## 📀 conversica

# How to Log into an FTP or SFTP Directory

For instructions on logging into your FTP or SFTP directory, please select the FTP client you are using from the options below.

- <u>WinSCP Instructions (Windows only)</u>
- FileZilla Instructions

#### WinSCP (Windows Only)

**NOTE**: WinSCP is only available for Windows. Please see the FileZilla instructions if you are using a Mac.

- 1. Download and install WinSCP from their website: <a href="https://winscp.net/eng/download.php">https://winscp.net/eng/download.php</a>.
  - a. At the time of writing these instructions, version 5.13.3 is the current version.
- 2. Run WinSCP.
- 3. Select New Site from the left pane.

🌆 Login					_		×
New Site		Session Eile protocol: SFTP Host name: User name: Save		Password:	Port	number: 22	
Tools 🔻	Manage 💌		🔁 Login 🛛 🔻	Close		Help	



4. Enter "ftp.conversica.com" into the Host Name box.

🌆 Login			_		×
New Site	Session Eile protocol: SFTP	Password:	Adva	t number: 22 anced	
Tools	Login 🔽	Close		Help	

- 5. Enter the username that was provided by your TAM.
  - a. If you're logging in using FTP, also enter the password provided by your TAM and skip to step 11.



6. Click the **Advanced** button.

🋃 Login		- 🗆 X
New Site	Session File protocol: SFTP V Host name: User name: Save V Save V	Port number: 22 -
Tools   Manage	▼ Login ▼ Close	Help



#### 7. Select Authentication.

Advanced Site Settings		?	$\times$			
Environment Directories Recycle bin SFTP Shell Connection Proxy Tunnel SSH	<ul> <li>Bypass authentication entirely</li> <li>Authentication options</li> <li>Attempt authentication using Pageant</li> <li>Attempt 'keyboard-interactive' authentication</li> <li>Respond with password to the first prompt</li> <li>Attempt TIS or CryptoCard authentication (SSH-1)</li> </ul>					
Authentication Bugs Note	Authentication parameters Allow agent forwarding Private key file: GSSAPI Attempt GSSAPI authentication Allow GSSAPI credential delegation					
Color 🔻	OK Cancel	Hel	p			



8. Click the button with the three dots next to the **Private key file** field.

Advanced Site Settings		?	$\times$
Environment Directories Recycle bin SFTP Shell Connection Proxy Tunnel SSH Key exchange Authentication Bugs Note	□       Bypass authentication entirely         Authentication options       □         □       Attempt authentication using Pageant         □       Attempt ikeyboard-interactive' authentication         □       Attempt ikeyboard-interactive' authentication         □       Respond with password to the first prompt         □       Attempt TIS or CryptoCard authentication (SSH-1)         Authentication parameters       □         □       Allow agent forwarding         Private key file:       □         □       GSSAPI         □       Attempt GSSAPI authentication         □       Allow GSSAPI credential delegation		
Color 🔻	OK Cancel	He	lp

- 9. Navigate to and select your private key.
- 10. Click the **OK** button.



11. Click the **Save** button.

🎦 Login				_	$\times$
New Site	Sessi Eile ı SFT Host ftp. User exa	on protocol: pp v t name: conversica.com r name: mple Save	Password:	Po <u>r</u> t number: 22 Advanced	
Tools 🔻	Manage 🔻	🔁 Login 📘	Close	Help	

12. Check the Create desktop shortcut box.

Save session as site	?	$\times$
Site name:		
example@ftp.conversica.com		
Eolder:		
<none></none>		~
Save password (not recommended)		
Create desktop shortcut		
OK Cancel	He	elp



13. Click the **OK** button.

🌆 Login	×
New Site	Session Elle protocol: SFTP Host name: Port number: ftp.conversica.com 22 • User name: Password: example Save • Advanced •
Tools  Manage	✓ Close Help

- 14. Click the Login button.
- 15. If you added a password to your public key, you will be prompted to enter it.

Key pa	ssphrase -	×
	Searching for host	
	Connecting to host	
	Authenticating	
	Using username	
	Authenticating with public key	
		-
Passphr	ase for key 'Justin@Justins-pc':	
	OK Cancel Help	

16. You should now be able to see your directory.



### FileZilla

- 1. Download, install and run FileZilla. Here is a link to their website: <u>https://filezilla-project.org/</u>.
  - a. As of the time of writing this article, the current version is 3.35.1.
- 2. If you're using standard FTP instead of SFTP, skip to <u>step 8</u>, otherwise continue on.
- 3. Click on **Edit > Settings**.

