

IBI Group FTP: Usage Instructions

Version: MAC; Last Updated: April 22nd 2009

The recommended method to connect to the FTP server on a Mac is with **FileZilla Client Software** and it is recommended that you use the copy provided by us. **Please do not update it.**

If you have not done so already, please visit <https://sftp.ibigroup.com> to request an account.

To access the internal or external FTP please do not use your web browser. Please use “FileZilla”.

Instructions are valid for use with either the Internal or External FTP accounts.

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Installing FileZilla

Brief description:

FileZilla is a third party application supported a many features. Some notable features that are available with FileZilla are: **RESUME** will allow you to continue a transfer if is interrupted during transfer. **QUEUE** allows you to select multiple files to transfer. This includes ones from different directories that will then be transferred at the same time. You can also have FileZilla **MANAGE** you accounts should you have more than one and save them for easy access.

Install:

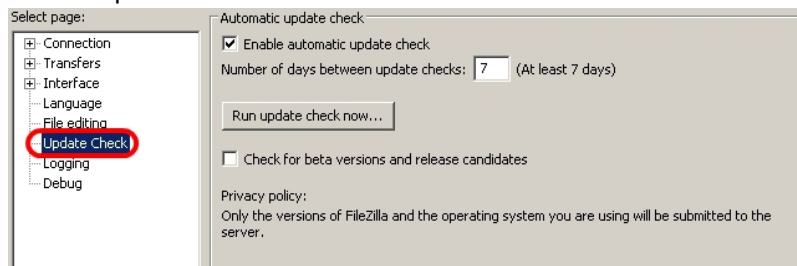
You can obtain the software from the <http://ssftp.ibigroup.com> website under the HELP section.

The file you download should be ready to go. **We suggest downloading the file to your Applications folder.** Please browse to where you downloaded the file and then run it. You may get prompted to report bugs... please ignore this and click OKAY to continue.

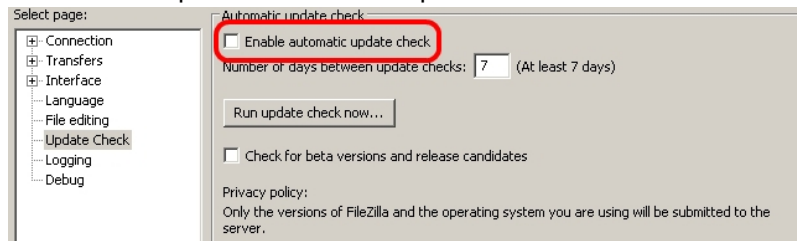
To avoid future issues, please complete the following from the main program window.

This is mandatory for Mac OSX 10.4 (Tiger)

- Browse to FileZilla -> Preferences
- Select 'Update Check' from the list on the LEFT side.



- Uncheck the option for automatic update.



If the program opens successfully than you have completed the installation.

Congratulations!

Using FileZilla:

From the e-mail you received containing the account information you should see the following:

For My Computer:

<ftp://616LA:prJqpbJw@ftp.ibigroup.com>

For FTP client software:

<ftp://ftp.ibigroup.com>

Login user name: 616LA

Password: prJqpbJw

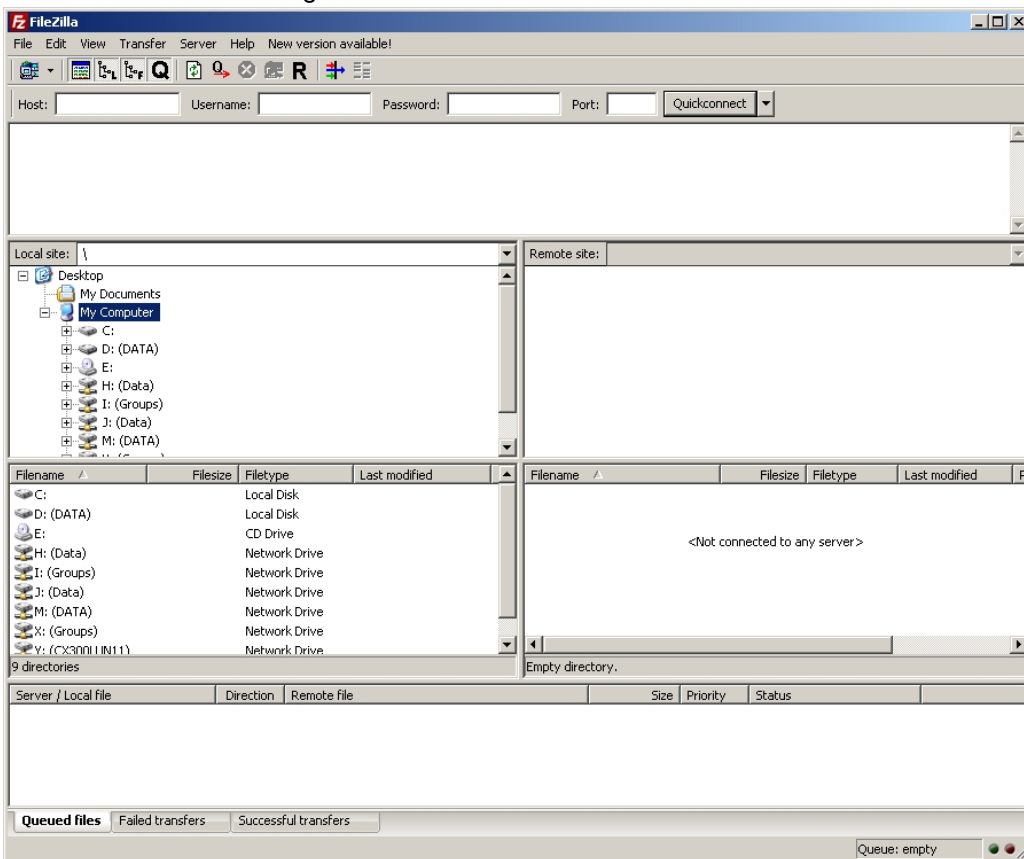
The highlighted lines are what you need to pay attention to.

