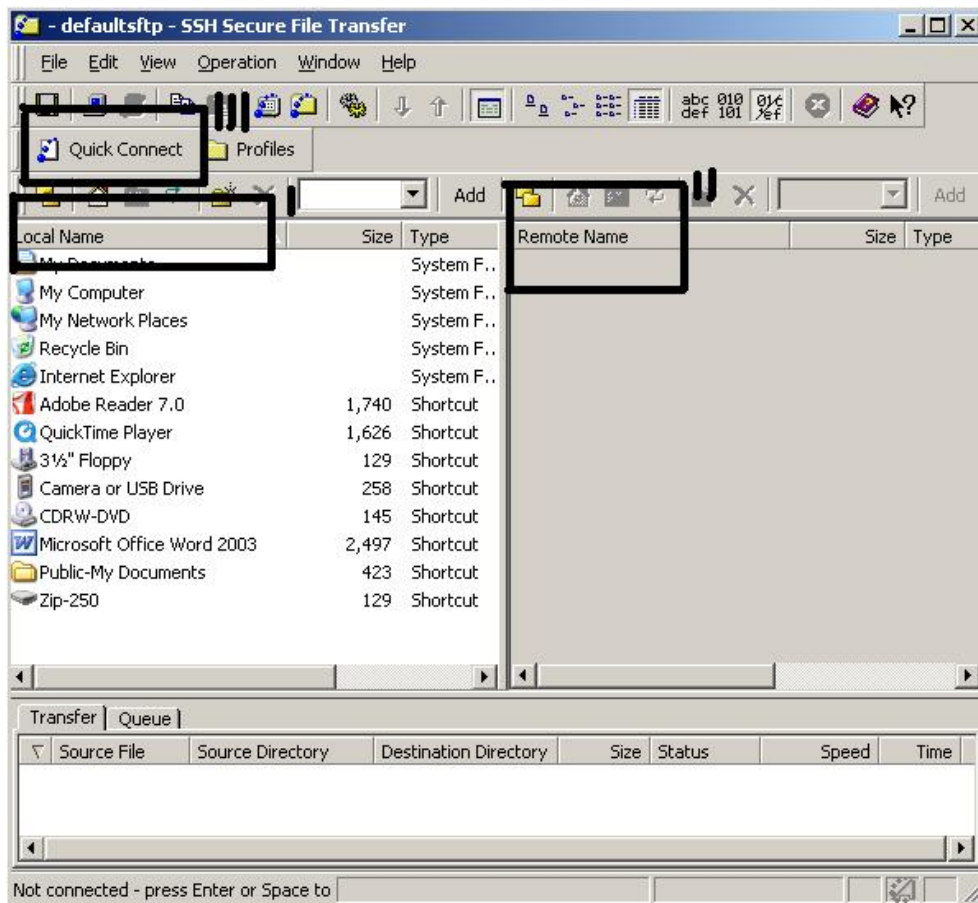


Accessing your S Drive in the IMC or, Using SSH Secure Shell, File Transfer Protocol application

There are many ways to store and access your files so you can download them at school or at home. As a student here at SUNY Albany you were given space on the University's UNIX server called "S drive". The advantage of using this space is that you can access your files from any computer connected to the Internet. When you log onto a computer in the Information Commons, you are automatically connected to your S drive. This is not true in the Interactive Media Center. **You must log into your S drive using SSH Secure Shell on WIN XP machines and One Button FTP on the Macs.** This is a file transfer application. To download this free application to use offsite go to: http://www.albany.edu/its/CSS_details_SSH.htm.

What follows is an example of the basic routine for using the program.

