
File Transfer between LINUX and PC (Windows)

How to Use WinSCP

March, 2022

ICT Office

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Introduction

This manual describes how to use WinSCP, which can transfer files between your computer and LINUX servers in a secure way.

When connecting to the Media Center's servers and Private Home Page service (pweb) from off-campus, users will be requested to connect via VPN (Tunneling) and to use a file-transfer software which uses SSH protocol and doesn't save unencrypted password , such as WinSCP.

Direct SSH access is prohibited.

*Users can connect the servers which are managed by each laboratory via SSH.

Refer to 'Sophia University Website Service' for making web sites.

Refer to 'How to use VPN Service' for connecting servers via VPN.

1. Install WinSCP

1.1. Download Software

Download the WinSCP install package.

Access the website below and click "Installation package".

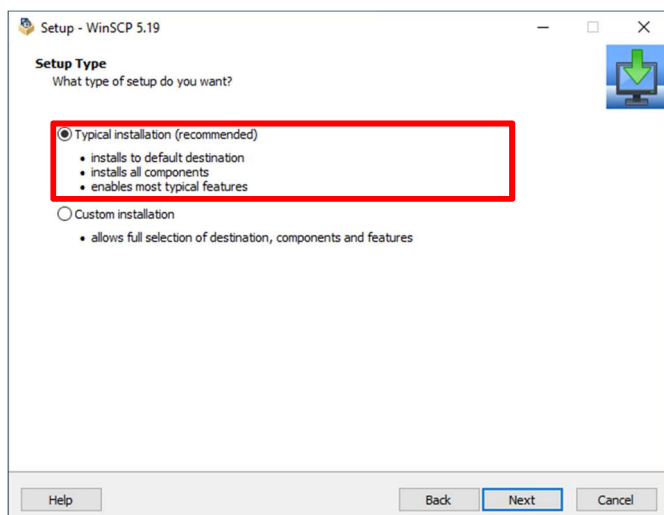
* The latest version in March, 2022 is 5.19.6. File names or screens depend on the version.

<http://winscp.net/eng/download.php/>

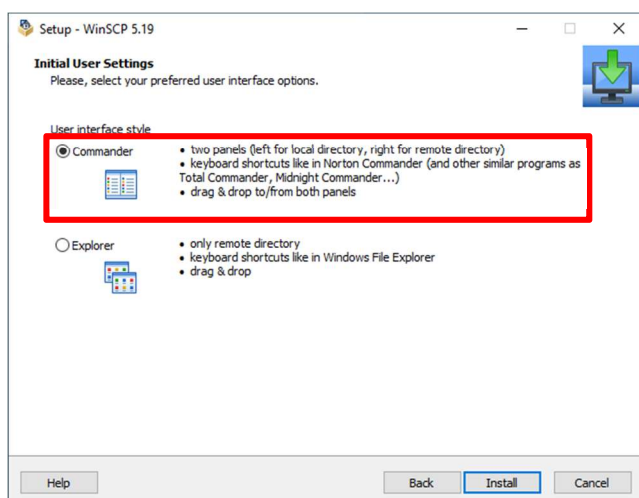
1.2. Installation

Double click the icon to execute the install package (WinSCP-5.19.6-Setup.exe) that you have downloaded. Follow the instruction on the installer.

Select [Typical installation] for setup type.



Select [Commander Interface] for user interface style.

