File Transfer between LINUX and PC (Windows)

How to Use WinSCP

June, 2025 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 ICT Office'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-6.5.2-Setup.exe) that you have downloaded.Follow the instruction on the installer.

Select [Typical installation] for setup type.

🕸 Setup - WinSCP 5.19	_		×
Setup Type What type of setup do you want?			
Typical installation (recommended) installs to default destination			
installs all components enables most typical features			
custom installation allows full selection of destination, components and features			
Help Back	Next	Cancel	

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.

Se WinSCP Login		
🚅 New Site	Session Eile protocol: SFTP Host name:	Port number:
	User name:	Password:
	Login V	Close Help

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].

🎦 WinSCP Login		- • •
Cc.sophia.ac.jp	Session Eile protocol: SFTP Host name:	Po <u>r</u> t number:
	User name: Save As ▼	<u>P</u> assword:
	Login	Close Help

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

Scener Login		
🛱 New Site	Session File protocol: SFTP Host name:	Port number:
	User name:	Password:
	Save As	Advanced
<u>T</u> ools ▼ <u>M</u> anage ▼	🔁 Login 🛛 🔻	Close Help

[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).

Se Password@biwa.cc.sophia.ac.jp
Searching for host
Connecting to host
Authenticating
Using usemame '
Password:
••••••
OK Cancel <u>H</u> elp

(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.

	sophia.ac.jp - WinSCP										
Local <u>M</u> ark <u>Files</u> <u>Commands</u> <u>Session</u> <u>Options</u> <u>Remote</u> <u>H</u> elp											
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📄 My Pictures		File folder	10/9/2013 10:17:3	sh	🐌 .scim		10/15/2012 2:46:33	rwxr-xr-x	asako-		
📑 My Videos		File folder	10/9/2013 10:17:3	sh	🌗 Maildir		12/10/2013 10:12:4	rwx	asako-		
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					bash_logout	33 B	10/15/2012 2:46:33	rw-rr	asako-		
					bash_profile	176 B	10/15/2012 2:46:33	rw-rr	asako-		
					bashrc .	125 B	10/15/2012 2:46:33	rw-rr	asako-		
					i18n	19 B	10/15/2012 2:46:33	rw-rr	asako-		
					.viminfo	3,932 B	10/24/2013 1:49:57	rw	asako-		
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0 B of 265 KiB in 0 of 5					0 B of 7 287 B in 0 of 10						
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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 rightside.

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.

5												
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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.

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(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.

Create fold	er				? - X						
New folder name:											
Temp											
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🔲 Use <u>s</u>	Use same settings next time										
		ОК		Cancel	<u>H</u> elp						

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.

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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.

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Delete selected f	ile(s)													

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.

-File transfer between LINUX and PC-How to Use WinSCP

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