

## How to Upload to Webpage.Pace.Edu Using FileZilla

### Introduction

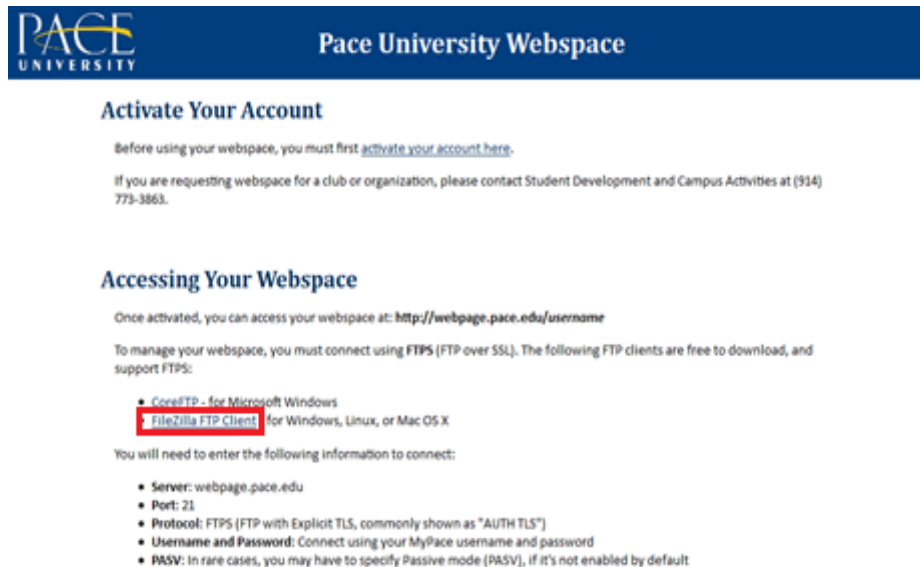
Pace students can get their own personal Web space account for personal and school use, which is accessible at <http://webpage.pace.edu>. FileZilla is an FTP client which is compatible with Linux, Mac OS, and Windows. This document contains instructions on downloading, installing, and using FileZilla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



**Activate Your Account**

Before using your webspaces, you must first [activate your account here](#).

If you are requesting webspaces for a club or organization, please contact Student Development and Campus Activities at (914) 773-3863.

**Accessing Your Webspaces**

Once activated, you can access your webspaces at: <http://webpage.pace.edu/username>

To manage your webspaces, you must connect using **FTPS** (FTP over SSL). The following FTP clients are free to download, and support FTPS:

- **CoreFTP** - for Microsoft Windows
- **FileZilla FTP Client** - for Windows, Linux, or Mac OS X

You will need to enter the following information to connect:

- **Server:** webpage.pace.edu
- **Port:** 21
- **Protocol:** FTPS (FTP with Explicit TLS, commonly shown as "AUTH TLS")
- **Username and Password:** Connect using your MyPace username and password
- **PASV:** In rare cases, you may have to specify Passive mode (PASV), if it's not enabled by default

- 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:



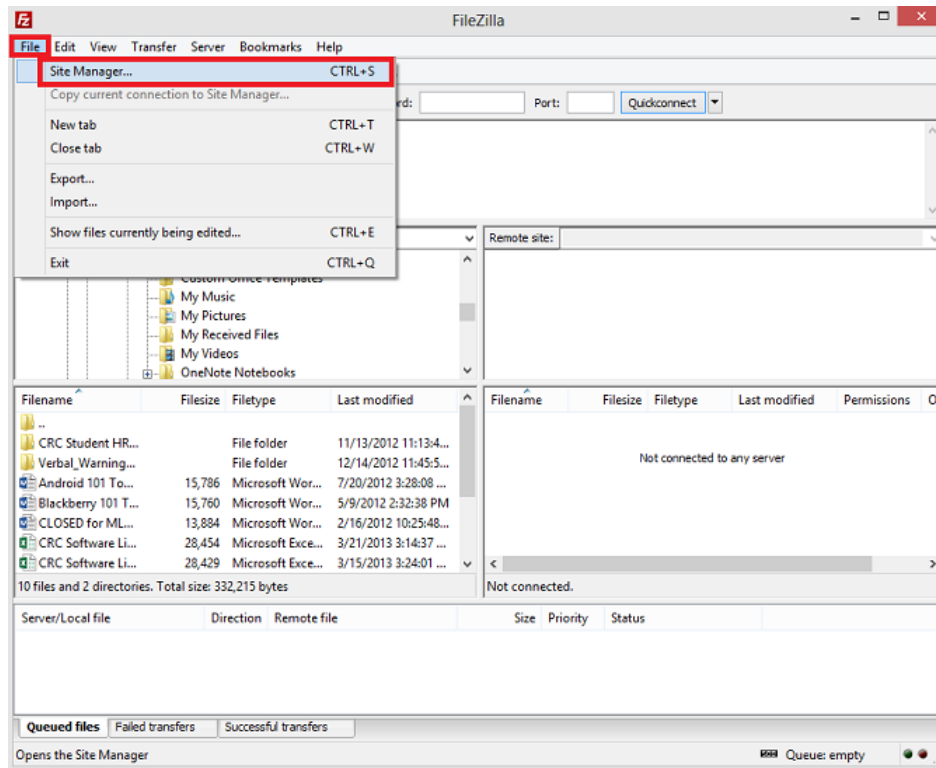
- click **Run**
- click **I Agree**
- click **Next** when prompted (4 times)
- click **Install**
- click **Finish**

