Access your home filespace (H: drive) off campus using WinSCP (Windows only)

WinSCP is a client/application for Windows that allows you to transfer files between the hard drive of your personal PC and your H: drive (home filespace) on the University servers. It uses a secure connection so your username and password, as well as the files you transfer, remain protected.

Before you start

− You **must** request access to SFTP. Please email servicedesk@abdn.ac.uk with the subject: **SFTP Access Request**

Install WinSCP

1. Launch an internet browser and visit http://winscp.net/eng/download.php to download the latest version of WinSCP

2. Click on **Download WinSCP**:

3. If your are not prompted to save the executable, click on **Direct Download**:

4. At the prompt, **Save** the **executable** file to your Windows Desktop.

5. Once the download is complete, double-click **WinSCP-5.21.2-Setup.exe** on your Desktop.

   - **Note:** The **.exe** filename above is correct at time of writing. If a newer version of WinSCP is available, you will see a slightly different filename, e.g. **WinSCP-XXX-Setup.exe** where xxx is the version.

6. In the **Select Setup Language** dialog, select the language you want to use from the drop-down options and click **OK**.

7. The WinSCP Setup Wizard opens.
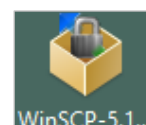
8. Review the *License Agreement* screens, clicking **Next** to continue.

9. When prompted to select a setup type, choose **Typical installation** and click **Next**.

10. You will be prompted to select your preferred *User interface style*. Choose between **Commander** and **Explorer**. A short description of each is provided to help you decide. You can always change the interface style later via WinSCP's preferences.

11. Click **Next**.

    - If prompted, choose whether or not you want to include Google Chrome, then click **Next** again.

12. Click **Install** to start the installation. At the end of the installation, tick the *Launch WinSCP* checkbox, and click **Finish**.

Using WinSCP

The **WinSCP Login** dialog opens.

1. From the drop-down *File protocol* menu, select **SFTP**.

2. Enter the *Host name* **ftp.abdn.ac.uk**

3. Enter your normal computing *Username* and *Password*.

4. Click the **Login** button – it may take a few seconds to make a secure connection.

5. Say **Yes** to the warning about the server host key not being found in the cache – you will only be asked this once.

6. 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.

7. The WinSCP interface opens. Depending on the choice you made in step 9 above, you will see *EITHER*:

   The **Explorer Interface:**

   - Files and folders on your H: drive are displayed with a directory tree on the left.

   - Transfer files by dragging and dropping between WinSCP and Windows Explorer

   OR

   The **Commander Interface:**

   - Files and folders on the hard drive of your personal PC are displayed in the left pane and files and folders on your H: drive in the right pane.
   - Transfer files by dragging and dropping from one pane to the other.
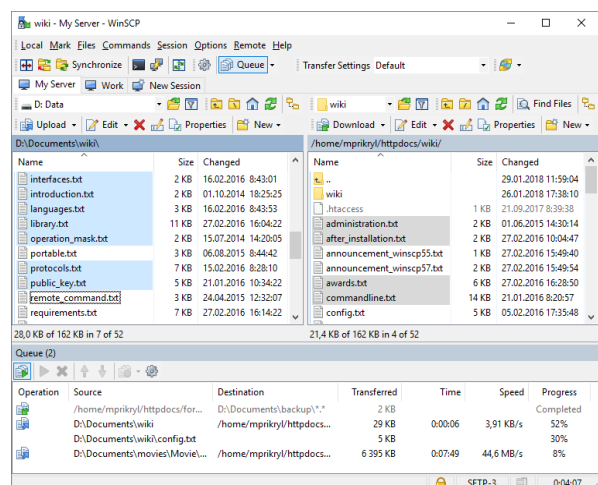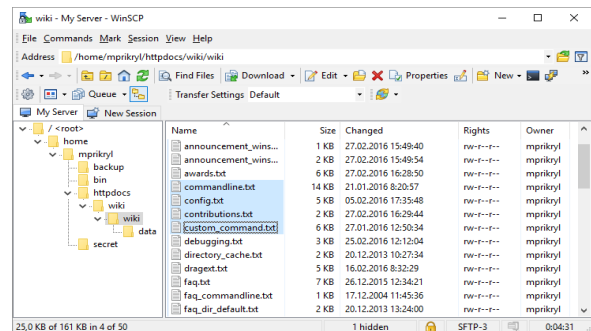
Help and Support

See the guides on the WinSCP website.
Or contact the IT Service Desk: servicedesk@abdn.ac.uk
or myit.abdn.ac.uk.