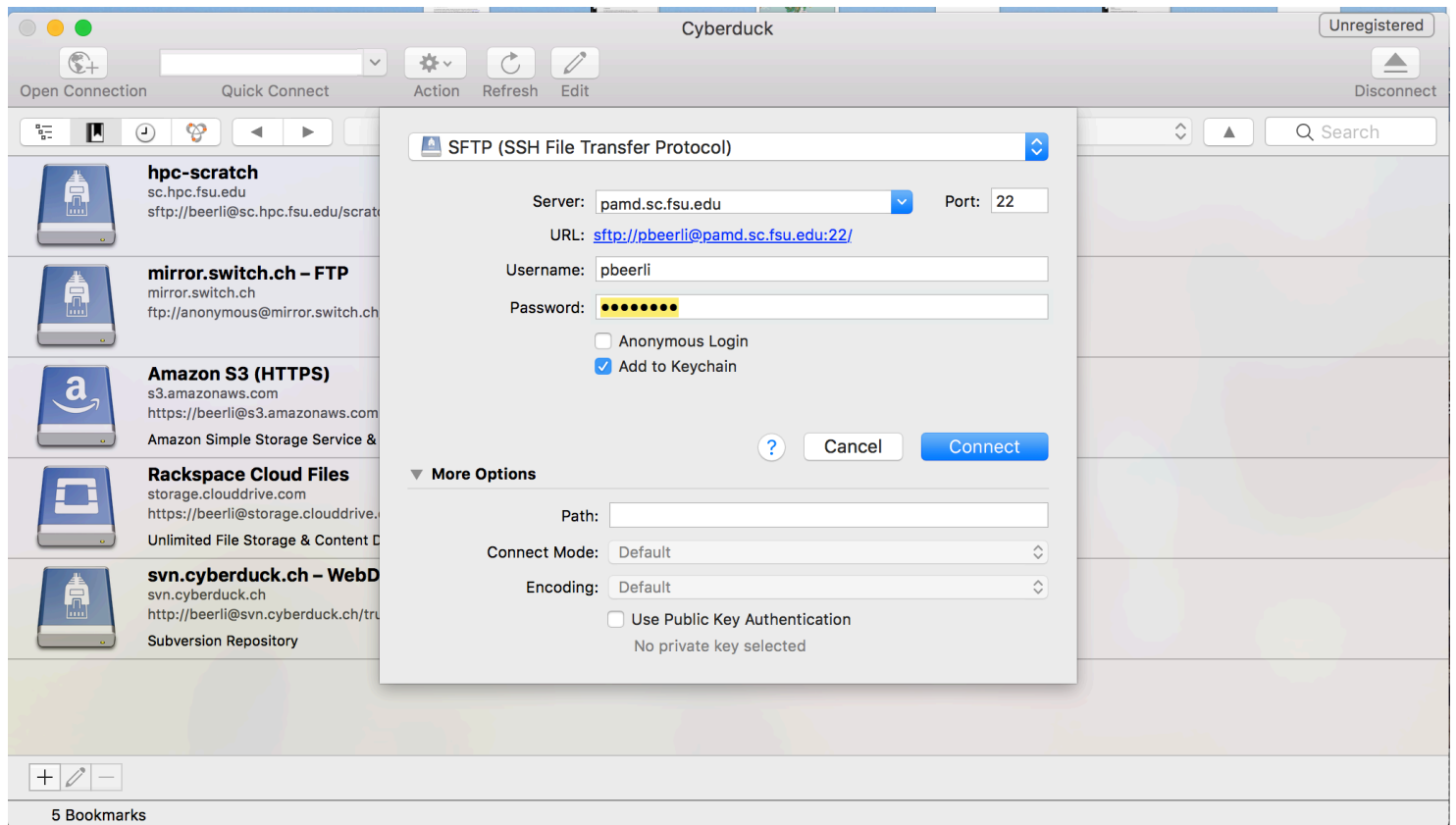


using Cyberduck

download cyberduck from <http://cyberduck.io> [there are other sites but some seem to trigger virus warnings]

