

CABRINI NETWORK DRIVES AND FILEZILLA



Updated April 2012 by the Cabrini College Information Technology & Resources Help Desk

Accessing Cabrini network drives off-campus is easy with the free SSH client, FileZilla. There are two ways to connect to your network shares: the Quickconnect method for temporary use, and the Saved directories/sites method, in which your information is saved so you can connect quickly every time.

Method 1: Quickconnect

If you need to quickly connect and the computer you are using is not your primary machine, Quickconnect is the recommended process.

1. Start by opening the FileZilla application. If already installed on Mac/Apple, the icon (figure 1) will be found on the dock and/or in the Applications folder. For Windows, a shortcut may have been installed on your desktop and can also be found in: Start menu > All Programs > FileZilla FTP Client > FileZilla.



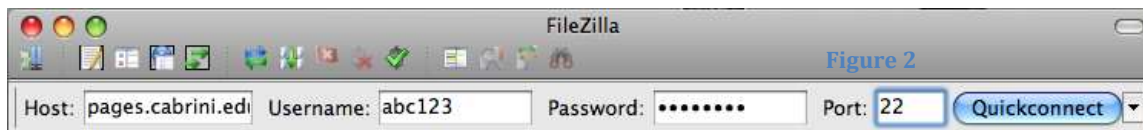
2. At the top of the window, enter the following information (See figure 2).

Host: **pages.cabrini.edu**

Username: **Cabrini Username** (such as abc123)

Password: **Cabrini domain password** (same as logging into a computer on-campus or the library databases off-campus)

Port: **22**



3. At this point, you should now be connected to the network shares. You will now see a list of directories that you have access to (figure 3a). Students will only see a folder titled "Student01" (or another number); once that directory is opened, they will see the contents of their "H" drive. You can double-click to open the folder and navigate through directories. Files and folders can be created by clicking and dragging them from your desktop onto the folder window. As seen in figure 3b, files can be uploaded to the "web" folder found inside the Student's "H" drive by dragging files into the lower box. In this image, default.htm and index1.htm have already been copied over.
4. Write down the Remote site path: *Path consisting of /directory/folder*. This path will be needed in method 2.

