

Accessing your home filespace (H: drive) off campus using SFTP on a personal device

What is SFTP?

Secure File Transfer Protocol (SFTP) is a method for transferring files over the web.

Therefore, it allows you to transfer files between your PC's hard drive and your H: drive (home filespace) on the University servers. It uses a secure connection, so your username, password, and transfer files remain protected.

BEFORE you start



To utilise this service, you must **request access** from the [Service Desk](#).

- you must be connected to the internet
- you must have a current University of Aberdeen username and password
- you must have up-to-date antivirus software
- you must ensure your operating system is up-to-date

If in doubt, or if you would like guidance, please contact the [Service Desk](#)

Which SFTP software?

There are many to choose from, and most are free but do not work with all operating systems.

The University of Aberdeen IT Services does not recommend or support an individual application. This guide will give an example of using [FileZilla](#), which can work with all operating systems.

Alternatively, if you are a Windows user, see our guide for [WinSCP](#) for transferring your files.

FileZilla download

1. Open a web browser, and go to:
<https://filezilla-project.org/>
2. Select **Download FileZilla Client** to transfer files.
3. Double-click on your downloaded file to install.
4. Follow the instructions.
5. Click **Finish**.

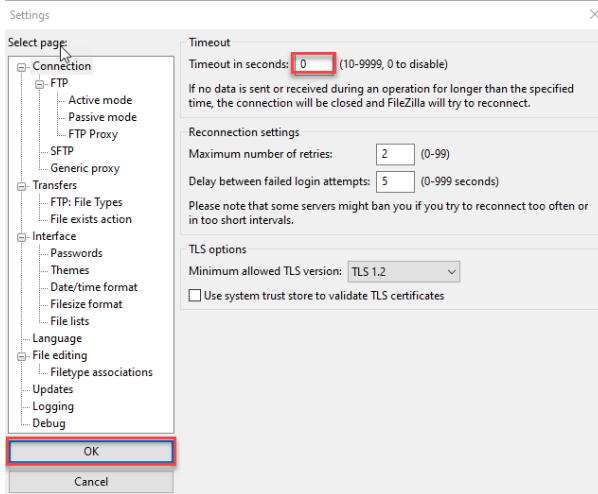
Set FileZilla timeout settings

The default FileZilla timeout setting is 20 seconds. You should change this to 0 seconds so that it does not time out during the connection process.

1. Select **Edit** from the menu bar then click **Settings**.
2. In the **Settings** window, click **Connection** and change the **Timeout in seconds**: from 20 to **0**.



If you do not change the timeout in seconds default, you will have to reconnect after 20 seconds of inactivity.



3. Click **OK**.

Connecting to a server

1. Enter **sftp://ftp.abdn.ac.uk** the Quickconnect bar's **Host:** field

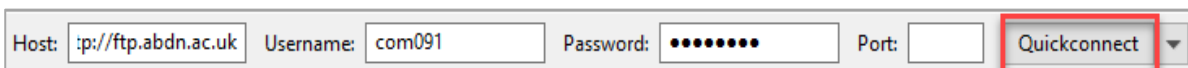


You must enter the details in the format **sftp://ftp.abdn.ac.uk**. If there are any spelling mistakes you will get an error connection failure.

2. Enter your username into the **Username:** field, e.g. s01jb01.

3. Enter your password into the **password:** field.

4. Click on **Quickconnect**.



5. 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.

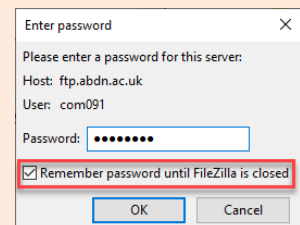
6. FileZilla will now try to connect to the Server. If successful, your H: drive will be displayed.



You will be prompted to login and enter your password each time you login.

