Faculty Web Publishing Guide

Using FileZilla (Windows)

STEP 1: DOWNLOAD FILEZILLA

FileZilla is one of many applications providing the means to connect to the University of West Georgia server, allowing you to then manage your website. To download and install FileZilla, complete the following steps

A. Navigate to [FileZilla Application Website](#)

B. Click the "Download FileZilla Client" button under the "Quick download links" section. Make sure the client button is chosen and **not** the server button.

C. Select the green "Download FileZilla Client" button underneath the "Windows (64bit)" header.

D. A popup will ask you to "Please select your edition of FileZilla Client". Select the green button located underneath the right column that says "Download". This is the free version, and is all that's needed.

E. Download the installer file to a location on your computer.

FileZilla Version 3.30.0

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STEP 2: INSTALL FILEZILLA
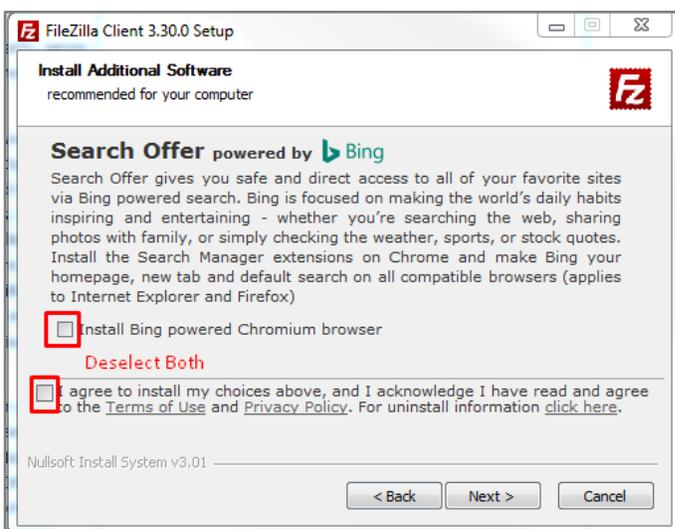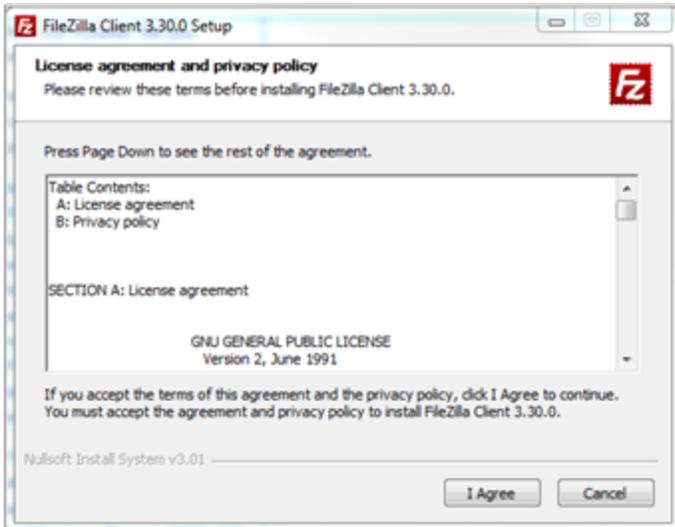
A. Run the installer file you previously downloaded.

B. When the installer starts, agree to the license agreement and privacy policy.

C. Select whether you want FileZilla used for multiple logins, whether you'd like the selected components installed, the location for the installation, and whether you want a start menu folder for FileZilla or not. If unsure, leave each on its default value respectively and press next for each.

D. The next **two** installer prompts after the start menu section ask permission to install additional software. **DESELECT** all check boxes on each respective screen and press next until the installation begins.

