

Steps how to upload files through filezilla

Step 1: Open FileZilla ᠌ installed on your system by clicking on shortcut icon of filezilla created on your Desktop or search for it in Start search bar.

Step 2: Click on file then Site Manager on top left side of filezilla.



Step 3: Click on New Site and add a name of site.

Site Manager		—			
Select Entry:	General Advanced Transfer Settings Charset				
My Sites	ost:	Port:			
	otocol: FTP - File Trans	FTP - File Transfer Protocol Use explicit FTP over TLS if available			
	Cryption: Use explicit FTR				
	ogon Type: Anonymous	•			
	anonymous				
	ess <u>w</u> ord:	•••			
	ckground color: None	•			
	o <u>m</u> ments:				
New Site New <u>Folder</u>		×			
New Book <u>m</u> ark <u>R</u> ename					
Delete Dupl <u>i</u> cate		v			
	Conr	ect <u>Q</u> K Cancel			



Step 4: Enter Host name, Username and Password and click ok "Please select Normal in option Logon Type"

-		General Ad	vanced	Transfer Settings	Charset	
My Sites		Host:	sandg	ate.exavault.com		Port:
1		Protocol:	FTP - F	File Transfer Protoco		
		Encryption:	Use explicit FTP over TLS if available			
		Logon Type:	Norma	al		
		Usen	bhclin	ic		
		Password:	••••••			
<u>N</u> ew Site	New <u>F</u> older	<u>B</u> ackground Co <u>m</u> ments:	color: [None 🔻		
New Bookmark	_					

Step 6: now whenever you want to connect the ftp you have to go to file then File Manager and have to click on connect.

Site Manager)
Select Entry:	General Advanced Transfer Settings Charset Host: sandgate.exavault.com Port: Protocol: FTP - File Transfer Protocol Encryption: Use explicit FTP over TLS if available Logon Type: Normal User: bhclinic Password: Background color: None Comments:
New Site New <u>F</u> older	A
New Book <u>m</u> ark <u>R</u> ename	
Delete Dupl <u>i</u> cate	
	Connect QK Cancel



Step 7:- Please click on Ok if you get any notification of unknown Certificate or add certificate popup.

Step 8: Select the path of your file on your system from the left side of the box and right click on the file to upload the file on the path of server shown on the right side of the box.

BHC - ftpes://mel	htaravi@sandgate.exavault.com - F	ïleZilla						- • •
File Edit View	Transfer Server Bookmarks H	elp						
	T 🛣 🕄 🎋 🕄 🐛 🗊	T 🔍 🔍 🗮						
Host:	Username:	Password:	Port:	Quickconne	ct 💌			
Status: Verifying	certificate							^
Status: Logged in	ection established. N							
Status: Retrieving	g directory listing listing of "/" successful							
Status: Creating	directory '/dictation'							-
Local site: C:\Users	\my\Desktop\		-	Remote site:	/			•
	, my		*					
]] Contacts							
	Desktop		*					
Filename	Filesize Filetype	Last modified	*	Filename	Filesize Filetype	Last modified	Permissions Ow	ner/Gro
13.03.2017.txt	248 Text Document	03/13/17 20:46:34		.				
banner.zip	2,086,280 WinRAR ZIP ar	03/13/17 11:34:58		ictation 🌡	File folder			
banner_1.zip	1,945,129 WinRAR ZIP ar	03/09/1/18:0/:15	E					
Billing_fet 2	Upload	12 17 14:44:27						
details steve	Add files to queue	09/17 11:34:58						
Domain&hc	Open	09/17 11:22:45						
error-while-	rua	07/17 17:01:44	-					
Selected 1 file. T	Edit			1 directory				
Server/Local fil	Create directory		Size Priority Statu	15				
	Create directory and enter it		July March					
	Refresh							
	Delete							
	Rename							
Queued files Far	led transfers Successful transfer	5						
🔒 🕸 🔞 Queue: empty 🛛 🔍 🔬								
	l X X		V V V	V				

Please Note: - To open any folder do double left click on the folder and right click on the file to download and upload.

Thank You