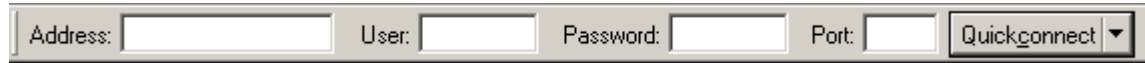


## 1. Connecting to the Maryland DeMolay Online FTP client\*\*\*This information is provided assuming that you have all ready downloaded and installed the freeware client from this address <http://filezilla-project.org/download.php?type=client>

Using a FTP client can be very simple to use, if you have the basics. This guide will focus on using Filezilla to transfer files. This information applies to most of the popular FTP software.

### To connect to your FTP server:

- After starting up your ftp client you should be given an area to enter your logon information.



A screenshot of the FileZilla connection dialog box. It features four input fields: 'Address:', 'User:', 'Password:', and 'Port:'. To the right of the 'Port:' field is a 'Quickconnect' button with a dropdown arrow.

**Address:** This is the domain name or IP address of the FTP server. <ftp.mddemolay.org/upload> (anonymous FTP) <ftp.mddemolay.org> (standard FTP) \*\*\*must have password from webmaster\*\*\*

**Port:** 21 is the most commonly used port for FTP connections.

**Username:** not required if use the MDO anonymous FTP server address

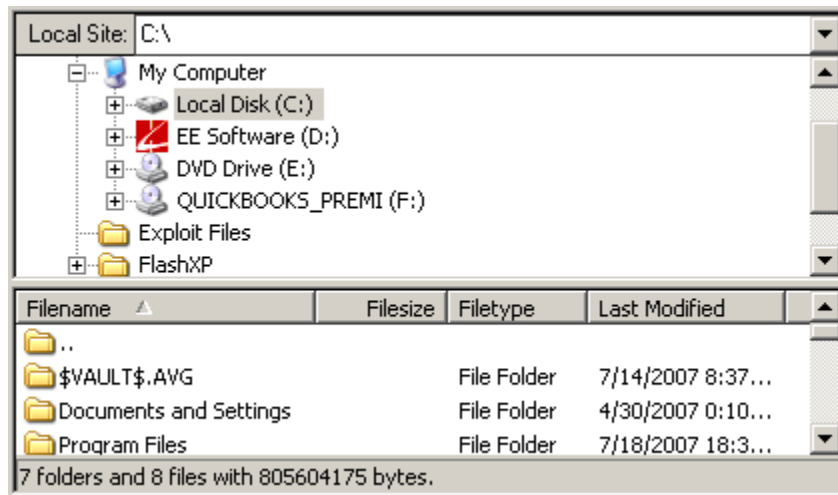
**Password:** A password is also required unless you are using anonymous FTP. If using the MDO standard FTP contact the webmaster for password information.

- Once you enter your information you can click connect to initiate the connection process.
- If the connection was successful you will have a list of the files and folders located in your website root directory.

## 2. How to navigate files

### Navigating in Filezilla:

- Navigating the files and folders in Filezilla is very similar to using the file manager on your home computer.
- To change the current folder either on your machine or on the server, just select a tree item in the appropriate tree.



## 3. How to transfer files

### Transferring Files into Filezilla:

- You will see two views the local and the remote view.
- Navigate the remote view to the location you would like to place the files you upload.
- Navigate the local view to the location of the files you wish to upload.
- You can upload or download a file by double-clicking on it. It will be added to the transfer queue and the transfer will start automatically.
- Alternatively you can also drag the files from one side and drop them on the other side.