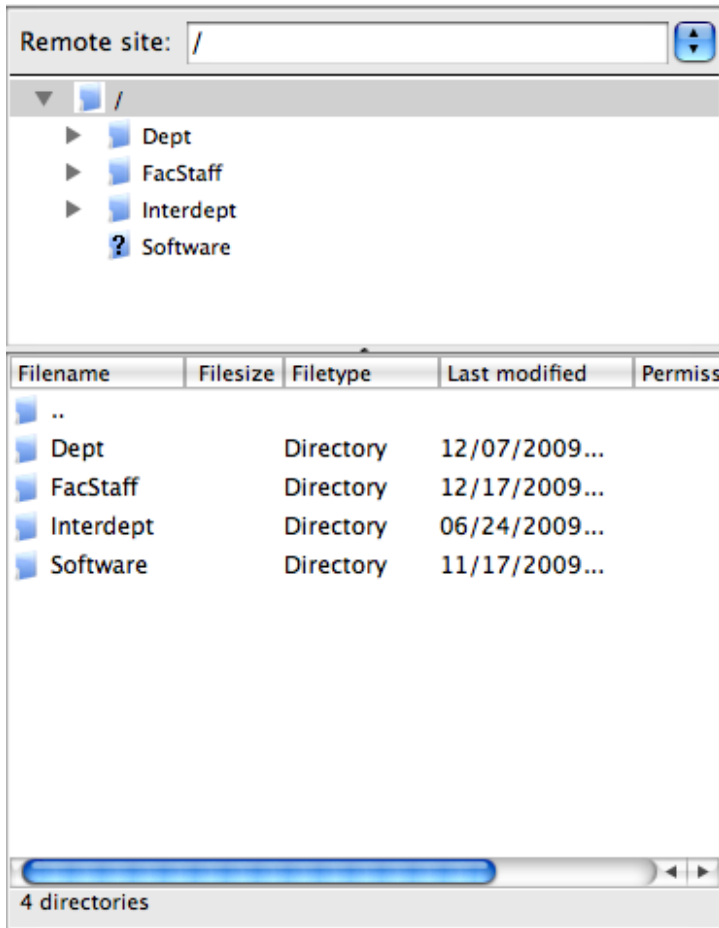


Figure 3a

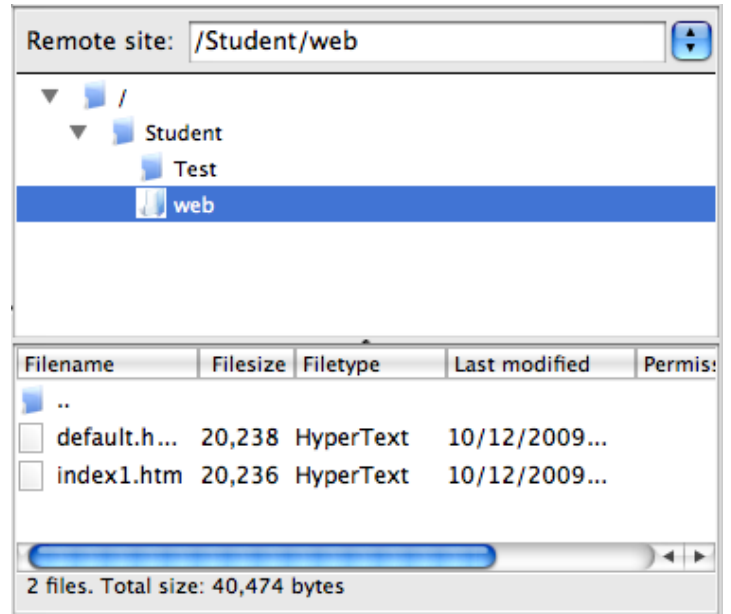




Figure 3b

- When you are finished using the client, disconnect from the server by clicking the following icon: . This icon can be found at the top of the application window seen in figure 2.

Method 2: Saved Directories/sites

This method is best used on a personal computer where you are frequently accessing your network share drives. Once all the network paths are saved, connecting to a specific drive is much faster and convenient.

1. Start by opening the FileZilla application. If already installed on Mac/Apple, the icon (figure 1) will be found on the dock and/or in the Applications folder. For Windows, a shortcut may have been installed on your desktop and can also be found in: Start menu > All Programs > FileZilla FTP Client > FileZilla.
2. Click the Site Manager button on the top left of the window.  This icon can be found in figure 2.
3. The Site Manager window should now be open (figure 4). In this example, we will set a direct path to the previously found web folder on the H drive (figure 3b).
 - a. Start by clicking New Site and title it something that will help you identify it for later use.
 - b. Enter in the following information on the right
 - i. Host: **pages.cabrini.edu**
 - ii. Port: **22**
 - iii. Servertype: **SFTP – SSH File Transfer Protocol**
 - iv. Logontype: **Normal**
 - v. User: **Cabrini Username** (such as abc123)
 - vi. Password: **Cabrini domain password** (same as logging into a computer on-campus or the library databases off-campus)