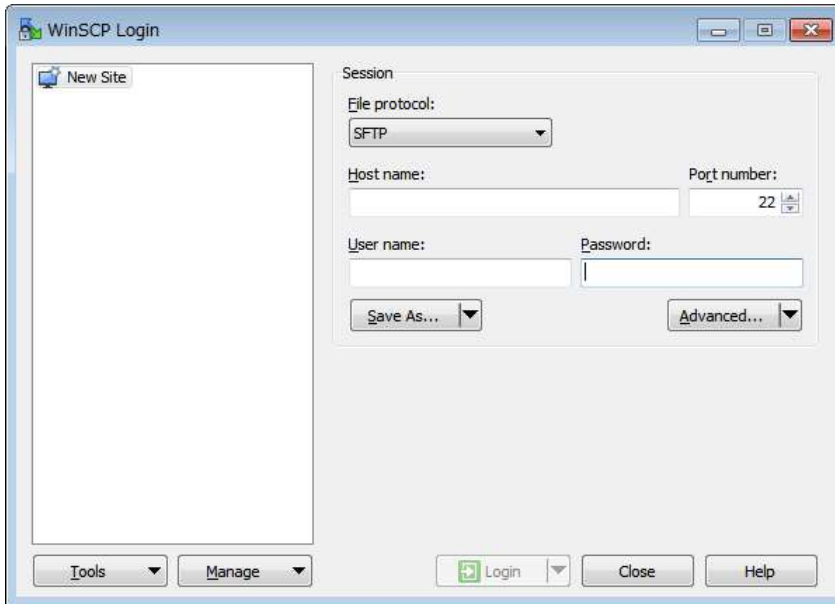


Start WinSCP after installation process is completed.

2. How to Use WinSCP

2.1. Connect to Server

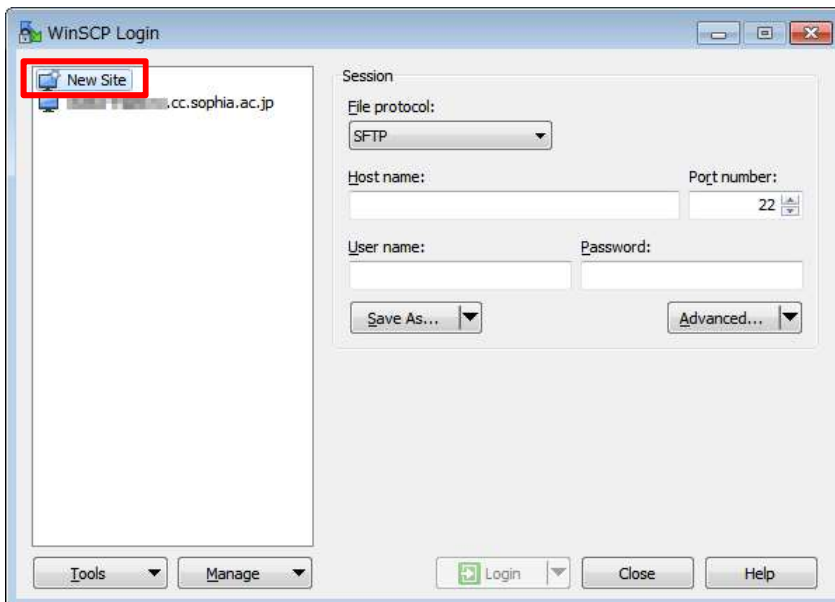
(1) When it is your first time to use WinSCP, the login screen will appear.



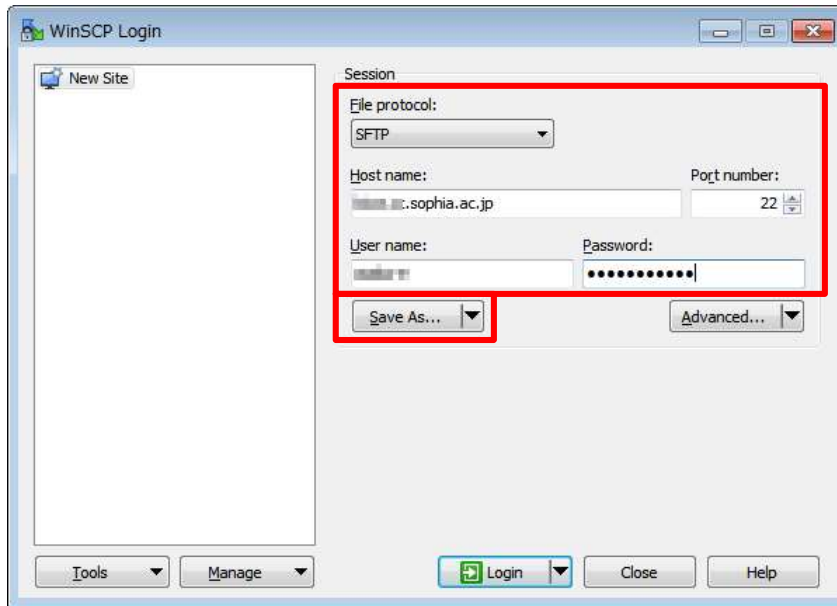
When some servers are registered, the server list will be displayed.

