

- 1. Download WinSCP from The Commons homepage <u>http://thecommons.mun.ca</u> H Windows – WinSCP By clicking this button 2. If WinSCP does not automatically open, double-click the WinSCP icon on your desktop and follow these steps. Fill-in/select the following information: Login - WinSCP New Site File protocol SFTP File Protocol: SFTP Host name 22 Host name: ganymede.pcglabs.mun.ca User name Port: 22 Save 🔻 Advanced... 💌 Username: your Labnet username (e.g. jsmith) Password: leave blank **Click SAVE** Tools 🔻 Manage 🔻 Help 8 X ave session as site Click Login mple)@ganymede.pcglabs.mun.ca Eolder Click OK <none: Save password (not recor Create desktop shortcut OK Cancel Help
 - a. If "WARNING: the server's host key was not found..." appears, CLICK YES
 - b. ENTER LABNET PASSWORD and CLICK OK
- 2. A screen similar to the following will appear. The files shown on the right (blue square) are on your labnet account (i.e. Ganymede H drive) and the files on the left (orange square) display the files on the machine you are currently into.

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3. On the Labnet side make sure you are in the My Documents folder. If not, double-click My Documents.

4. Click the file you want and press the **F5** key (or **click/drag/drop** the file you want from LABNET to the computer you are logged into or vice versa). Using **F5** will display a dialog box similar to the following.

Download file 'Query. JPG' to local directory:			
C:\Users\admin\Documents\LEE*,*		•	Browse
Transfer settings Transfer type: Binary			
Transfer in background (add to transfer queue)			
Transfer settings	ОК	Cancel	Help

BROWSE to where you want to place the file and click COPY.

5. When you are finished transferring files, click **COMMANDS** on the **WinSCP** menu bar and **QUIT** (or press the **F10** key).

Any problems, please feel free to call the Commons – Computing Support Desk at 864-6159