# IBI Group FTP: Usage Instructions

**Version: Windows;** Last Updated: April 22nd 2009

There are two IBI Group supported methods for connecting to the FTP site, **My Computer** and **FileZilla Client Software.**

If you have not done so already, please visit https://ssftp.ibigroup.com to request an account.

## To access the internal or external FTP please do not use Internet Explorer. Please use "My Computer" or "FileZilla".

**Instructions are valid for use with either the Internal or External FTP accounts.**

### Table of Contents

## Using My Computer: (not supported by Mac Operating Systems)

From the e-mail you received containing the account information you should see the following:
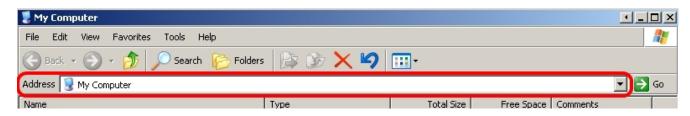
My Computer:
ftp://616LA:prJqpbJw@ftp.ibigroup.com
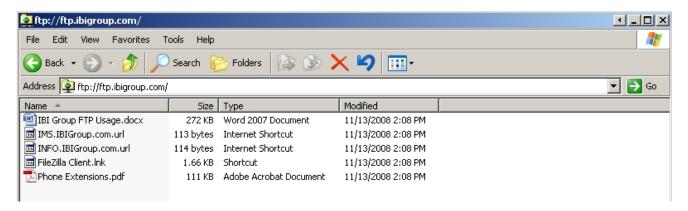

Mac Computers or third party software:
ftp://ftp.ibigroup.com
Login user name: 616LA
Password: prJqpbJw


The highlighted line is what you need to pay attention to. **Please COPY and DO NOT CLICK**.

 Please browse to 'My Computer'.



1. You will notice a bar titled "Address" from here please delete the text in the box. "My Computer"
2. Once the box is empty please PASTE the previously copied text (yellow highlight) and hit ENTER on your keyboard or press the Go button.
3. After a few seconds or more you should end up at a new page displaying all the files available to you. If this is a new external site the page will not display any files.



4. Once you are in the above screen you can now download and upload files on the FTP much the same way as you move files around in Windows.

**Please be aware that you should always download files locally before opening them!**

**Installing FileZilla**

**Brief description:**

FileZilla is a third party application supported a many more features than My Computer. FileZilla is recommended and should be used if experiencing connectivity issues while using My Computer. Some notable features <u>not</u> supported by My Computer and <u>available</u> with FileZilla are: **RESUME** will allow you to continue a transfer if is interrupted during transfer.  **QUEUE** allows you to select multiple files to transfer. This includes ones from different directories that will then be transferred at the same time. You can also have FileZilla **MANAGE** you accounts should you have more than one and save them for easy access.
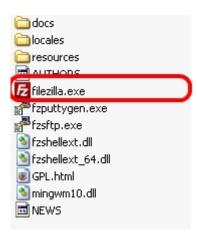
**Install:**

You can obtain the software from the http://ssftp.ibigroup.com website under the HELP section.

The file you download will be in the format of a ZIP file. You will need to extract this into a new folder. You can choose where you would like to keep it. We suggest somewhere on your D:\ drive.

Once you have extracted the file the installation is complete.

Please browse to the directory you extracted to and locate the FileZilla icon. You will want to double click to run the program. You may get prompted with a box saying please report bugs... you can ignore this and just click OKAY.



If the program opens successfully then you have completed the installation.

**Congratulations!**

Please note if you require further assistance please feel free to contact IT Help.

**Using FileZilla:**

From the e-mail you received containing the account information you should see the following:

For My Computer:
ftp://616LA:prJqpbJw@ftp.ibigroup.com


For FTP client software:
ftp://ftp.ibigroup.com
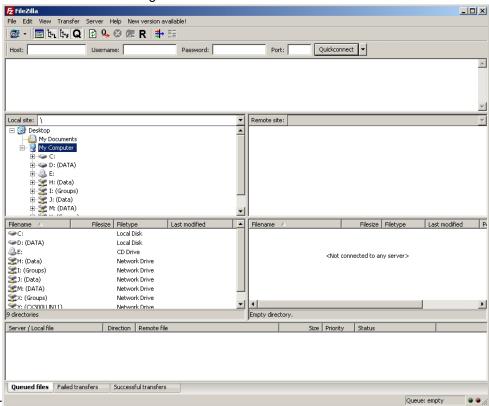Login user name: 616LA
Password: prJqpbJw


The highlighted lines are what you need to pay attention to.

**Please make sure you have followed the instructions for installation before proceeding.**
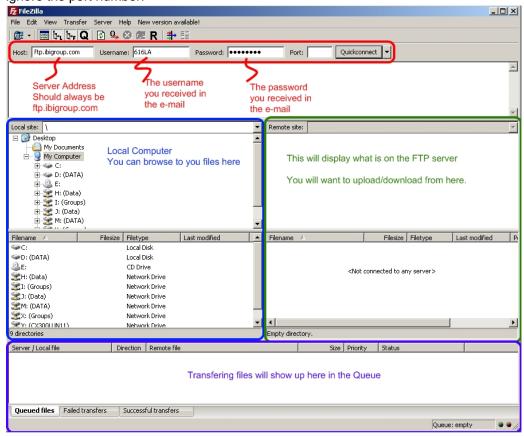
1. Locate the Icon for FileZilla and double click to open the program.



2. You should see something that looks like this:

3. You will want to fill in the appropriate information as seen in the below picture. You can ignore the port number.



- The blue box represents your local computer. Here you will want to browse to whatever files you wish to transfer or if you wish to download files from the FTP server you can select where to download them to.
- The green box represents the FTP site. You can browse on here much the same way as you do in Windows however the files here will be only what are on the server.
- The purple box will display any active file transfers. Either to or from the FTP server.

4. Once you have everything filled out, you can hit **enter** on your keyboard to connect.
5. After FileZilla has connected you can proceed to upload or download files. You can use the above image as reference to what each box represents.