When you can find the target server in the list, select the server name and click [Login].

When the target server is not registered, click [New Site].



(2) Enter server information then click [Save As].



[File Protocol]: SFTP

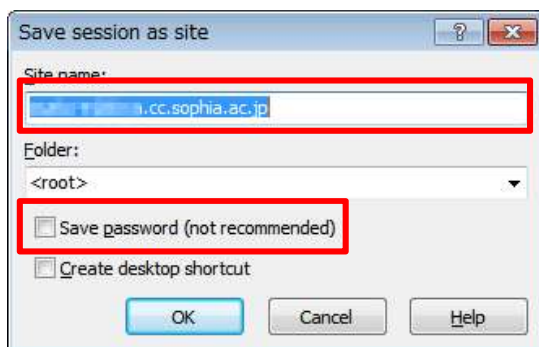
[Host name]: Host name of the target server (xxx.cc.sophia.ac.jp)

[Port number]:22

[User name]: Same user name for SophiaMail or Moodle (faculty/student ID number)

[Password]: Same password for SophiaMail or Moodle

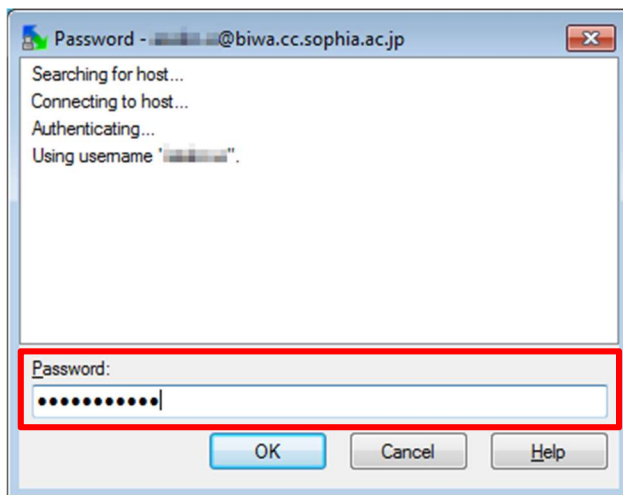
(3) Enter any name for [Save session as]. Check OFF for [Save password] to keep security then click [OK].



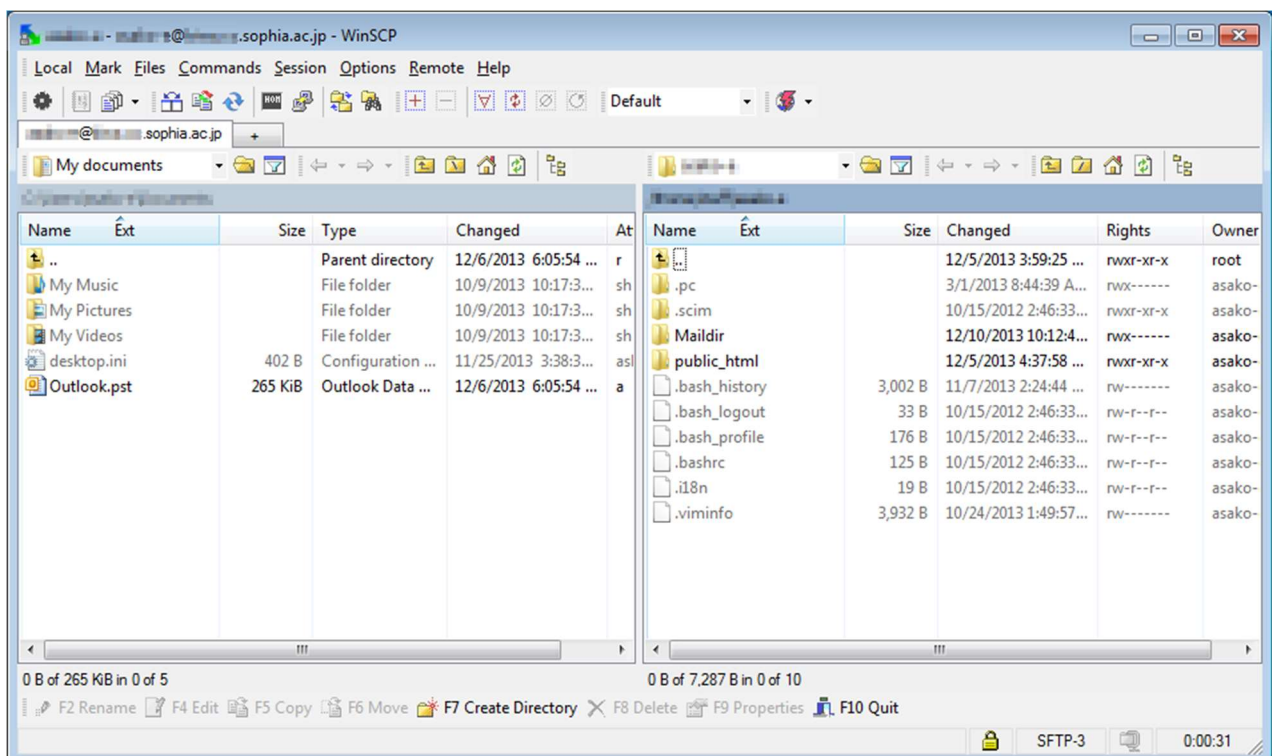
(4) Click [Login]. When it is your first time to connect to the target server, the warning screen will appear then click [Yes].



