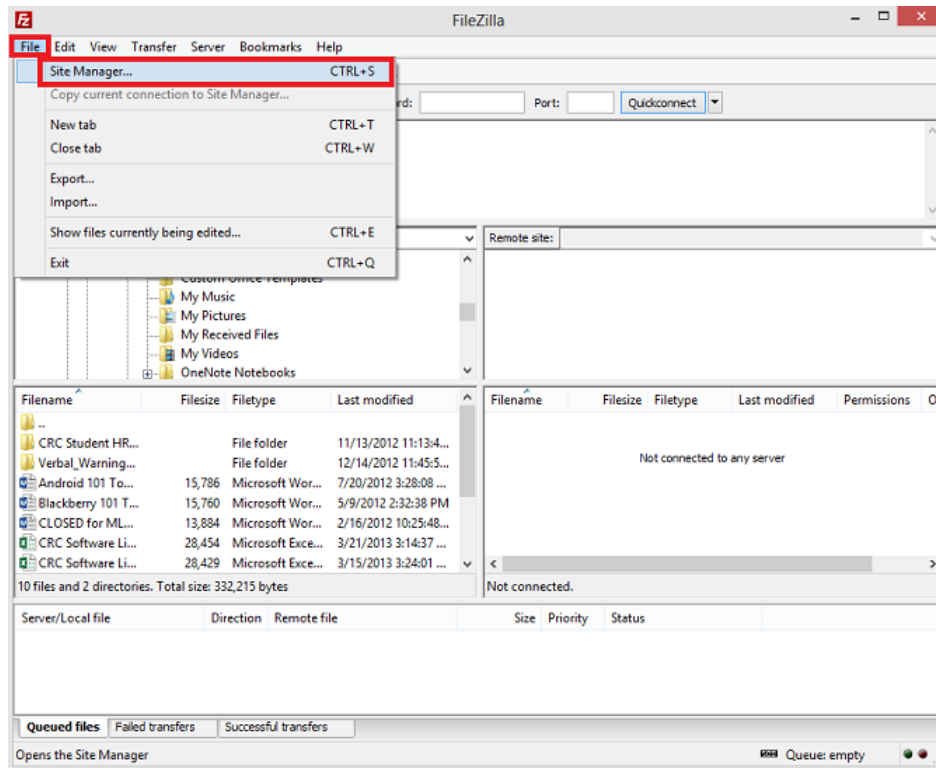- click **Run**
- click **I Agree**
- click **Next** when prompted (4 times)
- click **Install**
- click **Finish**

  Note: FileZilla will now install on your computer.

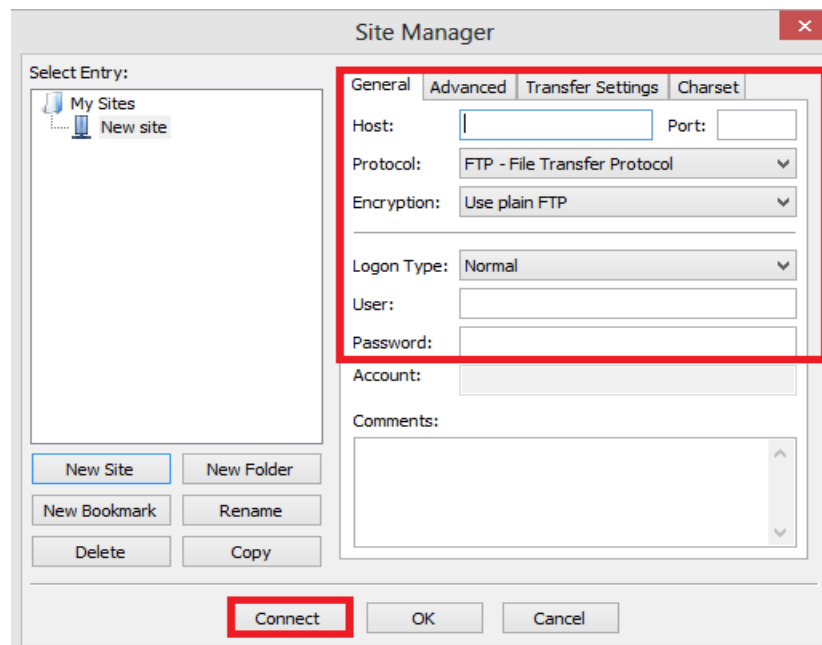**Connecting to FileZilla**

- click **Start Menu** and select **All Programs**
- click **FileZilla FTP Client** and select **FileZilla**

The FileZilla program interface displays:

- click **File** and select **Site Manager**

Enter the following information in the **General** tab:

- type *webpage.pace.edu* in the **Host** field
- type your *MyPacePortal Username* in the **User** field
- type your *MyPacePortal Password* in the **Password** field
- select *Require Explicit FTP over TLS* in the **Encryption** field
- type *21* in the **Port** field
- click **Connect**
- click **Always Accept** when prompted

  Note: For Security reasons, the "Quickconnect" feature is disabled and users will need to connect each time using the steps above.