**Note:** FileZilla will now install on your computer.

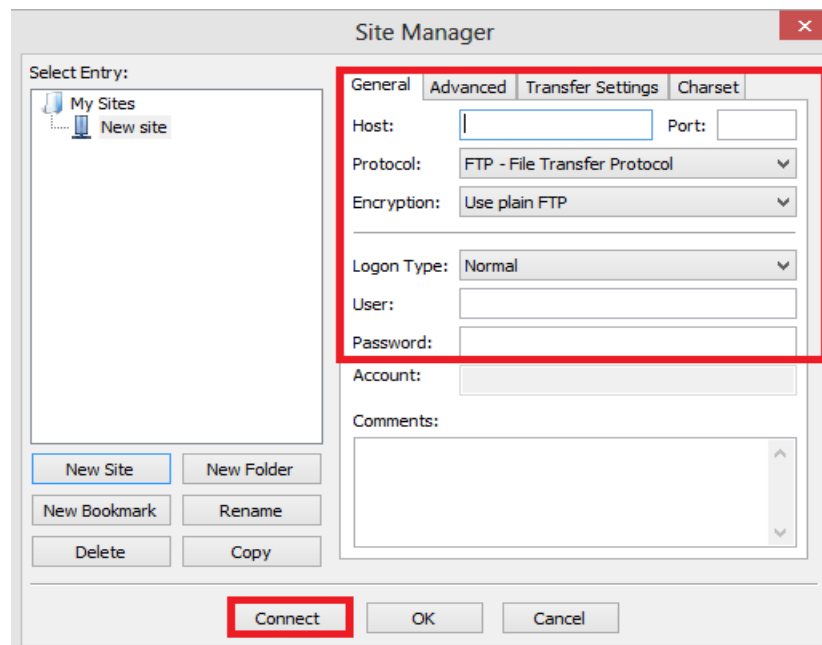
## Connecting to FileZilla

- 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**



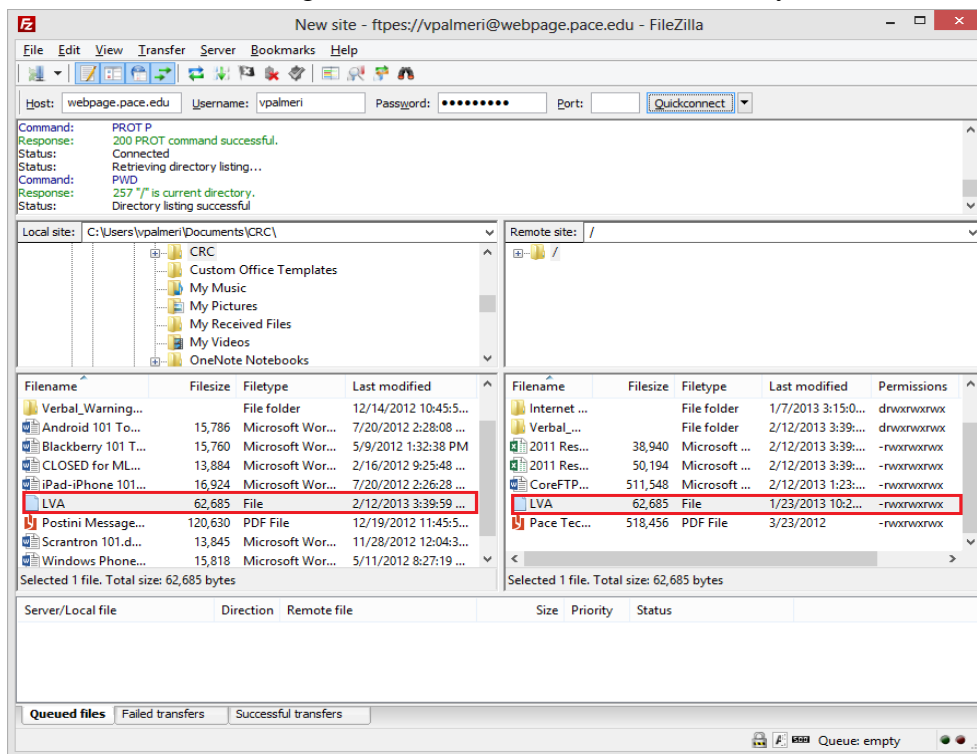
Enter the following information in the **General** tab:

- 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

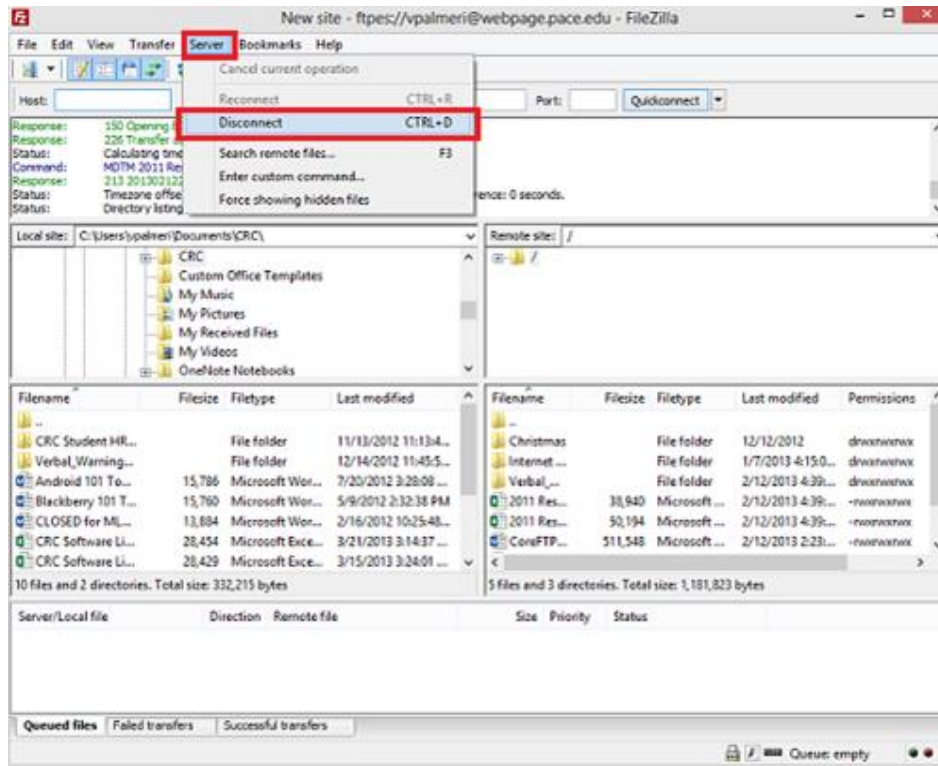
**Note:** Your copied files/folders will now show on the remote server.

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**