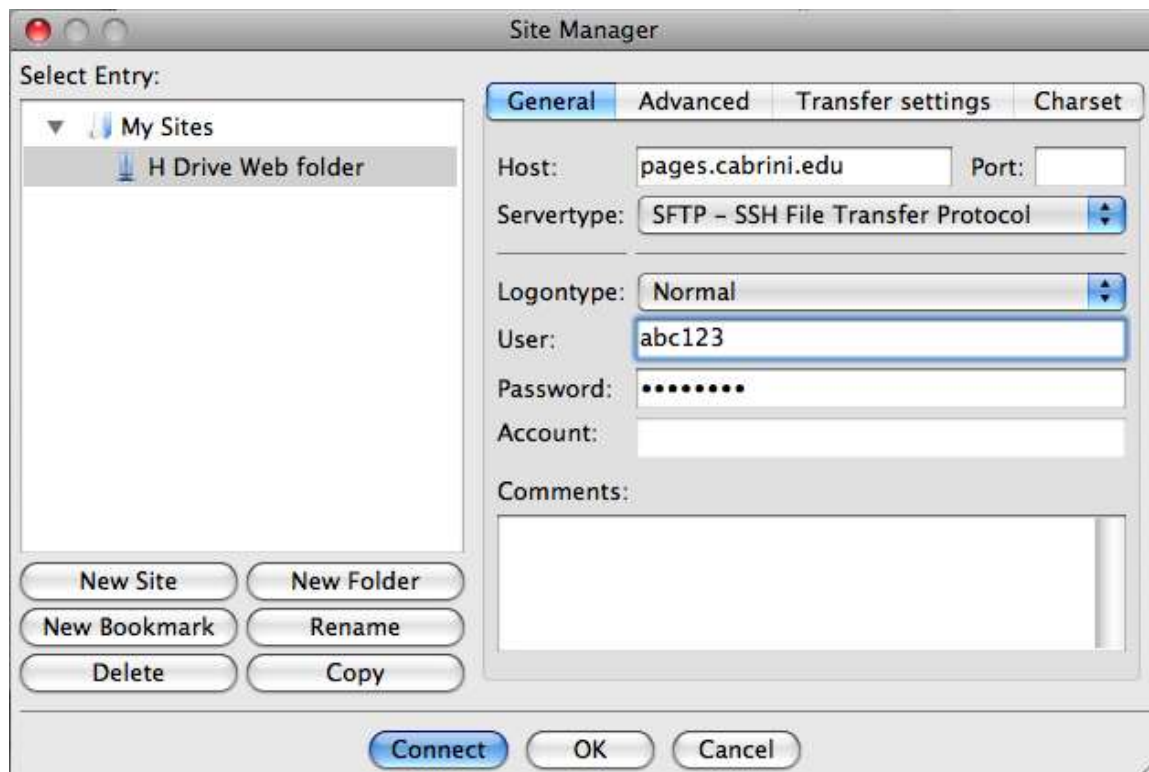



Figure 4

- Optional: Click on the advanced button at the top of the window. Enter in the path for the default remote directory, which you can obtain in step 4 of the Quickconnect method previously described in this guide (figure 5).
- Click Connect (figure 5). For future connections, simply repeat step 1, click the site you created so that it's highlighted and click Connect. Please remember to disconnect from the server when you are finished by clicking the following icon: . This icon can be found at the top of the application window seen in figure 2.

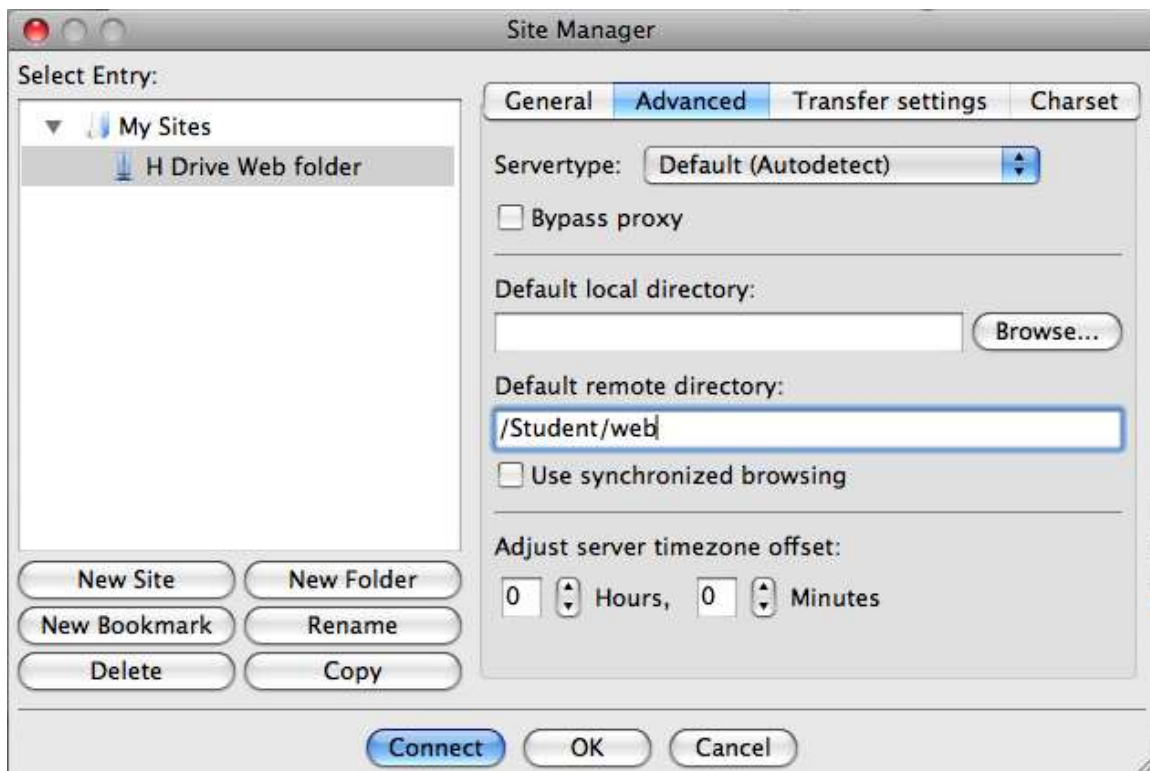


Figure 5

If additional help is needed, please contact the ITR department at 610-902-8366 or e-mail us at ITRHELP@cabrini.edu.