

How to use FileZilla to publish web pages

Loyola university New Orleans -- Monroe Library

FileZilla is an *ftp client*, a piece of software that copies files from your computer to a remote computer or vice versa. It also renames and deletes files. You will need to be able to log in to your Loyola e-mail account to use it.

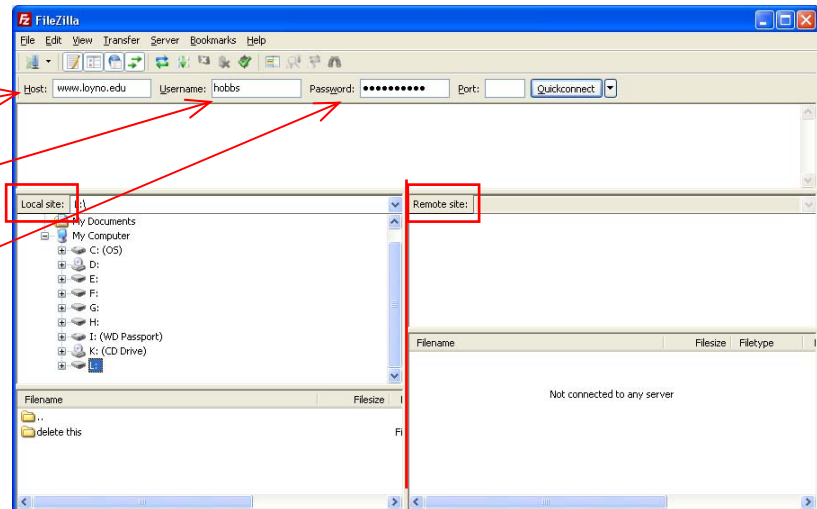
1. Start FileZilla. FileZilla is available on campus computers or you can install it on your computer. It's free!



desktop icon

2. Here is what you will see when you start the program:

3. In the top *Host* box, type: `www.loyno.edu`
In the *Username* box, type your Loyola email user name, e.g., `jbhobbs`.
In the *Password* box, type your Loyola email password.
Click the *Quickconnect* button.



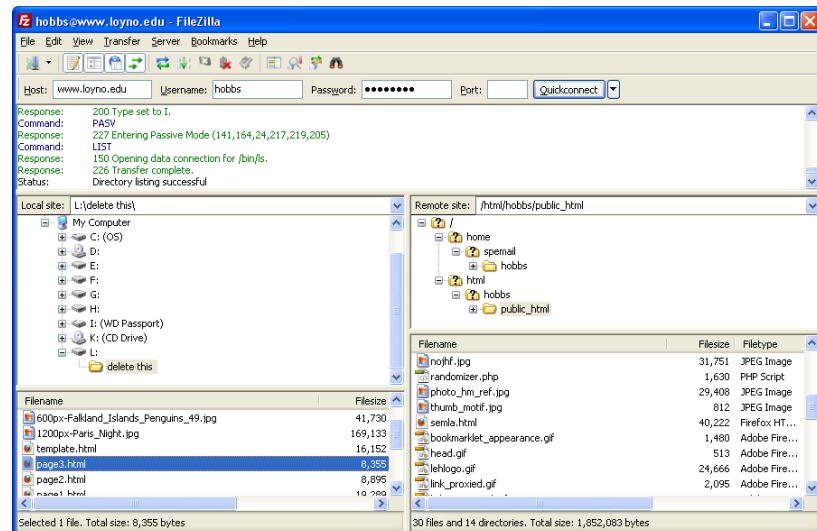
4. Locate your files on your flash drive and folder in the *Local site* window. Your computer is on the left; the remote computer is on the right.

5. Double click on the folder `public_html` at the right (*Remote site*) to open it. It will be empty, unless you've published other pages.

6. Click once on a file at left (*Local site*) to select it, and then drag it to the right pane to copy it.

Do the same for every page, every image, and every css, audio and video file.

7. Then check them with a browser.
The address of your page will be:
`http://www.loyno.edu/~[your email user name]/[page file name].html`, e.g.,
`http://www.loyno.edu/~hobbs/transfer.html`



When finished, click on *Server*, then *Disconnect*.

Find our four-page FileZilla handout at <http://bit.ly/webpublish>.