

Using Secure FTP with the Core FTP program

- 1) Open Core FTP
- 2) On the **File** menu, select **Connect**
- 3) Click the **New Site** button
- 4) The following window will appear

The screenshot shows the 'Site Manager' dialog box. The 'Site Name' field is filled with 'New_Site'. The 'Host / IP / URL' field is empty. The 'Username' field is empty, and the 'Anonymous' checkbox is unchecked. The 'Password' field is empty, and the 'Don't save password' checkbox is unchecked. The 'Port' field is 22, 'Timeout' is 60, and 'Retries' is 2. The 'Retry On' checkbox is unchecked. The 'PASV' checkbox is checked, 'SSH/SFTP' is checked, and 'Use Proxy' is unchecked. The 'Comments' field is empty. The 'New Site' button is highlighted.

- 5) In the **Site Name** box and the **Host** box enter publish.holycross.edu
- 6) In the **Username** box, enter your network user name
- 7) In the **Password** box, enter your network password
 - a. Make sure that the “Don’t save Password” box is checked. This will assure that no one else will be able to upload from your computer without entering your password
- 8) Put a check in the **SSH** box.
- 9) Click the **Connect** button – this will connect you to the FTP server, which will allow you to confirm that you have entered your information correctly.