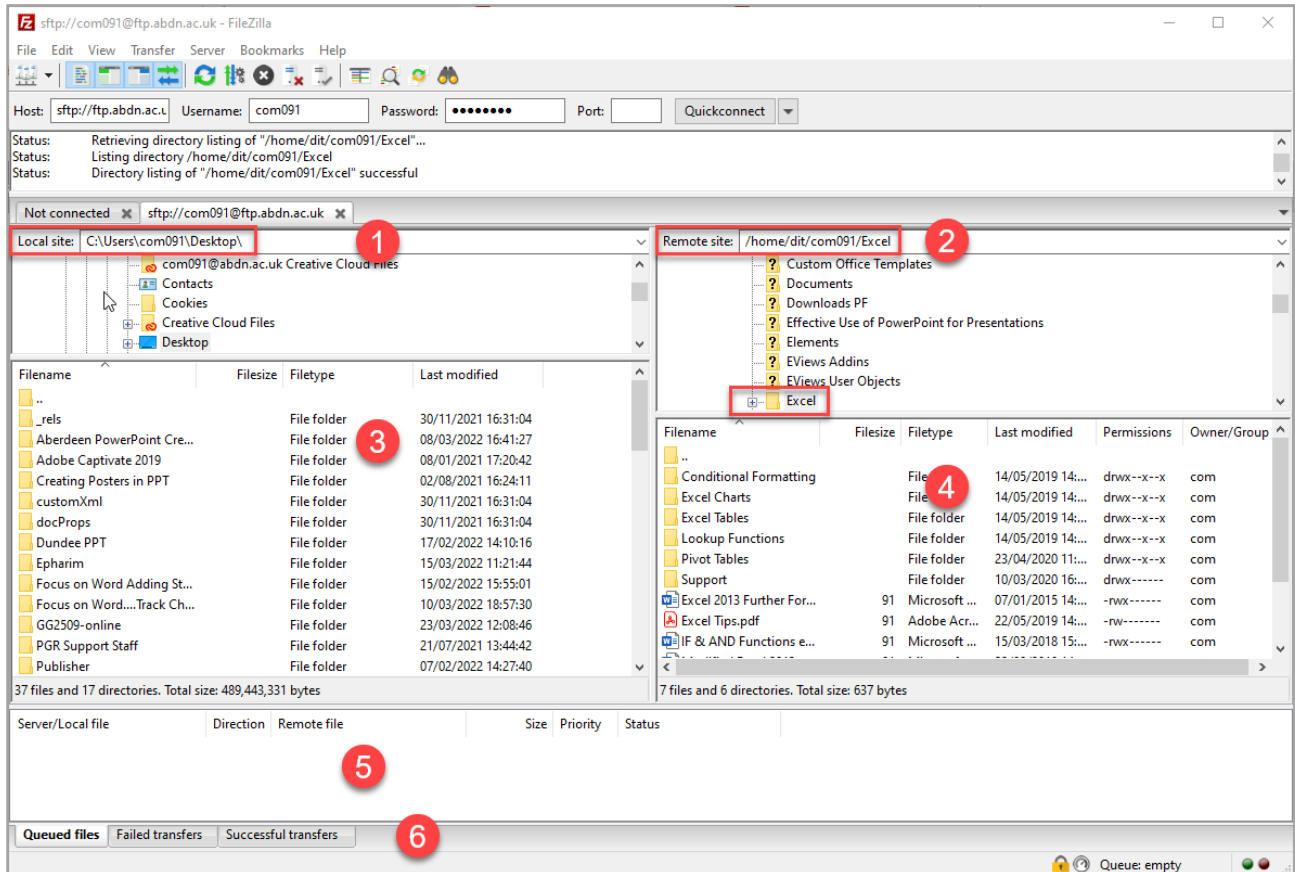
Then you will be notified by the MFA response and prompted to approve each time you use the service.

You can select the checkbox to **Remember password until FileZilla is closed**.



Understand the layout

You will now see that your device is connected to your H: drive and a list of the files and directories displayed. Below is a brief description of each numbered area.



1. **Local site:** displays your device's directory structure and which folder you have selected.
2. **Remote site:** this is your H: drive.
3. Displays the folders and files from your selected location on your device.
4. Displays the folders and files from your selected location on your H: drive.
5. Lists the to-be-transferred and already transferred files.
6. Click to view the history of Failed transfers or Successful transfers.

