

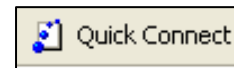
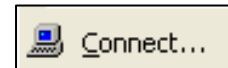
Secure File Transfer Protocol (SFTP) Reference Guide

All users on OAK must use the secure FTP (**SFTP**) and the secure Telnet (**SSH**).

Connecting

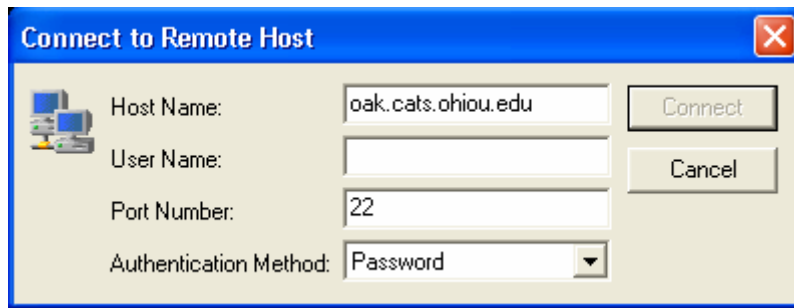
From the **Start** menu, go to **Programs**, then choose **SSH Secure Shell** and choose **Oak SFTP**. Once SFTP is started, do one of the following to connect.

- Select the **Connect** option (from toolbar or from File menu).
- Select the **Quick Connect** option (from toolbar or File menu).



Connect to Remote Host

The **Connect to Remote Host** dialog appears, already filled in with the host name and method as shown below. Simply enter your **user name** and click **Connect**.



Next, the Password dialog box appears. Enter in your **password** and press **OK**.

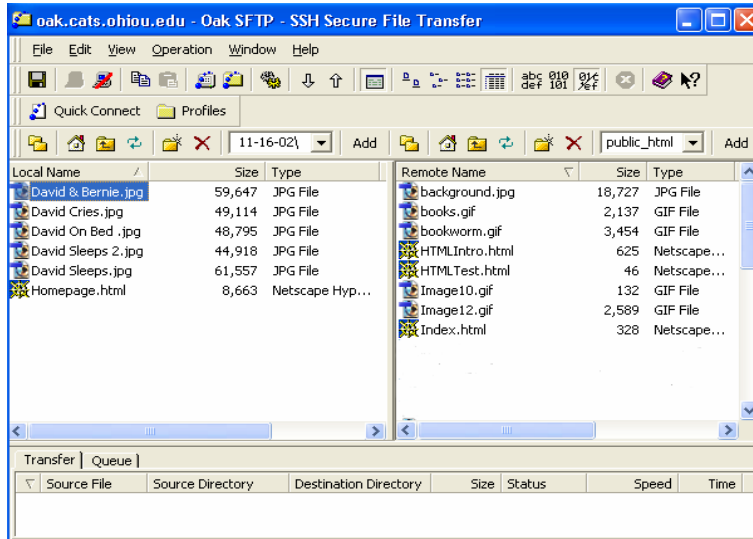
File Transfer

You can initiate a file transfer by clicking on the **New File Transfer Window** button, or by selecting the **New File Transfer** option from the **Window** menu.

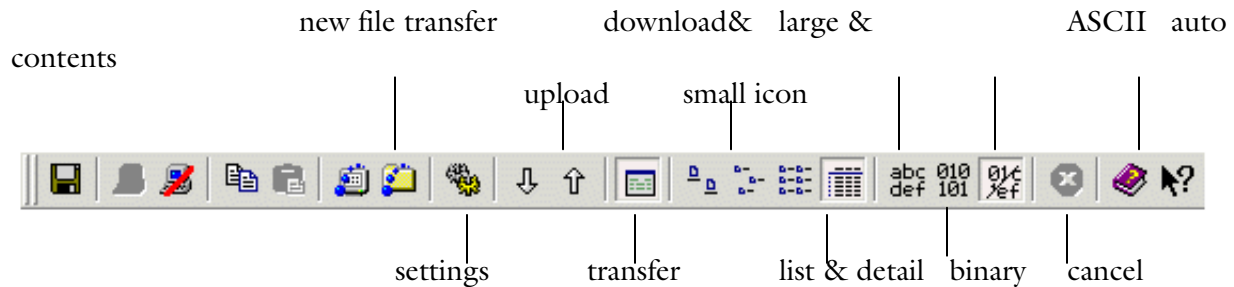


File Transfer Window

The **File Transfer** window displays the directories and gives basic information on each file. The File Transfer windows consist of three panes: **Local View** (files on , **Remote View** and **Transfer View** (files transferred between computers). By default, the **Transfer View** is below the Local and Remote Views.



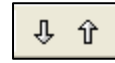
File Transfer Toolbar



Uploading Files

There are two ways to upload a file. You can even upload several files at the same time, if you hold down the **Shift** key.

- **Drag and drop** - Click on the local file you want to upload, hold down the mouse button, and drag the file into the **File Transfer** window and release.
- **Upload button** - You can click the **Upload** button on the **File Transfer** window's toolbar to upload the selected file.



Next, select the desired files. The **Transfer View** shows the downloading status.

