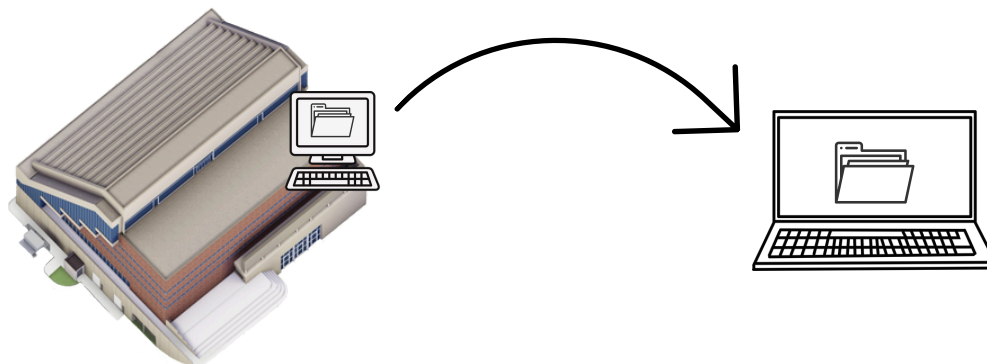

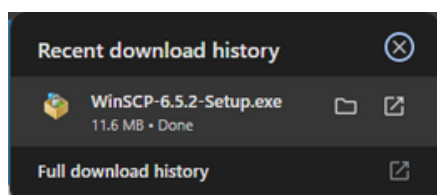


How To - LabNet File Transfer

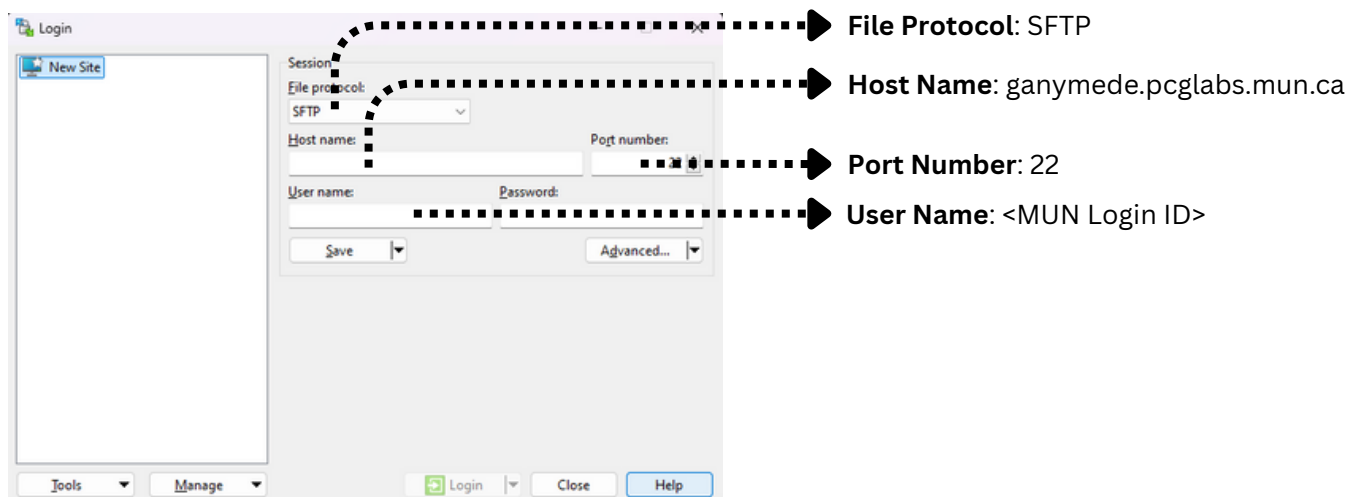


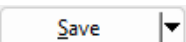
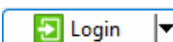
This instruction manual details the steps to take to access your saved documents on LabNet computers (H: Drive) from any Windows personal computer.

1. [Download](#) WinSCP . Once the download is complete, run the .exe file.

