

## How to Install, Configure and Use FileZilla (Macintosh Client for sFTP)

The sFTP secure File Transfer Protocol allows you to transfer patient datasets to and from IDT's server securely. All data transfers are encrypted and we create a dedicated account for each user which is password protected so no-one else can access it.

In order to access your sFTP account, you need to install some client software on your computer.

If you are using a Windows PC please download and install **WinSCP**

If you are using a Macintosh computer please download and install **FileZilla**.

### Step 1:

Go to <https://filezilla-project.org> and select **Download FileZilla Client**.



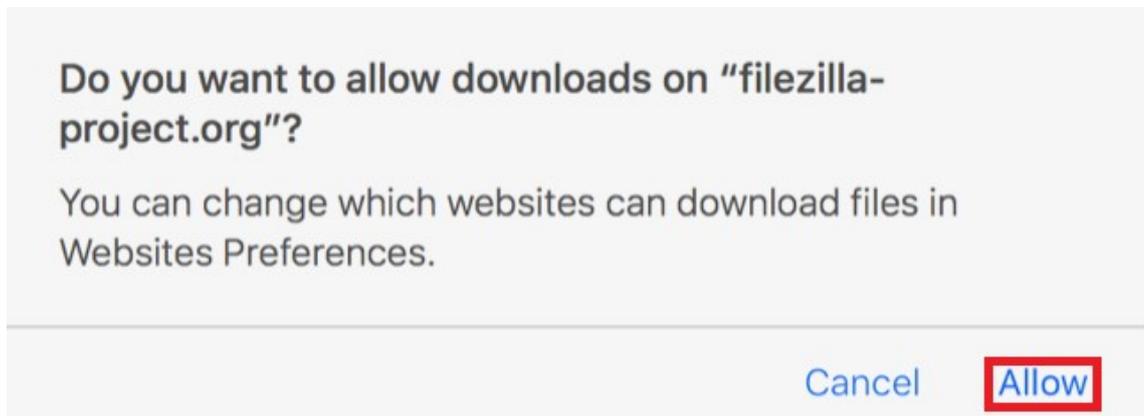
### Please select your edition of FileZilla Client

	FileZilla	FileZilla with manual	FileZilla Pro
Standard FTP	Yes	Yes	Yes
FTP over TLS	Yes	Yes	Yes
SFTP	Yes	Yes	Yes
Comprehensive PDF manual	-	Yes	Yes
Amazon S3	-	-	Yes
Backblaze B2	-	-	Yes
Dropbox	-	-	Yes
Microsoft OneDrive	-	-	Yes
Google Drive	-	-	Yes
Google Cloud Storage	-	-	Yes
Microsoft Azure Blob and File Storage	-	-	Yes
WebDAV	-	-	Yes
OpenStack Swift	-	-	Yes
Box	-	-	Yes
Site Manager synchronization	-	-	Yes