(5) Enter your password (Same password for SophiaMail or Moodle).



(6) Once you connect, the transfer screen will appear as below. Left-side area is your computer and right-side area is the server you are connecting to.



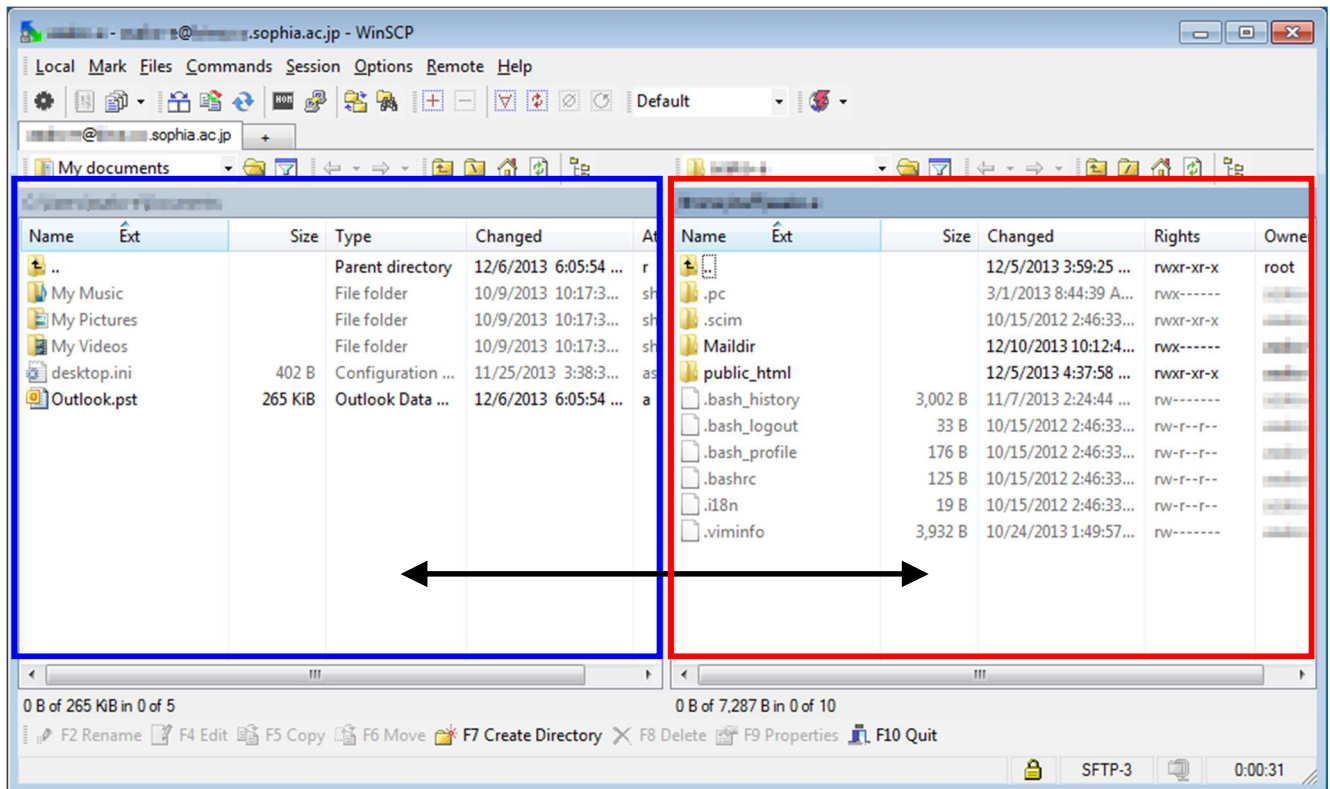
2.2. File Transfer