🔁 FileZilla					-	$\Box$ $\times$
File Edit View Transfer Server Bookman	is Help					
111 Network configuration wizard	L = Q @ M					
Clear private data			1 -			
Host	Password:		Port:	Quickee	onnect 🔻	
Settings						1
Local site: C:\Users\justin.dickerson\	~	Remote site:				
Desktop	^					
Documents						
C: (Windows)						
SRecycle.Bin						
Documents and Settings						
DRIVERS						
intel						
Program Files						
Program Files (x86)	~					
	1					
Filename Filesize Filetype	Last modified	Filename	Filesize	Filetype	Last modified	Permission
D Objects Eile felder	7/12/2010 0.15.2					
AppData File folder	5/11/2018 4:59:3		Not co	nnected to an	iy server	
Application Data File folder	5, 11, 2010 415515				-	
E Contacts File folder	7/13/2018 8:15:3					
Cookies File folder						
Desktop File folder	7/13/2018 9:45:0					
🗄 Documents File folder	7/13/2018 1:48:2					
Downloads     File folder	7/17/2018 2:08:5					
Evernote File folder	4/16/2018 1:59:4 *	<				:
8 files and 27 directories. Total size: 9,263,452 byte	5	Not connected.				
Secure (Level 6)	anta fila	, C	Drivity Or			
Server/Local file Direction Re	note file	Size	Priority Sta	itus		
Queued files Failed transfers Successful t	ansfers					
Onen the settings dialog of EleZille				0	Ousue entre	
Open the settings dialog of Fliezilla				63 (	Queue: empty	



4. Under Connection, select SFTP.

Settings				×
Select page:	Public Key Authenti	ication		
- Connection - FTP - Active mode	To support public k Private keys:	ey authentication, FileZilla	needs to know the privat	e keys to use.
- Active mode - Passive mode - Passive mode - FTP Proxy - Generic proxy - Transfers - Transfers - FTP: File Types - File exists action - Interface - Interface - Themes - Date/time format - Filesize format - File lists - Language - File editing	Filename	Comment	Data	
Filetype associations	<			>
Updates Logging Debug	Alternatively you ca recognize Pageant.	Add key file on use the Pageant tool from	Remove key m PuTTY to manage you	r keys, FileZilla does
OK Cancel	Other SFTP options	sion		



5. Click the **Add key file** button.

Settings				×
Select page:	Public Key Authentication			
- Connection	To support public key authe Private keys:	ntication, FileZilla n	eeds to know the p	rivate keys to use.
<ul> <li>Active mode         <ul> <li>Passive mode</li> <li>FTP Proxy</li> </ul> </li> <li>SFTP             <ul> <li>Generic proxy</li> <li>Transfers</li> <li>FTP: File Types</li> <li>File exists action</li> <li>Interface</li> <li>Date/time format</li> <li>File lists</li> <li>Language</li> <li>File editing</li> <li>Filetype associations</li> <li>Updates</li></ul></li></ul>	Filename            Alternatively you can use the recognize Pageant.	Comment Add key file e Pageant tool from	Data Remove key	your keys, FileZilla does
OK Cancel	Other SFTP options			

- 6. Navigate to the private key and select it. For Mac users, you may need to use **Command + Shift + G** to navigate to the file's location.
- 7. Click the **OK** button.
- 8. Enter the Host, username, and port provided to you by your TAM.



9. Click the **Quickconnect** button.

FileZilla												-		×	
File Edit Vie	w Transfer	Server	Bookmarks	Help	New version	avai	lable!								
						-					_	_			
Host: tp.conve	rsica.com	Usernam	e example.e	xample	Password:			Port: 2	2	Quicko	onnect	•			
														~	
1															
1															
]															
Level day CA	1						n							*	
Local site: C:\	~	Remote site;							~						
	Disers	rs				^									
	Config-	-Admin													
	- Default	t													
	Default	User													
	🛛 🔏 justin.d	lickerson													
markr															
	viverrae	e													
<u>_</u>	Windows														
i 💼 🛖 🗴	: (\\AVA-DC1	\Public_	Drive\$)			¥									
Filename		Filesize	Filetype	Las	t modified	^	Filename	Filesia	ze Filety	pe	Last mo	dified	Pern	nissions	
l 🔒															
. 🧊 3D Objects			File folder	7/1	3/2018 8:15:3	1									
. AppData	AppData File folder 5/11/2018 4:59							Not connected to any server							
Application	Data		File folder												
Contacts			File folder	7/1	3/2018 8:15:3										
Cookies			Filefolder	7/2	C 12010 0 20 2	~									
<					>		<							>	
8 files and 27 dir	ectories. Tota	I size: 11	,218,268 bytes				Not connected.								
Server/Local file	e	Dir	ection Remo	te file			Size	Priority	Status						
Constant Class	E-Had to a st	for 1		dan											
Queued files	Falled trans	iers (	successful tran	isters											
										0	Queue: er	mpty		•• .	



10. If you used a password when creating the public key, you will get a popup asking for your password.

Enter password							
Please enter a password for this server:							
Host: ftp.conversica.com							
User:							
Challenge:							
Passphrase for key " " in key file	<						
	$\vee$						
Password:							
Remember password until FileZilla is closed							
<u>Q</u> K <u>C</u> ancel							

11. Once the password is entered correctly, you will have successfully logged into the SFTP server.