Download
Select
Download on the Mac App Store

**Step 2:**

If you see this message click **Allow**

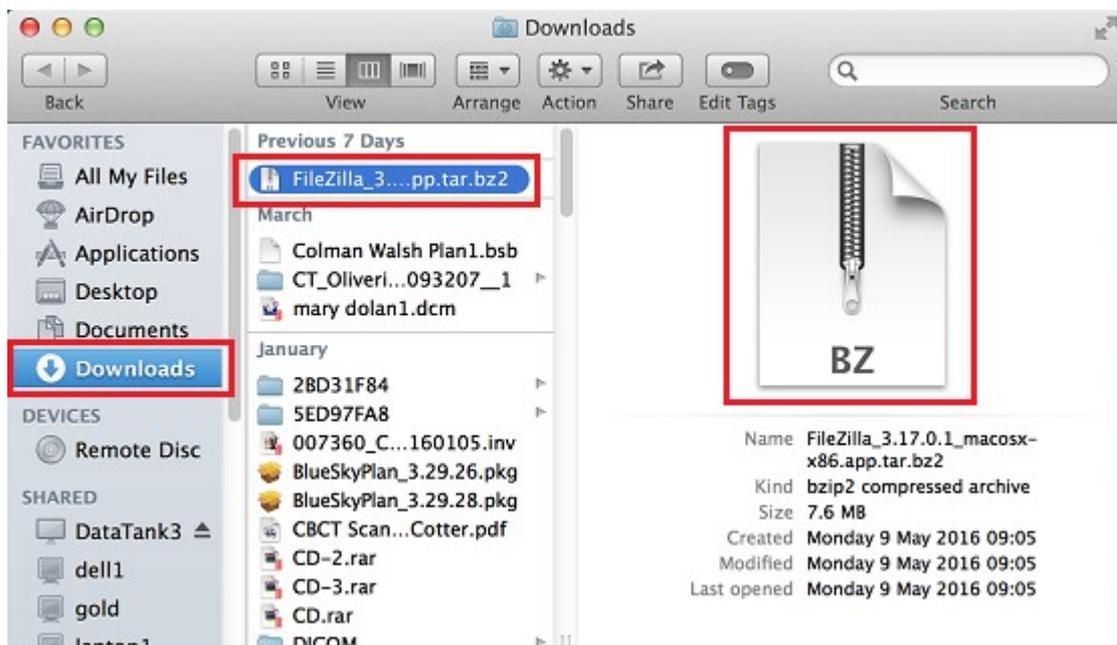


**PLEASE NOTE:**

There may be some advertisements on the Download page. We do not recommend downloading or installing any product other than FileZilla.

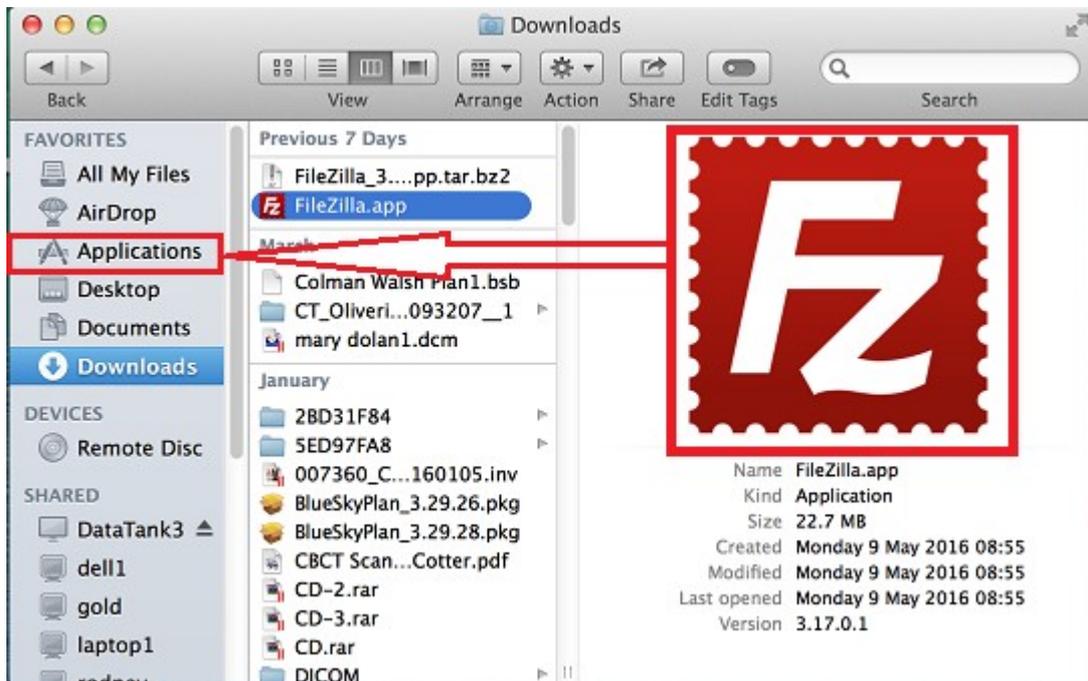
**Step 3:**

The FileZilla installation file will go into your **“Downloads”** folder by default. Use the **“Go”** menu (or click the down-arrow at the top right of the Safari screen) to access your Downloads folder, and double-click the FileZilla installation file.



**Step 4:**

Drag the FileZilla App into your “Applications” folder.



## How To Configure FileZilla

### Step 1:

Click the FileZilla icon in your Applications folder or in Launchpad to launch the application. Click **Open** if prompted.