To copy files or directories, drag & drop them from one side to the other.

To upload files from your computer to the server, drag & drop them from the left-side area to the right-side.

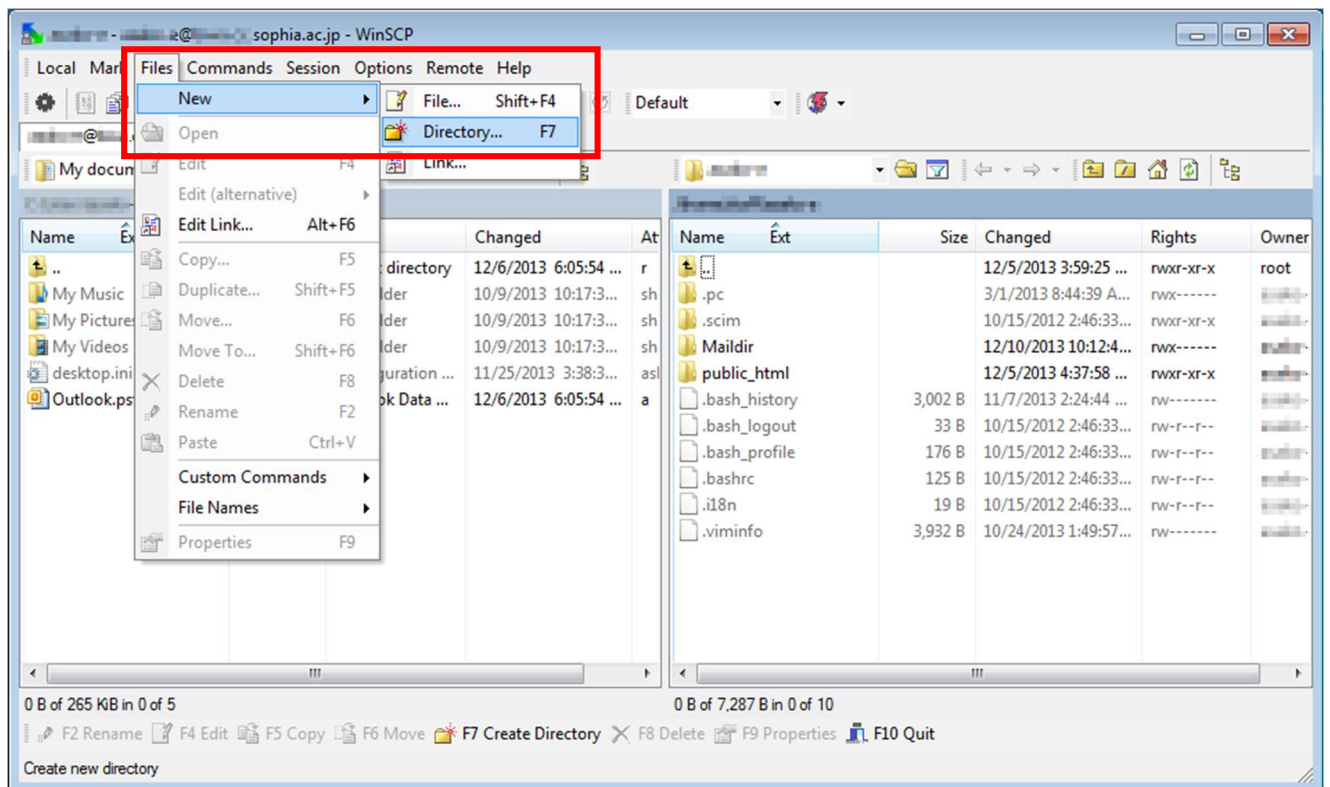
To download files from the server, drag & drop files from the right-side area to the left-side.

