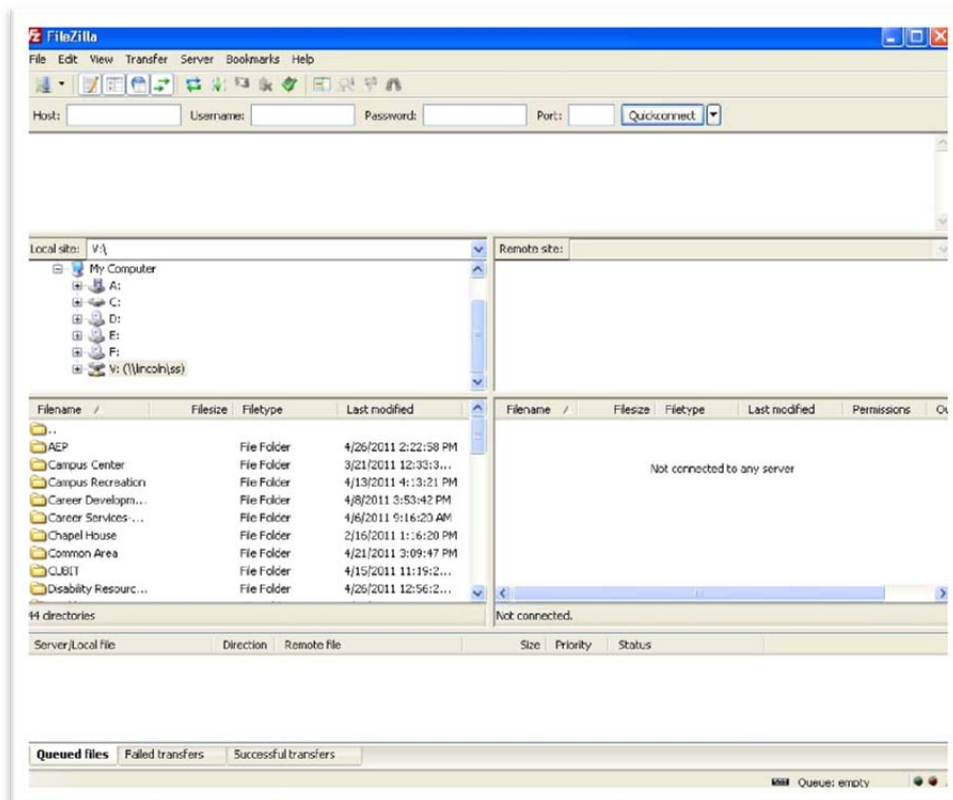


Step 1: Download FileZilla FTP Client

You can download the FileZilla FTP Client from: <http://filezilla-project.org/>



Choose your operating system and continue the download. After installing FileZilla, open the software and you should see the following screen:

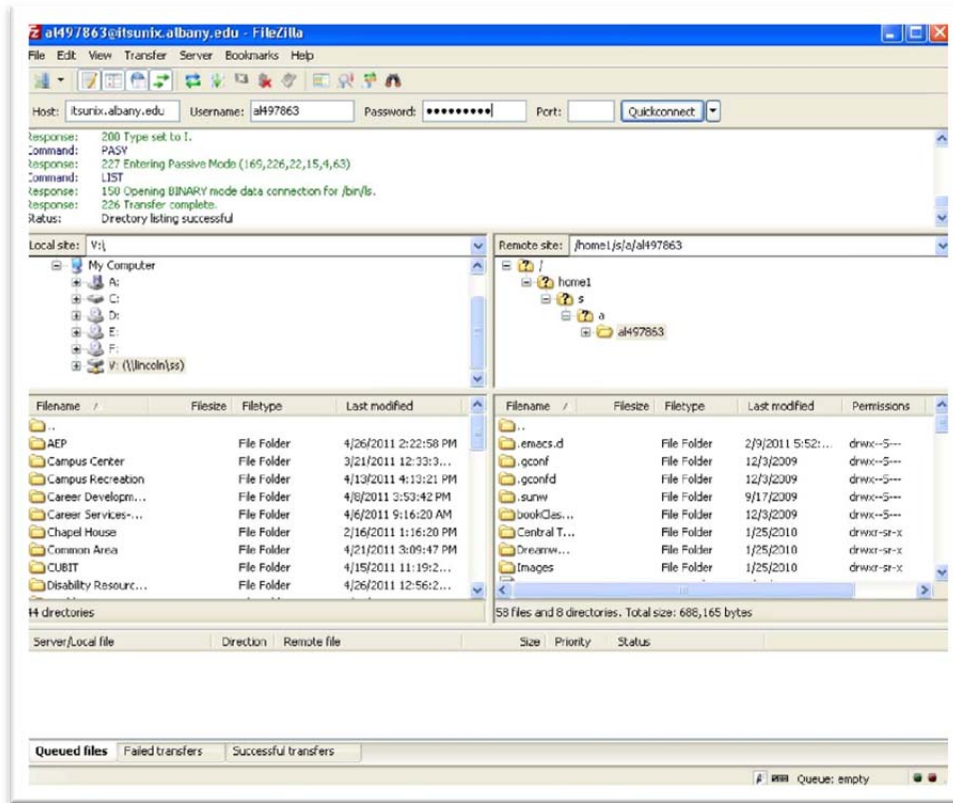


Step 2: Enter log-in information

The Host name is: itsunix.albany.edu.

Enter the NetID and password that you requested for your organization.

Click Quick Connect.



Step 3: Upload new files

The left pane consists of the files that are currently on your computer. The right pane consists of the files that are on the network where you are attempting to transfer files to.

To upload a file, simple drag the file from the left pane over to your preferred location on the right pane.

Congratulations, you have now uploaded your files to the server!