

Accessing Network Files Using File Transfer Programs

Anyone with a St. Norbert College network account may access files stored on the College's computer network (the M:, G:, and J: drives) from off campus in several different ways. This handout explains how to transfer files between your computer and the network using the FTP (file transfer protocol) programs WS-FTP for Windows or Cyberduck for Macintosh. You may use any other file transfer program you wish, but the Help Desk will only be able to help you configure and troubleshoot WS-FTP and Cyberduck.

Getting a file transfer program

To get one of these programs for your computer, see the Downloads page at <http://www.snc.edu/techsupport>.

Other remote network access methods

Other methods of accessing network files remotely are via the NetDrive program (Windows XP only) or the web-based NetStorage interface (Windows and Mac). For more information, see the handouts *Accessing Network Files Using NetDrive* or *Accessing Network Files Using NetStorage*, at <http://www.snc.edu/techsupport>.

WS-FTP (Windows)

1. Go to Start – Programs – WS_FTP – WS_FTP95 LE.
2. You'll probably want to create and save a profile for this connection, so that you don't have to type all of the information in each time you connect. To do so, click the New button, then type a profile name in the "Profile Name" box (you can name it anything you want, e.g., "J Drive").
3. In the "Host Name/Address" box, type **ftp.snc.edu**.
4. Type the appropriate Remote Host or Initial Remote Site Folder shown below for the network drive you wish to connect to, where *loginid* is replaced with your 6-character SNC login ID (e.g., duckdf), and *your-dept-folder* is replaced by the name of your department folder on the J: drive (e.g., compserv).

Note: Some versions of WS-FTP have the "Remote Host" box on the first screen; in others, you may need to go to the Startup tab to locate the "Initial Remote Site Folder" box.

Network Drive	Remote Host / Initial Remote Site Folder
G: drive	//courses/course/g-classes/
J: drive	//departments/department/j-department/your-dept-folder/
M: drive (staff)	//users/user/users/staff/loginid/
M: drive (faculty)	//users/user/users/faculty/loginid/
M: drive (students)	//users/user/users/students/loginid/
M: drive (alumni)	//users/user/users/alumniac/loginid/

5. In the "User ID" box, type your 6-character SNC login ID (e.g., duckdf).
6. In the "Password" box, type your SNC network/e-mail password.
7. In the "Host Type" box, choose Unix (standard). Click OK.
8. You will be connected to the specified network drive. Your screen will have a column on the left labeled "Local System" (your computer) and a column on the right labeled "Remote System" (the College network). The gray area at the bottom provides status messages (e.g., "Transfer complete").
9. Navigate to the subdirectories and files you want to access by double-clicking on the folders in the list(s). Double-clicking on a folder will open it, but double-clicking on a file will transfer it, so be careful. Double-clicking the green arrow at the top will take you up one directory level.
10. When you locate the file or folder that you want to transfer, highlight it by clicking once on it, and then click on the appropriate arrow in the middle of the screen (left arrow to transfer a file from the network to your home computer; right arrow to transfer a file from your home computer to the network).

Caution: When transferring files, WS-FTP will not warn you if you are about to overwrite or replace a file with the same name. WS-FTP will overwrite the file without asking, so **be careful**.

11. When you are finished transferring files, click on the Exit button in the lower right corner.

Note: If you leave WS-FTP idle too long, you will be disconnected. Click the Connect button to start again.

Cyberduck (Macintosh)

1. In the Applications folder, double-click on Cyberduck.
2. Click on Open Connection at the top.
3. In the “Server” box, type **ftp.snc.edu**.
4. In the “Username” box, enter your 6-character SNC login ID (e.g., *duckdf*).
5. In the “Password” box, enter your password.
6. Click the Connect button.
7. When you first connect, you will initially see your M: drive/user folder.
8. To change to the G or J drive, from the Go menu, choose Go to Folder.
9. Type the path shown below for the drive you want to change to, and click the Go button.
 - G drive: //courses/course/g-classes/
 - J drive: //departments/department/j-department/
10. Navigate to the appropriate folder by double-clicking on the desired folder(s).
11. To copy a file from your computer to the server, drag it onto the desired folder, or go to the File menu and choose Upload, browse to the file(s), click to highlight them*, and click the Upload button. A “Transfers” window will open showing the progress. When the upload is complete, you can close the Transfers window.
 - *To highlight more than one file at a time, hold down the Command key while clicking once on each one. To highlight a whole list of files, click once on the first one, then hold down the Shift key while clicking once on the last one.
12. To copy a file from the server to your computer, drag it, or go to the File menu, choose Download To, browse to the location where you want to save the file, then click the Download To button.
13. When finished transferring files, go to the Go menu and choose Disconnect, then quit Cyberduck.

Fetch (Macintosh)

1. In the Applications folder, double-click on Fetch.
2. Type the host & path shown below for the drive you wish to connect to, replacing *loginid* with your login ID.

Network Drive	Host Address	Remote Host or Initial Remote Site Folder
G: drive	ftp.snc.edu	//courses/course/g-classes/
J: drive	ftp.snc.edu	//departments/department/j-department/
M: drive (staff)	ftp.snc.edu	//users/user/users/staff/loginid/
M: drive (faculty)	ftp.snc.edu	//users/user/users/faculty/loginid/
M: drive (students)	ftp.snc.edu	//users/user/users/students/loginid/
M: drive (alumni)	ftp.snc.edu	//users/user/users/alumniac/loginid/

3. Type your 6-character SNC login ID (e.g., *duckdf*) in the “User ID” box and your SNC network password in the “Password” box, then click OK.
4. You will be connected to the specified network drive, and will see a listing of all of the files and folders in that directory. On the right, you will see a status window, which you can watch for information about your connection and file transfers. It should currently indicate that you are connected.
5. Navigate to the files you want by double-clicking on folders or using the drop-down list at the top to go up.
6. To transfer a file from the network drive to your computer, click once on the file, then click the Get button. Select where to save the file on your computer, then click on the Save button.
7. To transfer a file from your computer to the network drive, click the Put File button. Select the file you wish to transfer by clicking once on it, then click the Open button. Click OK.
8. To save the information for future connections, choose New Shortcut from the Customize menu. Click OK.
9. When finished transferring files, quit Fetch.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.