Click Start > Programs > SSH Secure Shell > Secure File Transfer Client

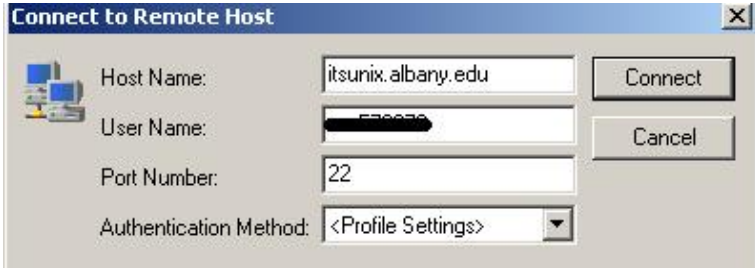


LOCAL NAME is the computer that you are currently working on. Navigate through this window like any other Windows folder.

REMOTE NAME is the offsite location you want to connect to—such as the S Drive. Initially it is a grayed out window.

QUICK CONNECT Select to log in and make the Remote Name window active.

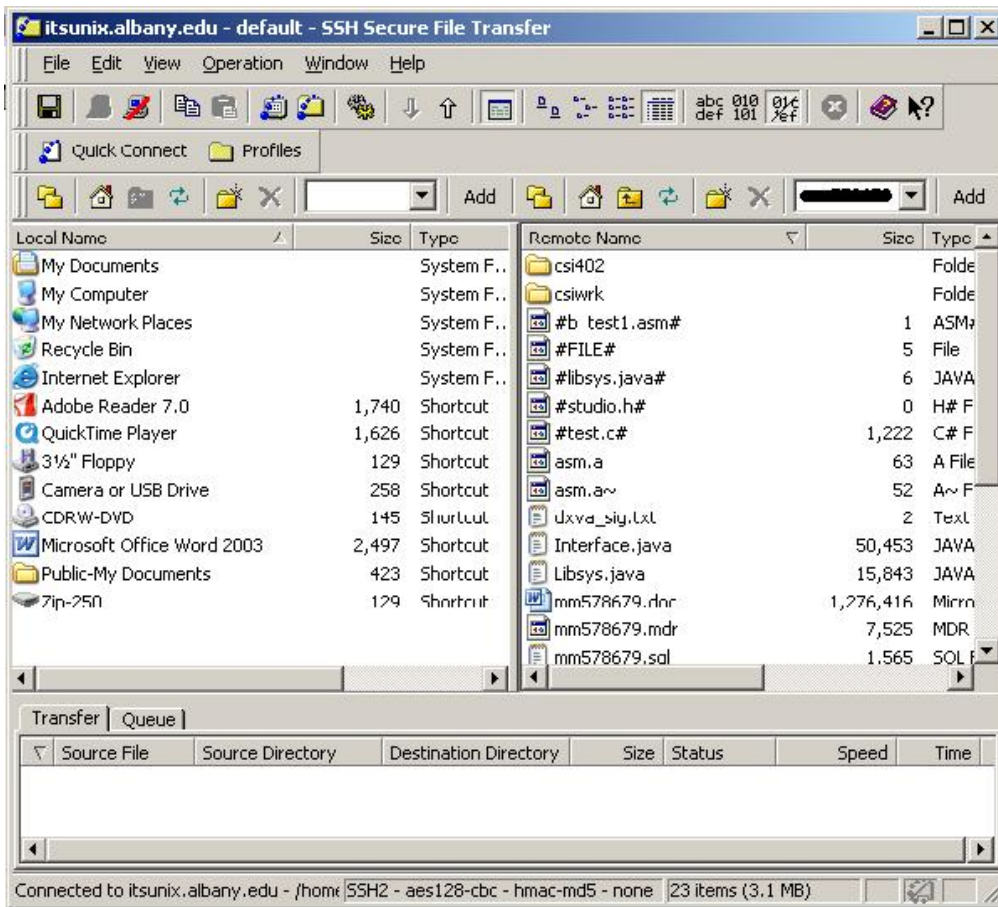
Click: Quick Connect and apply the following information:



Host Name:
itsunix.albany.edu
 User Name:
 <User ID, the same one you use to log in to MyUalbany>
 Port Number: **22**
 Select **Connect**