E. Press finish and start FileZilla

STEP 3: LAUNCH FILEZILLA

Take a moment to become accustomed to the main FileZilla window displayed below, as it will be the main interface for publishing your website. The section labeled "Your Computer Files" (e.g. The Local Directory Tree) is a folder view of each of your computer files. Directly to the right of it labeled "UWG Server Files" (e.g. The Remote Directory Tree) is a folder view of the files on connected server. Above them both is the server connection area, where information can be entered to connect to the UWG server (or any other server).
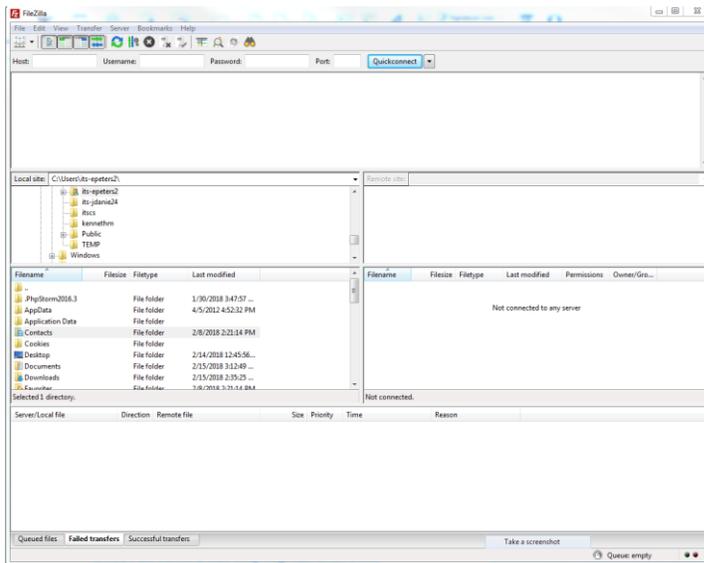
A. The main FileZilla window should appear as shown below: If panels are missing, go to "view" within the menubar and select all options as shown below:
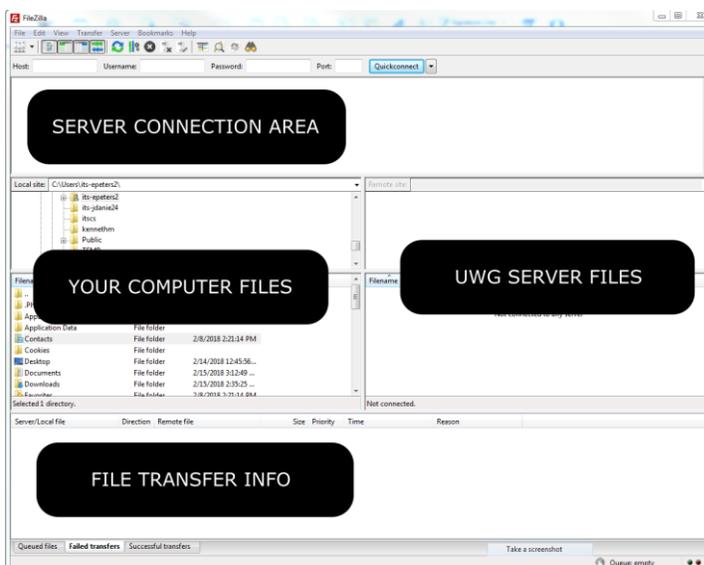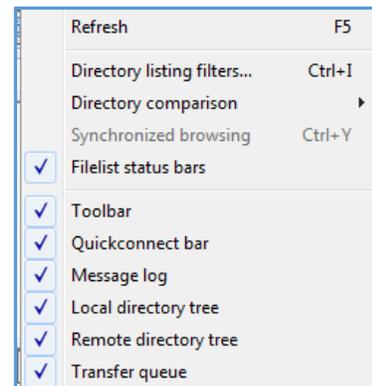
STEP 4: CONNECTING TO THE UWG SERVER

In order for a website to be published online, its files must first be transferred to a server. The following information is needed to connect to the UWG web server. These values will be used in the steps further below.

"Host": **webfiles.westga.edu**

"Protocol": **SFTP – SSH File Transfer Protocol**

"Logon Type", select **Normal** or **Ask for password**

"User": Your **UWG ID (without @westga.edu)**

"Port Number": 22

If prompted, also use your UWG password to compliment your username
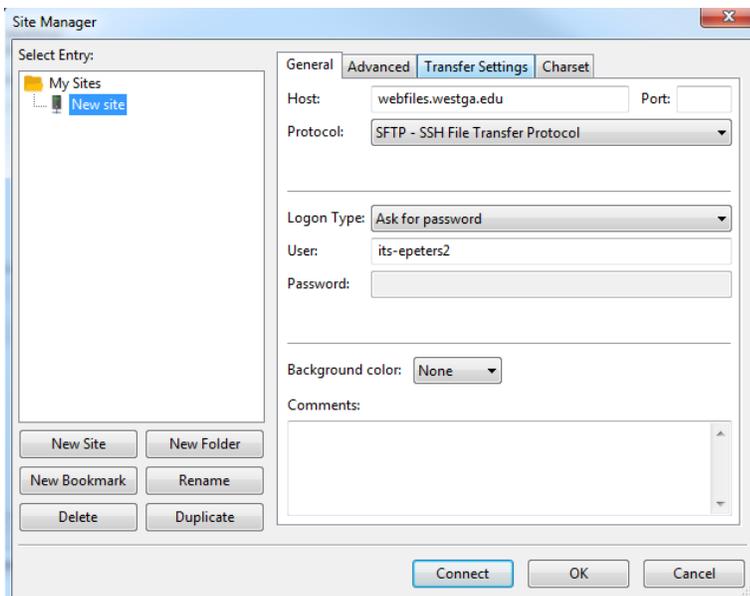
A. To connect, first open FileZilla's "Site Manager" view the file menu in the main menu bar, but pressing the button directly underneath the file menu, or by pressing ctrl+S.
B. Enter the information provided above. To the left is an example; you can leave "Port" empty.
C. Press **Connect**.
D. Pay attention to the log in Step 3's "Server Connection Area". It should state that the server has been connected to.

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STEP 5: PUBLISHING YOUR WEBSITE

By default, your website URL is:

http://www.westga.edu/~*your_username*

All intended website files need to be transferred from your personal computer files to the UWG server, specifically to the following server directory:

/home/UWG/*your_username*/public_html

Any files outside of public_html will not be displayed online. Double click the "public_html" folder on the UWG server view. Within it, you should see a page named **index.html**. This is the default file that displays on your UWG website and should be replaced with your own. Again, files located outside of the public_html folder will not be displayed online. Navigate to your website's files on the left side folder view (your personal files). Then, drag and drop your website files from your computer (left side) to the connected UWG server (right side) as shown in step 3. The index.html file of your website must be in the UWG public_html folder:

STEP 6: VIEWING YOUR WEBSITE

Now visit your personal URL to see your new website:

Your URL is: http://www.westga.edu/~USERNAME