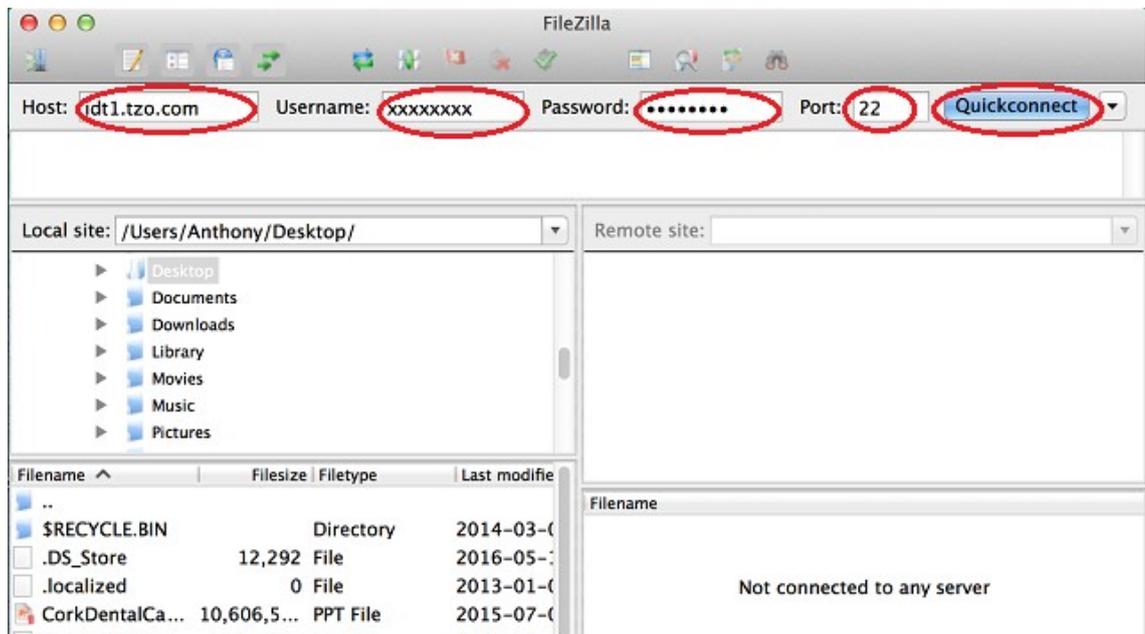
Please follow the instructions below. You should only be required to complete these steps once.

### Step 2:

Enter the following on the top line of FileZilla:

Host: **idt1.tzo.com**  
Username: the User name supplied by IDT  
Password: the Password supplied by IDT  
Port: **22**

Then click **Quickconnect**



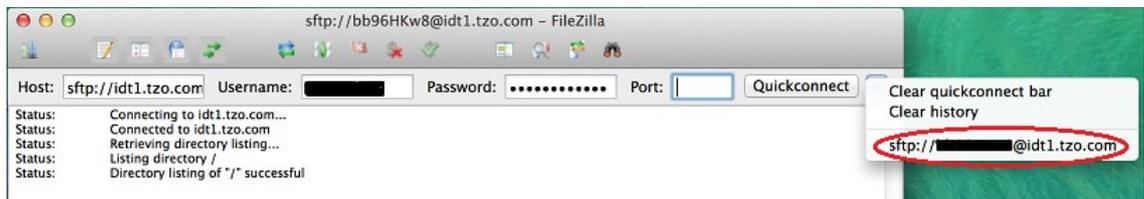
### Step 3:

If you see the following screen, please click **OK**. You will only see it the first time you connect to the server.



### Please Note:

The next time you use FileZilla, you can simply select your login information from the dropdown to the right of the "Quickconnect" button:



**You are now ready to start using FileZilla to transfer some files.**

## How To Use FileZilla

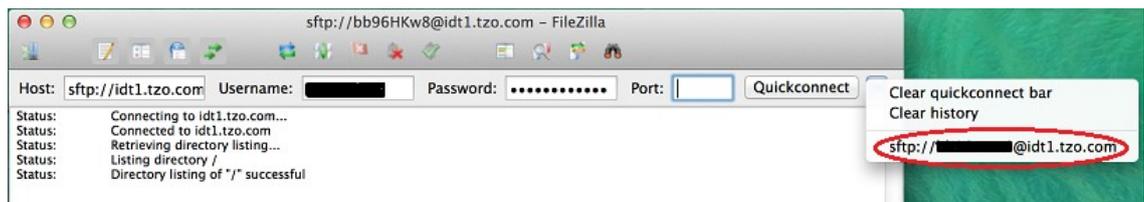
### Step 1:

Click the FileZilla icon in your Applications folder or in Launchpad.



