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

(August 25, 2011)

- FOR WINDOWS
 - 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.
 - \circ 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
 - License Agreement
 - $\circ \quad \text{Select Destination Location} \\$
 - o Select Components
 - Select Start Menu
 - Select Additional Tasks
 - Initial User Settings
 - Ready to Install
 - Completing the WinSCP3 Setup

NEXT I ACCEPT – NEXT NEXT FULL INSTALLATION – NEXT NEXT NEXT NORTON COMMANDER INTERFACE–NEXT INSTALL FINISH

• If WinSCP does not automatically open, double-click the WinSCP icon on your desktop and follow these procedures.

WinSCP Login	Fill in the following information:
Envolument Port name Port name Directories User name Password SSH Preferences Private key file Private key file Protocol SSP SFTP (allow SCP (allback)) SFTP About Languages Save Login Close	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
Save session as	Click OK
Save session as: jsmith@ganymede.cs.mun.ca	
WinSCP Login Image: Constraint of the second se	
About Languages Save Login Close	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.

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- 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.

Сору	? 🛛
Copy file 'Outlook Express info.doc' to local directory	
C:\Documents and Settings\jane\My Documents*.*	Browse
Transfer on background (add to transfer gueue)	
More >> Copy	Cancel

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.