Download the app: <u>http://winscp.net/download/winscp435setup.exe</u> (An admin like Kurt or Erdem will have to install it for you.) During installation, it'll ask "commander interface" or "explorer interface", Bo recommends changing to "explorer interface" because it works more like a folder (drag drop) and is WAY less cluttered. If you're used to/like better having two windows (local/remote) then stay with "commander".

- 1.) Launch the app
- 2.) It will open a window like this:

WinSCP Login		23 8
Session Stored sessions Environment Directories SSH Preferences	Session <u>H</u> ost name: <u>U</u> ser name: Private <u>k</u> ey file:	Port number: 22 🛓 Password:
	Protocol <u>F</u> ile protocol:	SFTP Allow SCP fallback
		Select color
Advanced options	ges	Login Save Close

3.) Login using hostname: cdn1.sonlight.com and the UN & PW that Bo has set up for you.

Constant	Constant		
Session Stored sessions Environment Directories SSH Preferences	Session <u>H</u> ost name: cdn1.sonlight.com		Po <u>r</u> t number:
	<u>U</u> ser name: dlilly	Password:	••
	Private <u>k</u> ey file:		
			Select color
Advanced options			
About Langua	ages	Login Sa	ve Close

4.) Click "Save" button

Save	

5.) This will pop up (I left my "Save session as:" field as default), check the "Save password" box so you don't have to log in like this every time. Then click the "OK" button

	Llear pares Password:
rences	Save session as
	Save session as:
	diily@cdn1.sonlight.com -
dvanced o	Save password (not recommended)
	OK Cancel Help ck
dvanced o	ptions
bout	Languages Login Save

6.) Click the "Login" button



7.) Then click the "Yes" button





8.) Double click the "cdn1.sonlight.com" folder (in here is where we'll keep files)



9.) Double click the appropriate folder in which you want to store your file(s) (image, PDF, etc) Default



10.)Now drag (from your PC) the file you want to drop in the folder you've just opened.

🌆 images - dlilly@cdn1.sonlight.com - WinSCP	- • •
File Commands Mark Session View Help	
Address 🥼 /var/httpd/cdn1.sonlight.com/images	- 🔄
↓ → → 🖻 ն 🔏 👌 🕻 🏠 🗙 💣 🖋 🕍 🗟 🚥 🧬 😫 📀 强	
🔹 📰 🕶 🔡 🗊 🕶 🚼 Default 🔹 🐼 🗸	
<pre></pre>	
0 B of 10,222 B in 0 of 1	0:11:10

11.) This window will pop up. Click the "Copy" button

	Сору	
	Copy file 'happy-thanksgiving.png' to remote directory:	
E	/var/httpd/cdn1.sonlight.com/images/*.*	l
E	Transfer settings Default transfer settings	
	New and updated file(s) only	
	Transfer on background (add to transfer queue)	l
	Transfer settings Copy Cancel Help	
		-

12.)Now to link to the file you just uploaded, it's like what Bo said (Note: always use lowercase and always use hyphens in place of spaces): http://cdn1.sonlight.com/folder-name/name-of-file EG: http://cdn1.sonlight.com/images/thundercats-logo.png