Using FileZilla to Upload/Download Files

When connected to the Web Server using FileZilla, the files/folders on your computer will display on the left side, and the right side shows the files/folders (if any) on the Web server.
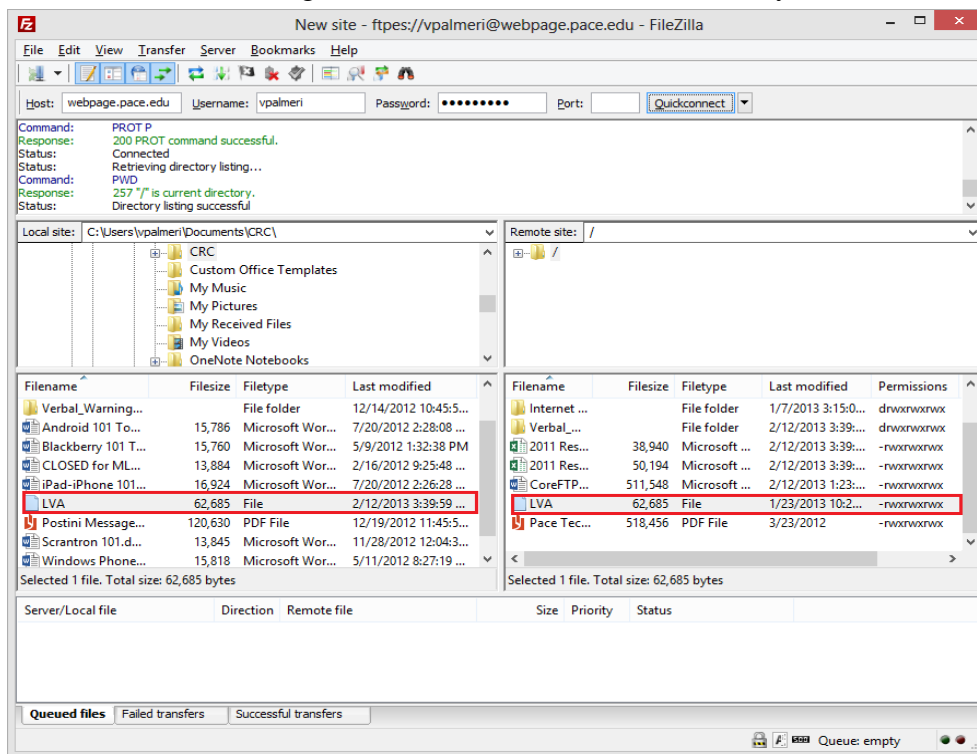
To upload files to the Web Server:

- highlight your desired files/folders on the left side
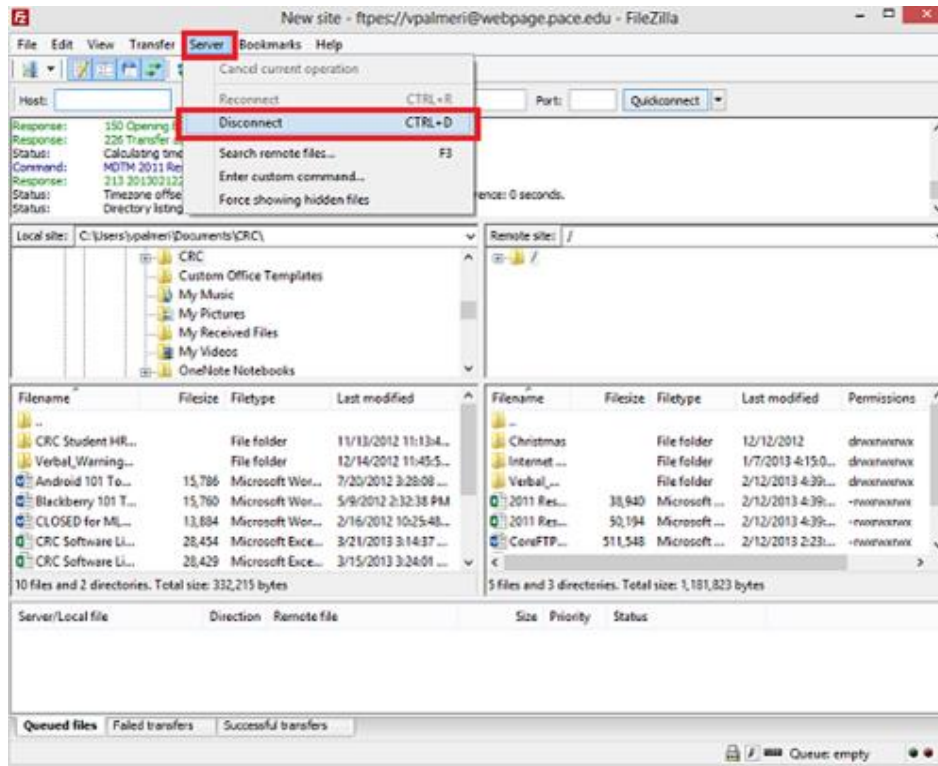- drag and drop your selected files/folders to the right side

  Note: Your copied files/folders will now show on the remote server.

To download files from the Web Server:

- highlight your desired files/folders on the right side
- drag and drop your selected files/folders to the left side

Note: Your copied files/folders will now show on your computer.

Disconnecting from FileZilla

- click **Server**
- click **Disconnect**