To select multiple items, press-and-hold the [Ctrl] key and click on the files.



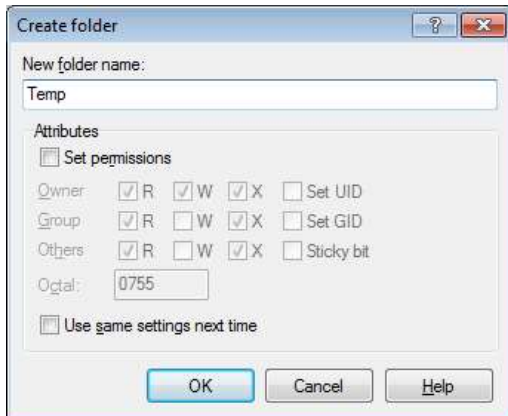
2.3. Create a New Directory (Folder)

- (1) Go to the directory where you want to create a new directory.
Select [Files]-[New]-[Directory] from the menu, or press [F7] key.



(2) Enter the directory name. When you want to change permissions, check [Set permissions], then change the permissions. Click [OK] to create a new directory.

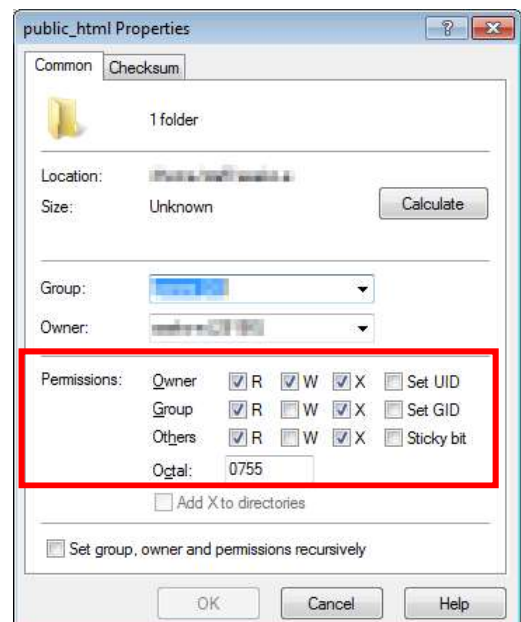
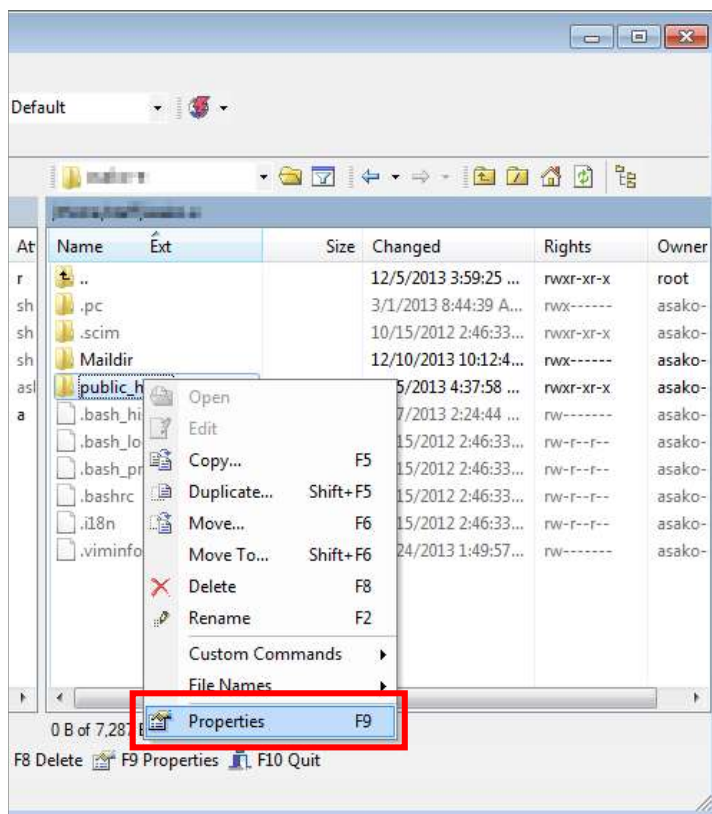
* For web pages, '0755' for directory permission and '0644' for file permission are usually used.