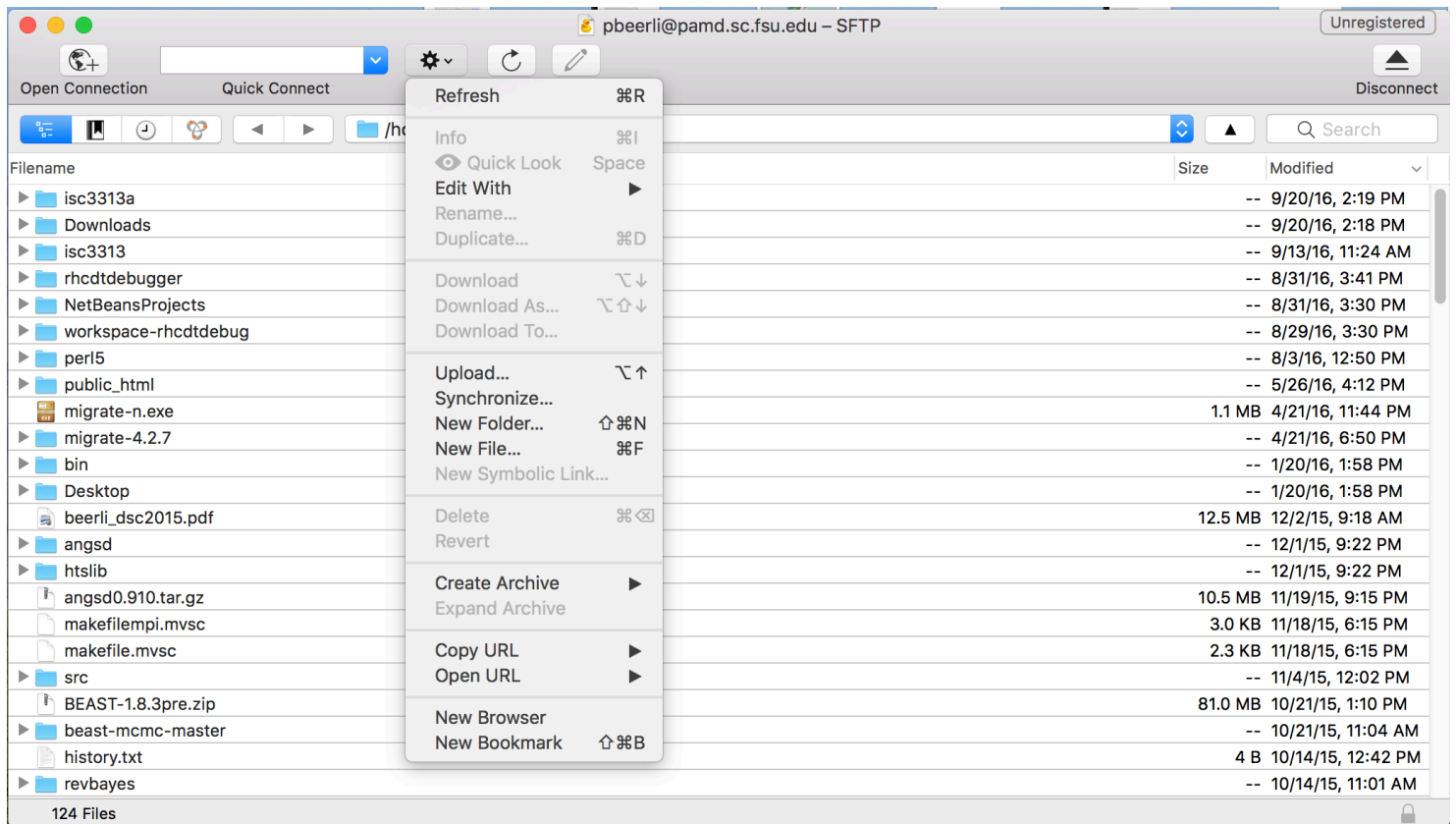
Once installed, open the application and locate the world+ icon on the top left, after clicking it, you see a picture like this



check out:

- the protocol SFTP
- the server name
- your userid and password

then connect; after a while you will see the homedirectory as a list, click the isc3313 folder and there you are, to transfer files from your computer to the server you open the cog wheel and you will see a menu like this



Check out the **Upload...** menu; I am sure you will get the hang of it.