

How to use Larix FTP-site

Before you can use the secure FTP solution you need to have a FTP-client. There are 2 possibilities.

1. You already have an FTP-client...

If you already have an FTP-client installed which you are familiar with, you can log into Larix' secure FTP-site using the following information:

Host: `ftps://ftp.larix.dk`

Port: 990

Username: As given to you from Larix

Password: As given to you from Larix

If you experience any problems you may want to contact your IT-service. It could be that you need access through the firewall to Larix Ip-address.

2. You do not have an FTP-client...

Make sure you are allowed to download and install an FTP-client at your PC.

- Open your browser and go to: <http://filezilla-project.org/>
- Click the Download FileZilla Client relevant to your platform.
- Install it

If you experience any problems you may want to contact your IT-service. It could be that you need access through the firewall to Larix Ip-address.

Upload/Download files

When the installation has been performed, please activate it from:

Start > All Programs > FileZilla Ftp Client > FileZilla

Then the below page opens, showing your own drives, folders and files in the left side windows (Local site).

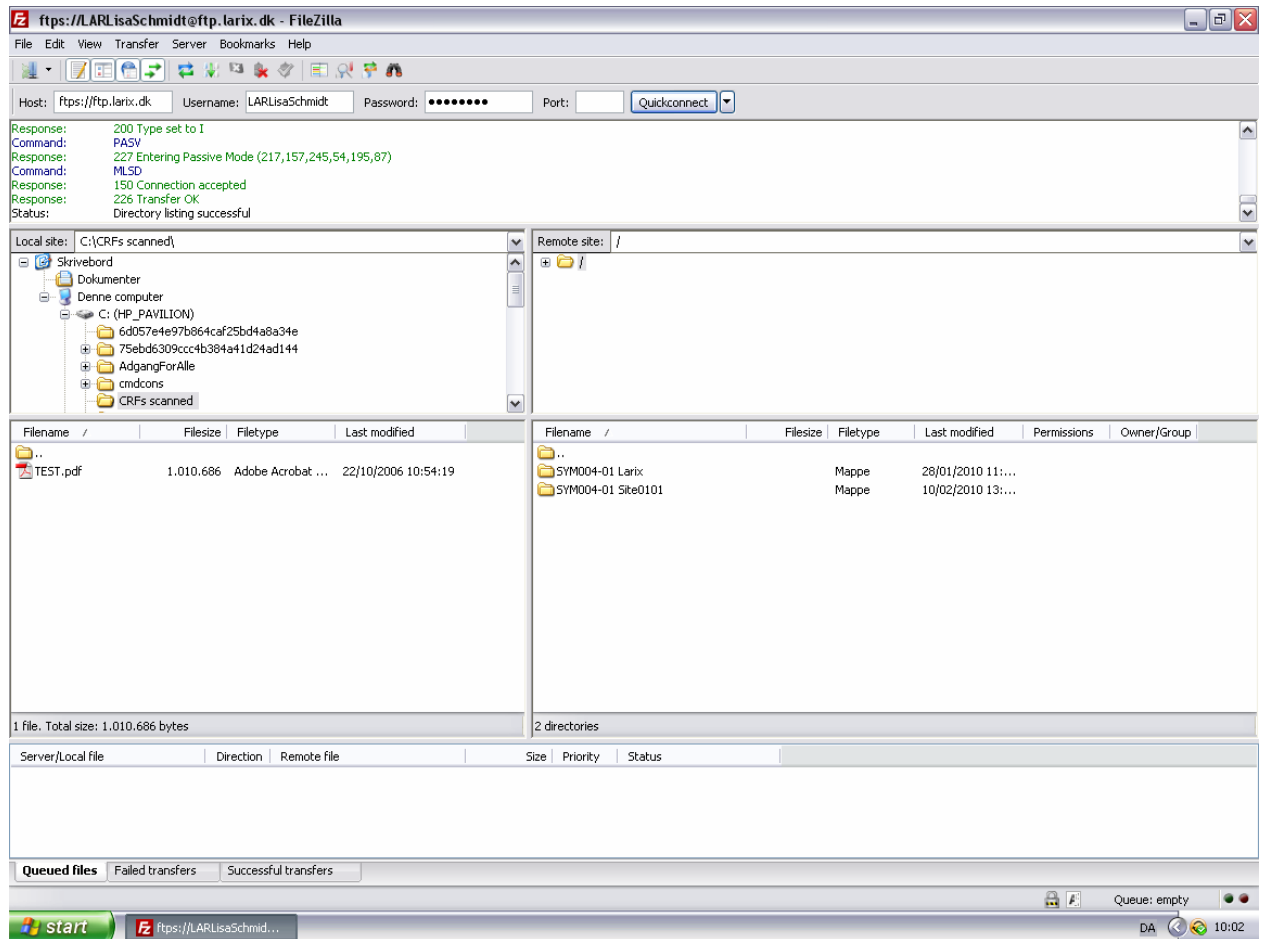
To connect: Enter Host, Username, Password and Port (see above) and click Quick Connect.

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Upload:

In Remote Site navigate to the folder to which you want to up-load a file.
In local site, select the files you need to upload and drag 'n drop them or right click and select Upload.

Download:

Navigate to the file you want in the Remote site and navigate to the folder you want to download to in the local site. Right click the file in Remote site and click download.