## Using WinSCP to move files from local location/s to server/s

Software Center

1. Install the software using the Software Center.

Find this using Windows search facility, as illustrated below.



Staff Managed Desktop - Additional Software

2. Search (box at top-right) for WinSCP. Highlight the resulting icon and select Install

3. WinSCP has lots of settings but you can ignore nearly all of these and simply enter the server name (e.g. noether) and your user name and password, like this  $\rightarrow$ 

You have the option to save the connection for future use. If you choose to do this, click Save and you will see further options similar to those shown below:

Save session as site	?	×	
Site name:			
db400@noether			
<u>F</u> older:			
<none></none>		~	
Save password (not recommended)			
Create desktop shortcut			
OK Cancel	He	elp	

🏧 Login	– 🗆 🗙
New Site	Session File protocol: SFTP Host name: Port number: noether 22 User name: Password: db400 Save T Advanced T
Tools 🔻 Manage 🔻	► Login 🔽 Close Help

4. Click Login

5. The following warning (below) may appear when you use the connection for the first time.



## Proceed by clicking Yes

6. WinSCP will then open a two-pane layout.

Conventionally this will appear with a remote folder on the right-hand side (R=right=remote) ...

... and your local folder on the left (L=left=local)

7. You can drag and drop files across from left-to-right thus copying from local  $\rightarrow$  remote location(s).

