How to Access your Documents (in labnet/H drive) from Home or Office
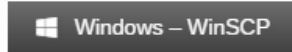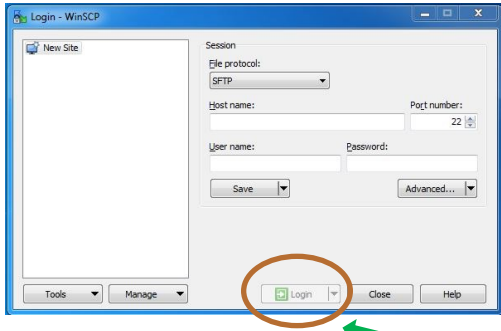
1. Download WinSCP from The Commons homepage ➡️ http://thecommons.mun.ca

   By clicking this button ➡️ **⊞ Windows – WinSCP**

2. If WinSCP does not automatically open, double-click the WinSCP icon 🔒 on your desktop and follow these steps.

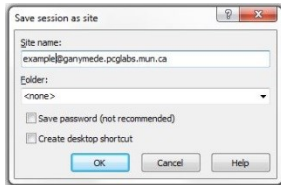**Fill-in/select the following information:**

File Protocol: **SFTP**
Host name: **ganymede.pcglabs.mun.ca**
Port: **22**
Username: **your Labnet username (e.g. jsmith)**
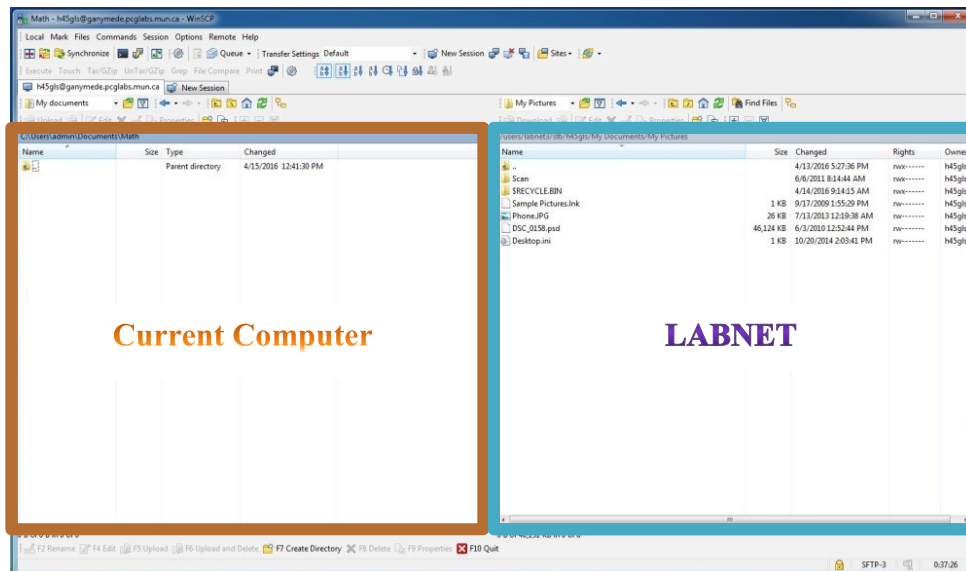Password: **leave blank**
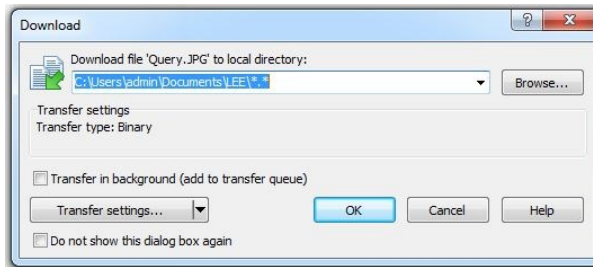**Click SAVE**

Click Login

Click OK

   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.

Current Computer   **LABNET**

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.

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