Enter your MyUalbany Password and click **OK**

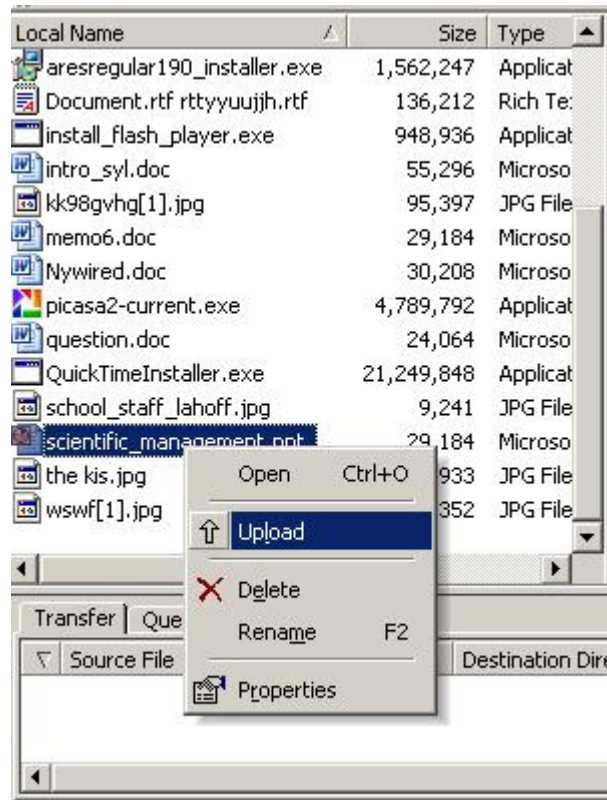


Navigate your way through the local side to the files you want to upload, and navigate your way through the remote side if you want to download. Note: You can transfer files from My Documents, a USB drive, etc.

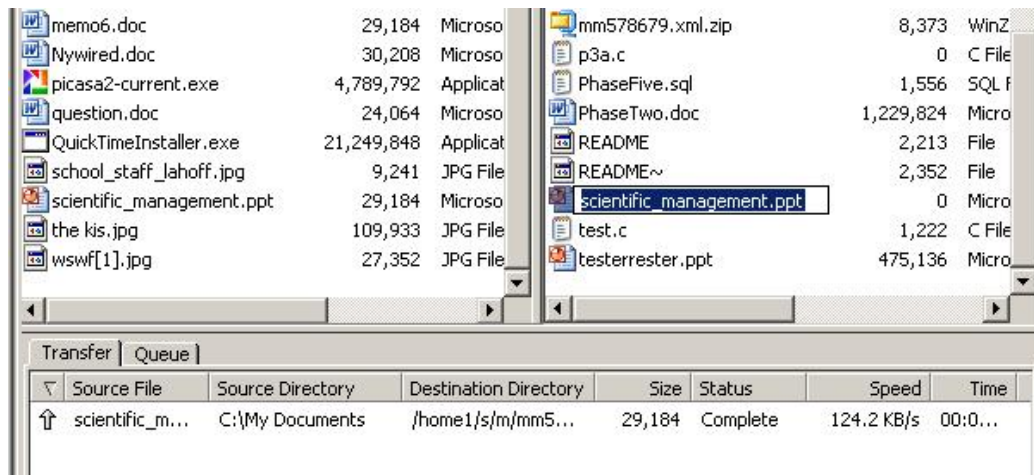
Example

To transfer a file from the computer station you are sitting at (Local Name) to your S drive (Remote Name), find the file you want to upload and right click on it. This opens up a drop down window; select upload.

A dialog will open in the bottom window, and once complete you will see the file in the remote window. To download a file from your S drive to access on it from your current location, retrieve the file from the Remote site. You may download it to the My Documents folder, a USB drive, burn to CD, etc. The IMC loans USB drives.



Final Remarks:



You cannot exceed the allotted space at your Remote Site. If you attempt to upload files, and the file exceeds the size limit, the file name will copy over with a size of 0. You may remove some files that you are not using and try again. Or, borrow a USB drive from the IMC if the file is too large. Some files, such as video files are too large in size to upload to your S drive. They may easily exceed the S Drive allot given to you.