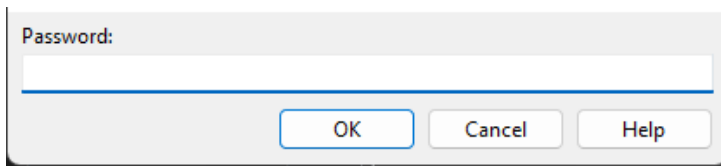


2. Follow through the installation steps. Once completed, WinSCP should open automatically, if not, open the application.
3. On the Login Menu, fill in the following information:

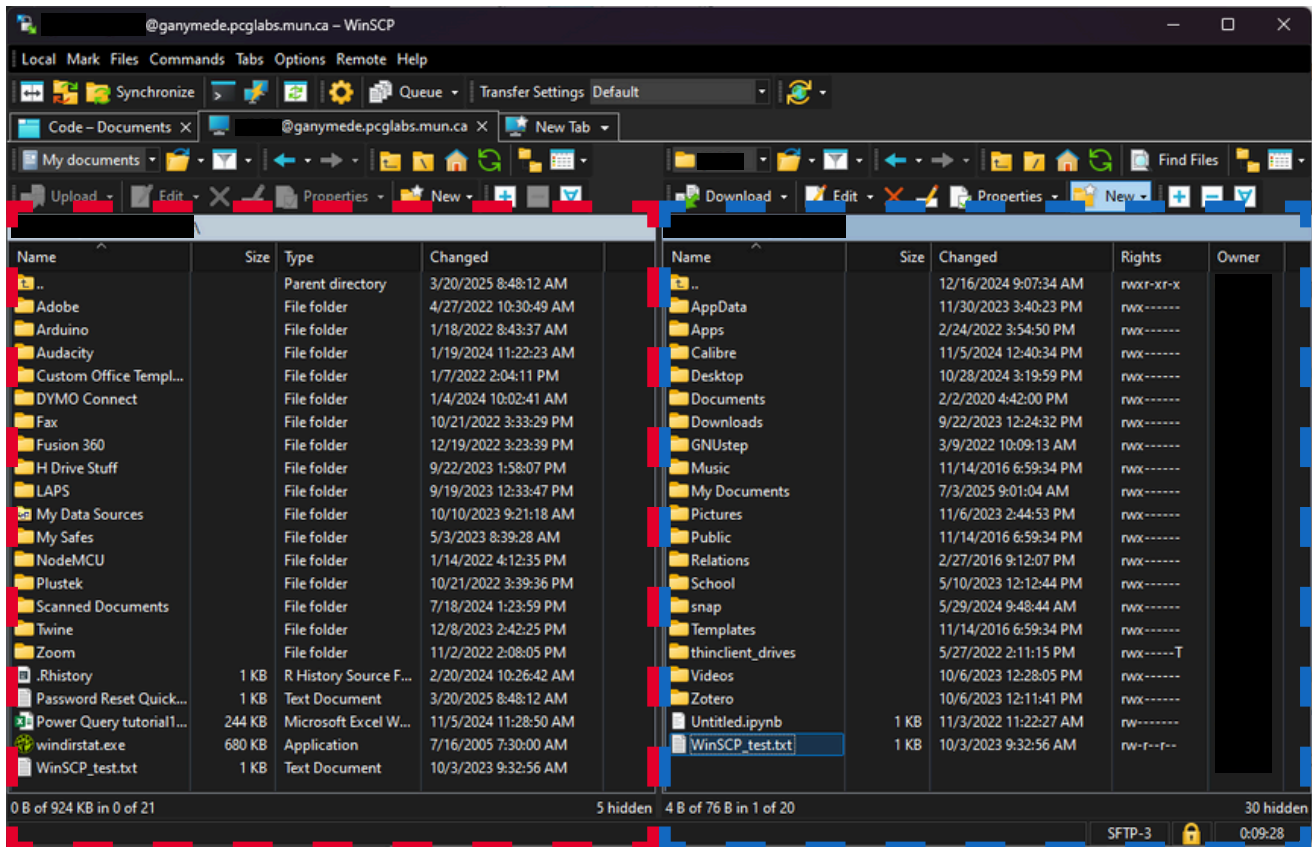


4. Select  to save the session's information. Once saved, select .

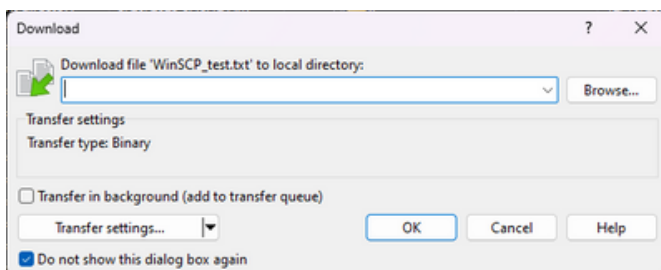
5. Enter your MUN Login password and select OK to complete the login of your session.



6. The files shown on the **Right** are your files on LabNet (H: Drive), the files on the **Left** are on your personal computer.



7. To access a file on LabNet, simply drag & drop from **Right** to **Left** side. You will be prompted to choose a file location on your personal computer.



8. Once your files are transferred press the F10 key to Quit.