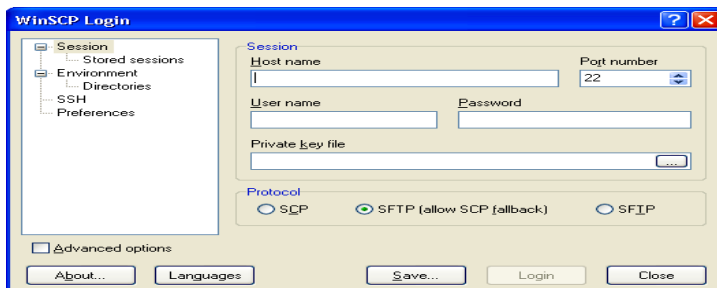


FOR WINDOWS

How to Access your Documents (in labnet/H drive) from Home or Office

(August 25, 2011)

- You will have to download the free WinSCP software or another **secure** file transfer program to access your labnet files. For WinSCP information and software, go to the following website.
 - <http://thecommons.mun.ca/>
 - Click **Computing Support**
 - Click **Resources**
 - Click **WinSCP SFTP client**
 - Click **Open or RUN**
 - **If you click RUN** you are asked: Are you sure you want to run this software? – click **RUN**
- In most instances we take the default settings; if however, you want to change the settings, please feel free to do so.
 - Welcome to the WinSCP3 Setup **NEXT**
 - License Agreement **I ACCEPT – NEXT**
 - Select Destination Location **NEXT**
 - Select Components **FULL INSTALLATION – NEXT**
 - Select Start Menu **NEXT**
 - Select Additional Tasks **NEXT**
 - Initial User Settings **NORTON COMMANDER INTERFACE–NEXT**
 - Ready to Install **INSTALL**
 - Completing the WinSCP3 Setup **FINISH**
- If WinSCP does not automatically open, double-click the WinSCP icon on your desktop and follow these procedures.



Fill in the following information:

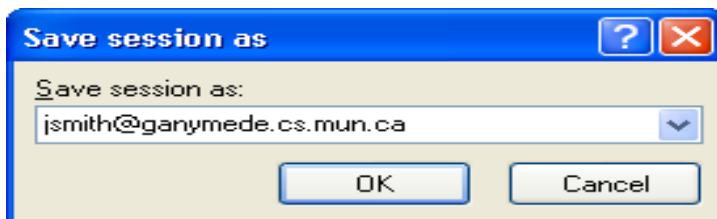
Host name: **ganymede.pcglabs.mun.ca**

Port: **22**

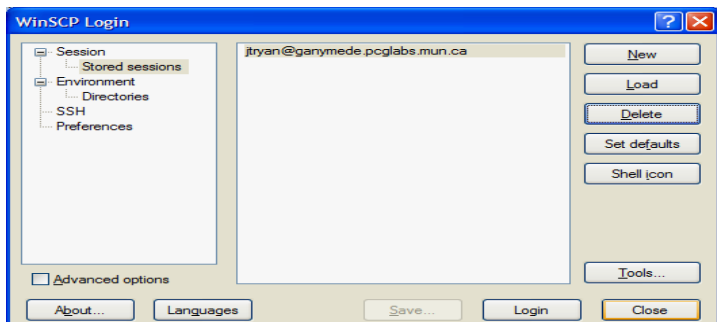
User name: **your user name on labnet (e.g. jsmith)**

Password: **leave blank at this point**

Click **SAVE**



Click **OK**



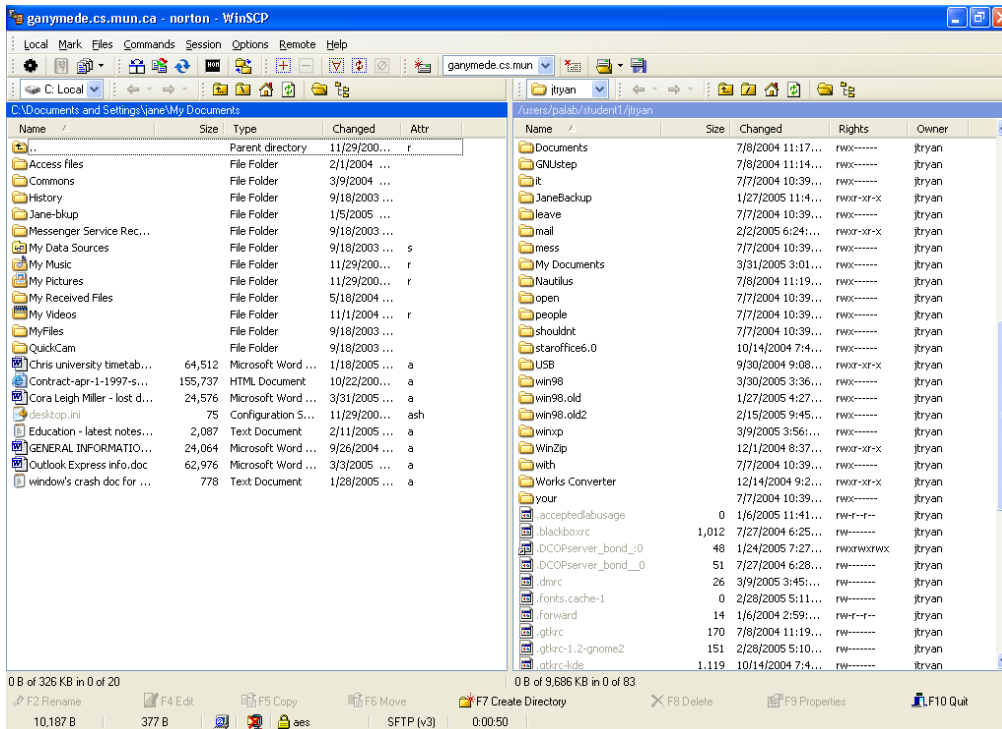
Click **LOGIN**

How to Access your Documents (from labnet) from Home or Office etc. Page 2

- If “WARNING: the server’s host key was not found...” appears, **CLICK YES**
- **ENTER PASSWORD** (enter your password that you use on labnet) – **CLICK OK**
- A screen similar to the following will appear. The files shown on the right are on your labnet account (i.e. Ganymede – H drive) and the files on the left display the files on the machine you are currently on.

CURRENT COMPUTER

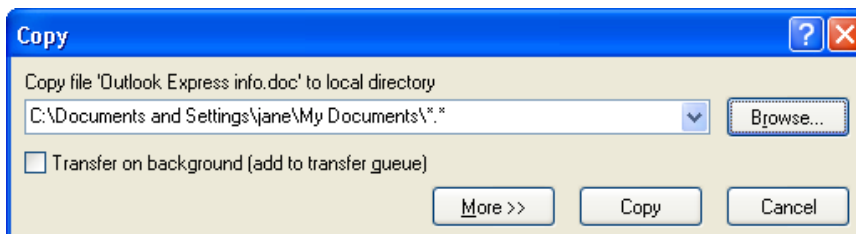
LABNET



← This line shows the **current directory on labnet and your current computer.**

- On the Labnet side make sure you are in the “**My Documents**” folder. If not, double-click My Documents
- **Click the file you want and hit the F5 key** (or **Click, drag and drop** the file you want from labnet to your machine and from your machine to labnet). Both procedures will give you the following box.

This box will appear.



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

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

Any problems, please feel free to call – Computing Support Desk at 737-6159.