# How to Setup a New Connection with FileZilla



🔁 FileZilla	
File Edit View Transfer Server Bookmarks Help	
Site Manager Ctrl+S	A 🖓 🦚
Copy current connection to Site Manager	sword:
New tab Ctrl+T	
Close tab Ctrl+W	
Export Click File then Select Import Site Manager	
Show files currently being edited Ctrl+E	
Exit Ctrl+Q	
IntelGraphicsProfiles	

Site Manager	×
Select entry:	General Advanced Transfer Settings Charset
My Sites	Protocol:     SFTP - SSH File Transfer Protocol       Host:     Transport.ochin.org   Port:
	Logon Type: Normal ~ User: SA236 Password: •••••• ^aAxj The password is sent seperatly
	Background color: None ~ Comments:
New site New folder	
New Bookmark Rename	
Delete Duplicate	v
	Connect OK Cancel

Use the pull-down menu to select the Protocol. Copy and paste from here:

Host: Transport.ochin.org

Port: Leave Blank

Username: SA236

Site Manager		×
Select entry:		General Advanced Transfer Settings Charset
My Sites Ochin SFTP Ochin SFTP New site New Bookmark Delete	New folder Rename Duplicate	Server type: Default (Autodetect)
		Connect OK Cancel

The Path can vary depending on your department, please check with your manager for the proper Path.

#### **Default Path:** P:\ochin workflows\

- Need access to the R Drive: \Clinical\Ochin\RWB?
- Your manager will need to submit a DAS ticket granting access to the RWB folder.

Remote directory: /sa236/PHI/RWB

- After pressing Connect, there will be a pause of 30–60 seconds while it connects. Please wait.
- If you receive a connection error, make sure there are no spaces after the password.
- Check that all the information has been entered exactly as listed above.
- If the connection still fails, create a DAS ticket.

## Need to **Rename** Your Site Name: Highlight the title you wish to change and Select **Rename**.

Site Manager		×
Select entry:	General Advanced Transfer Settings Charset	
My Sites	Protocol: SFTP - SSH File Transfer Protocol	~
	Host: Transport.ochin.org Port:	
	Logon Type: Normal	~
	User: SA236	
	Password:	
	Background color: None V Comments:	
New site New folder		<b>^</b>
New Bookmark Rename		
Delete Duplicate		
	Connect OK C	ancel

### Download FileZilla

### Use this link to download,

If you google for the program to download, FileZilla, you will get unneeded Ad software.