2.4. Set the File / Directory (Folder) Permissions

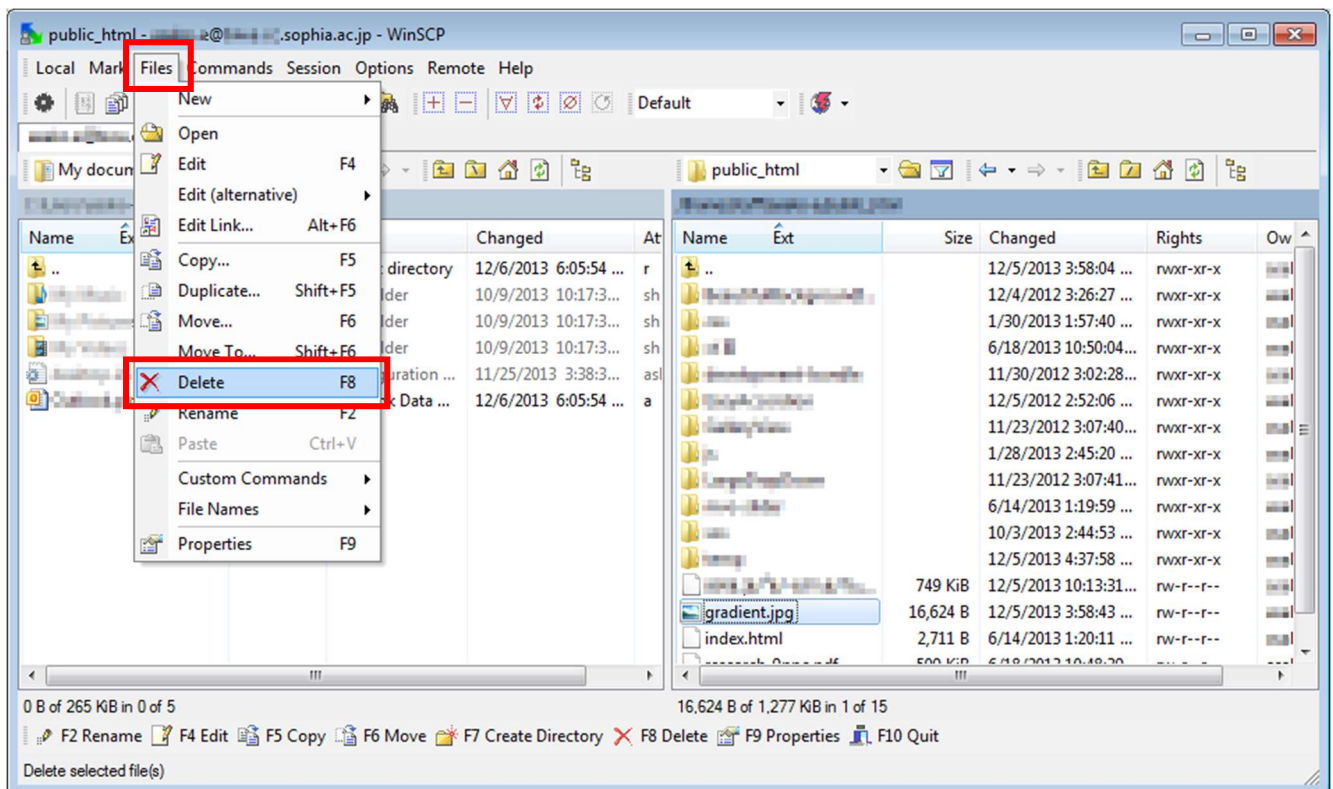
Select the file or Directory. Right click, select [Properties] then set [Permissions] in [Common] tab.

* For web pages, '0755' for directory permission and '0644' for file permission are usually used.



2.5. Delete a File / Directory (Folder)

Select the file or directory you want to delete. Select [File]-[Delete] from the menu or press [F8] key.



ATTENTION !

Please be careful if you wish to delete files and directories on the right side of the window (LINUX server side) since many of those files and directories are used for the system management. For example, if you delete "Maildir" directory, you cannot receive any messages, and all read messages will be deleted from your mailbox.

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