### Step 2:

If you have already configured FileZilla (see previous section), select your login information from the dropdown to the right of the “Quickconnect” button:



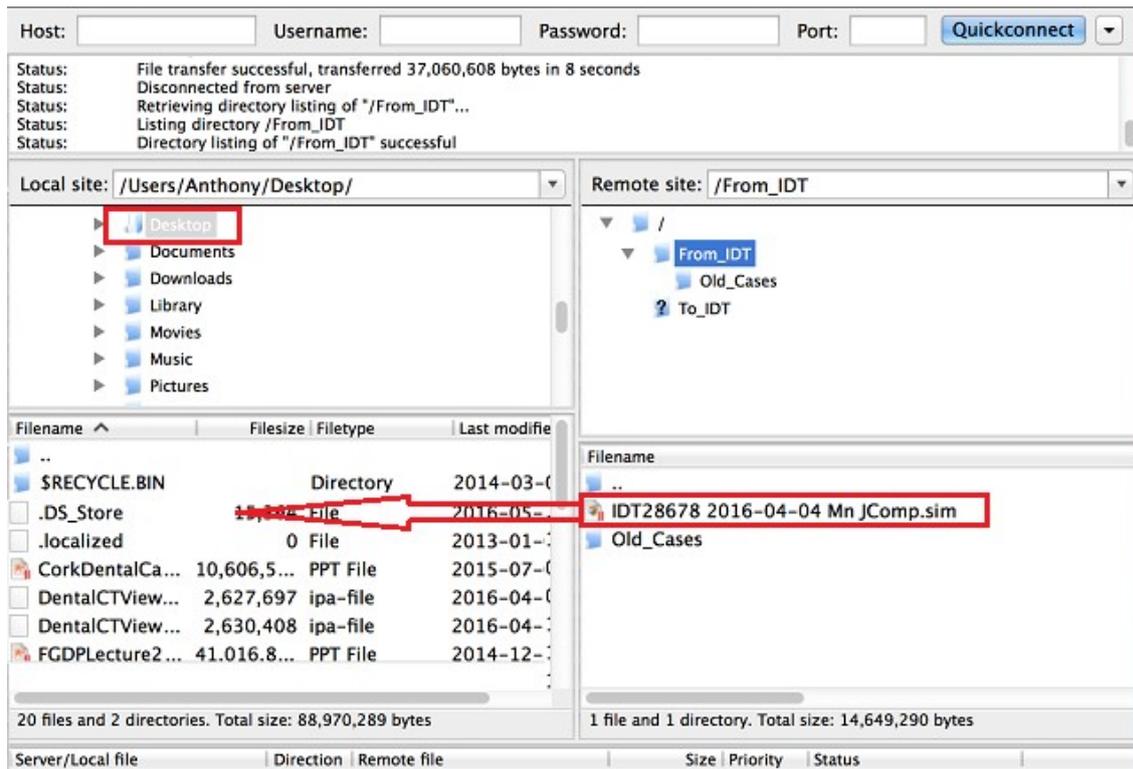
### Step 3:

You will see two panes as shown below.

- The **Left Pane** shows the folders on your computer. It is normally set to show the files on your Desktop.
- The **Right Pane** shows your folders on IDT’s server. The datasets that have been prepared for you by IDT will be in the **From\_IDT** folder. *No one else can see these files.*

### To receive files From\_IDT:

- Please double-click the folder that you want to copy files from (e.g. **From\_IDT**).
- Please drag the file that you want to copy to the **Left Pane** and it will be copied to your **Desktop**.



### To send files To\_IDT:

- Please make sure the file you want to send is on your Desktop
- Please drag the file from the **Left Pane** to the **To\_IDT** folder.

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