Please make sure you have followed the instructions for installation before proceeding.

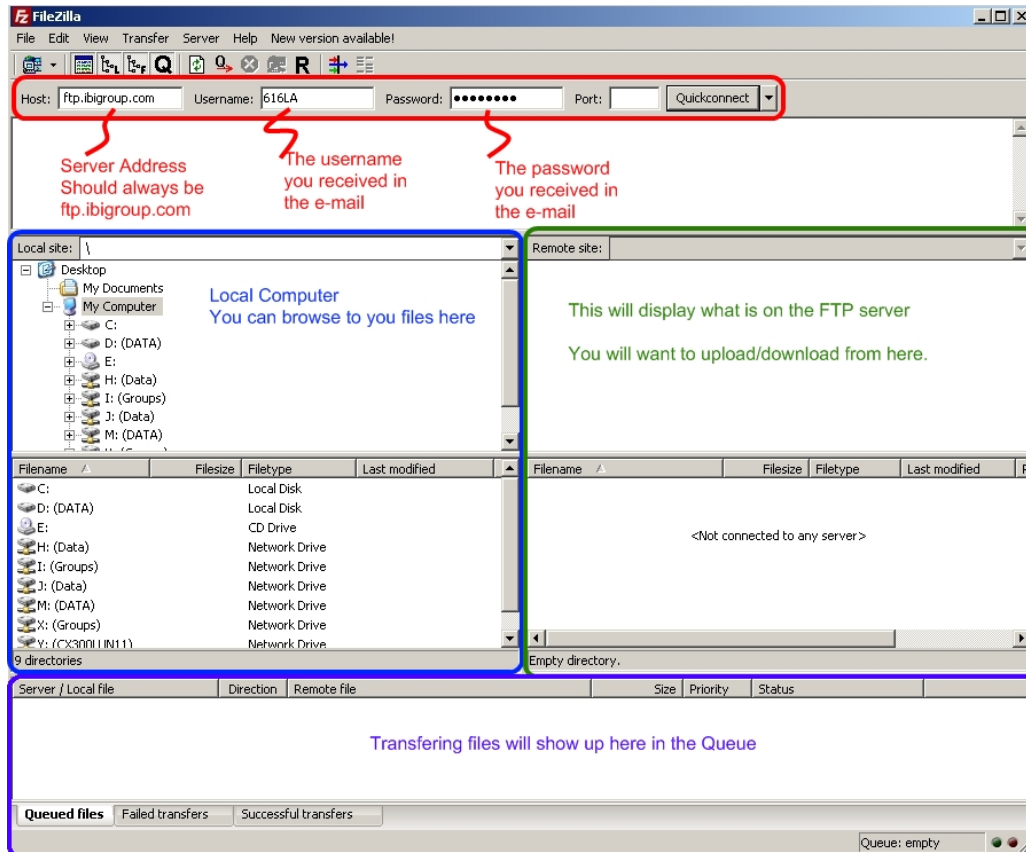
1. Locate the Icon for FileZilla and double click to open the program.



2. You should see something that looks like this:



3. You will want to fill in the appropriate information as seen in the below picture. You can ignore the port number.



- The blue box represents your local computer. Here you will want to browse to whatever files you wish to transfer or if you wish to download files from the FTP server you can select where to download them to.
- The green box represents the FTP site. You can browse on here much the same way as you do with finder however the files here will be only what are on the server.
- The purple box will display any active file transfers. Either to or from the FTP server.

4. Once you have everything filled out, you can hit **enter** on your keyboard to connect.
5. After FileZilla has connected you can proceed to upload or download files. You can use the above image as reference to what each box represents.

If you require further assistance please feel free to contact IT Help.