Upload from Local site

1. Navigate to the folder/files to be uploaded from your local device (left-hand side pane).
2. Navigate to the folder on your H: drive (right-hand side pane).
3. Select the required folders and files and drag them from the Local site pane to the Remote site pane to upload the data.



You will be notified by the MFA response and prompted to approve each time you upload

4. The transferred folder/files are displayed in the **Queued files** pane at the bottom of the window. These will be removed when they are successfully transferred.

5. To view, click on the **Successful transfers** tab.

Server/Local file	Direction	Remote file	Size	Priority	Time
sftp://com091@ftp.abdn.ac...					
C:\Users\com091\Desktop...	-->>	/home/dit/com091/Downloa...	32,171,646	Normal	31/03/2022 14:06:56

Queued files Failed transfers **Successful transfers (1)**

6. Check your Remote site pane and see if the uploaded folders and files are there.



In case you accidentally try to overwrite a file during upload or download, FileZilla will display a dialog asking whether to overwrite, rename or skip.

Downloading from your H: drive

1. Navigate to the folder/files to view which contains data to be downloaded from your H: drive (right-hand side pane).
2. Navigate to the folder on your local device (left-hand side pane).
3. To download the data, select the required folders and files and drag them from the Remote site pane to the Local site pane (left-hand side pane).



You will be notified by the MFA response and prompted to approve each time you upload

4. The transferred folder/files are displayed in the **Queued files** pane at the bottom of the window. These will be removed when they are successfully transferred.
5. To view, click on the **Successful transfers** tab.
6. Check your Remote site pane and see if the uploaded folders and files are there.



In case you accidentally try to overwrite a file during upload or download, FileZilla will display a dialog asking whether to overwrite, rename or skip.

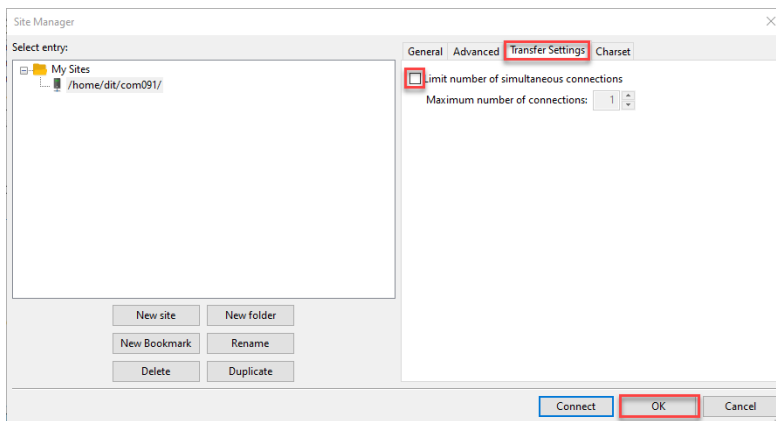
Save your H: drive connection details for future sessions

Add the connection details to the site manager to make it easy to reconnect to your H: drive in future.

1. Click in the **Remote site:** pane.
2. Click **File** and select **Copy current connection to Site Manager...**
3. The Site Manager dialog will be displayed. At this point, you can overwrite the highlighted text of the **New site.**
4. The new entry is created and you will see the connection details to the right-hand side.
5. Click **Transfer Settings** tab, click on the checkbox for **Limit number of simultaneous connections.** Keep **Maximum number of connections: 1.**



This will limit having to authenticate MFA each time you upload or download your transfers



6. Click **OK**.

Using your saved connection details to access your H: drive

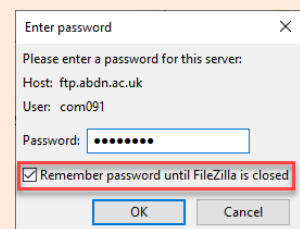
1. Click **File, Site Manager...**
2. Click on your new site name.
3. Click **Connect**.



You will be prompted to login and enter your password each time you login.

Then you will be notified by the MFA response and prompted to approve each time you use the service.

You can select the checkbox to **Remember password until FileZilla is closed**.



Sign out

1. Click **File** and select **Exit** or click on the **X**.

Further information and help

Contact the [University's IT Service Desk](#) or get further help and support from the [FileZilla website](#).