

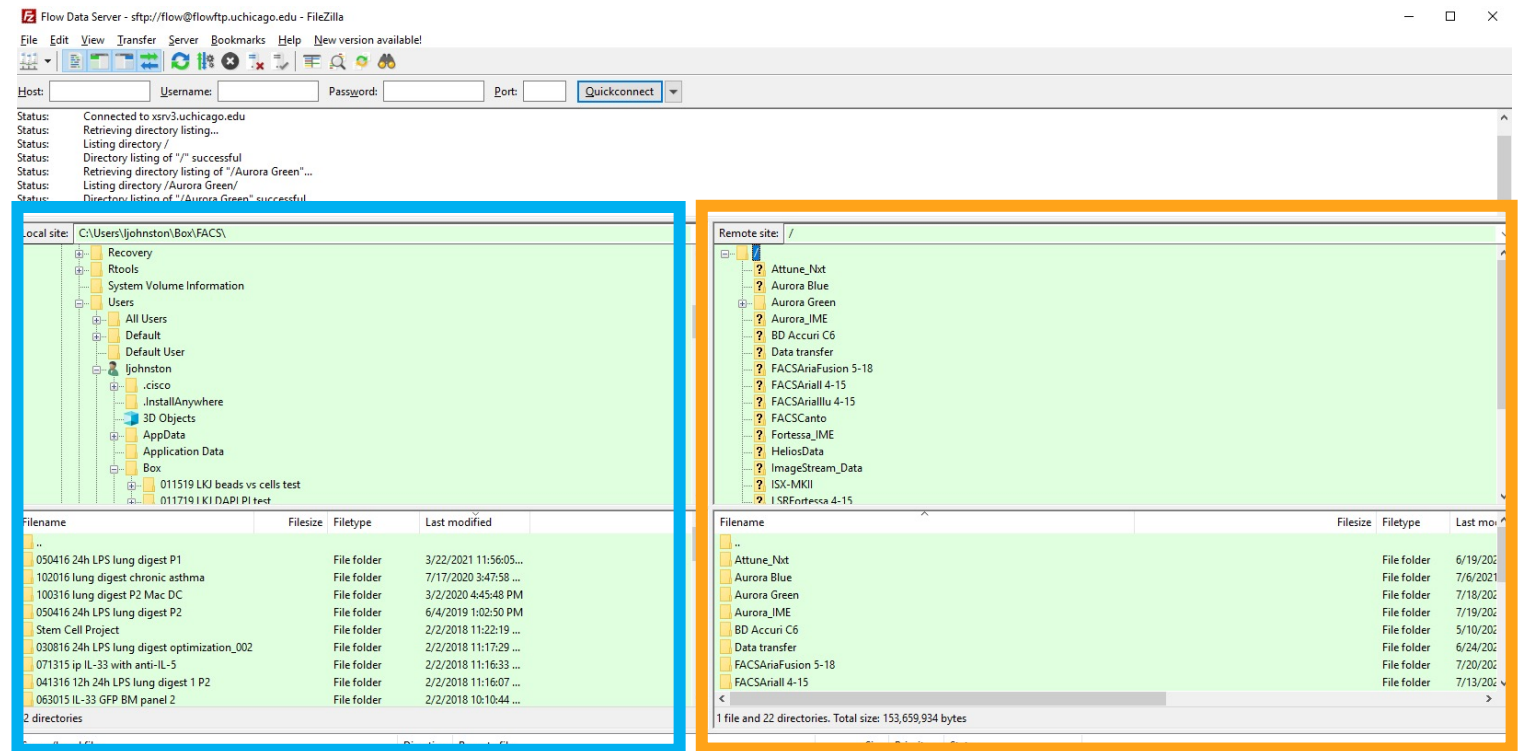


**Step 1:** After opening FileZilla, use the drop down menu (red circle) to select and connect to the data server

**Step 2:** The blue box contains files on the local computer. Select either the location you want to download files to OR the file you want to upload.

**Step 3:** The orange box contains files on the server. Select either the file you wish to download OR the location you want to upload to.

**Step 4:** After making selections both the orange and blue boxes, right click the file you wish to move and select download or upload.



Right clicking in the blue box will upload to the location in the orange box.  
Right clicking in the orange will download to the location in the blue box.