

There are four (3) possible file transfer options based on your **laptop** and **preference**:

- Option #1: **Windows**
  - File Explorer
- Option #2: **Windows**
  - FileZilla FTP software
- Option #3: **Mac**
  - FileZilla FTP software

**Please note that the FileZilla FTP should use the  
"Plain FTP"  
encryption and *not* SFTP or TLS.**

Option #1: Windows - File Explorer

These steps will apply to **Windows versions 7 and up**.

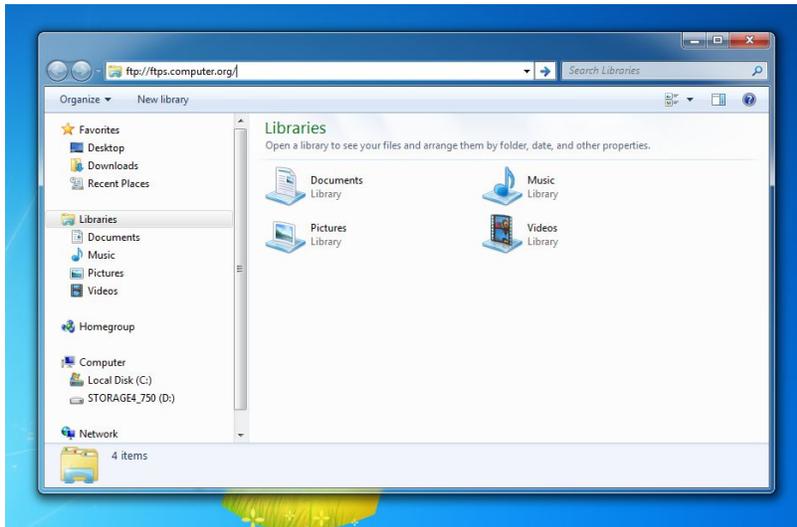
**Step 1:**

- Right-click on the Start button and select "Open Windows Explorer".
- On recent versions of Windows it will be called "File Explorer".



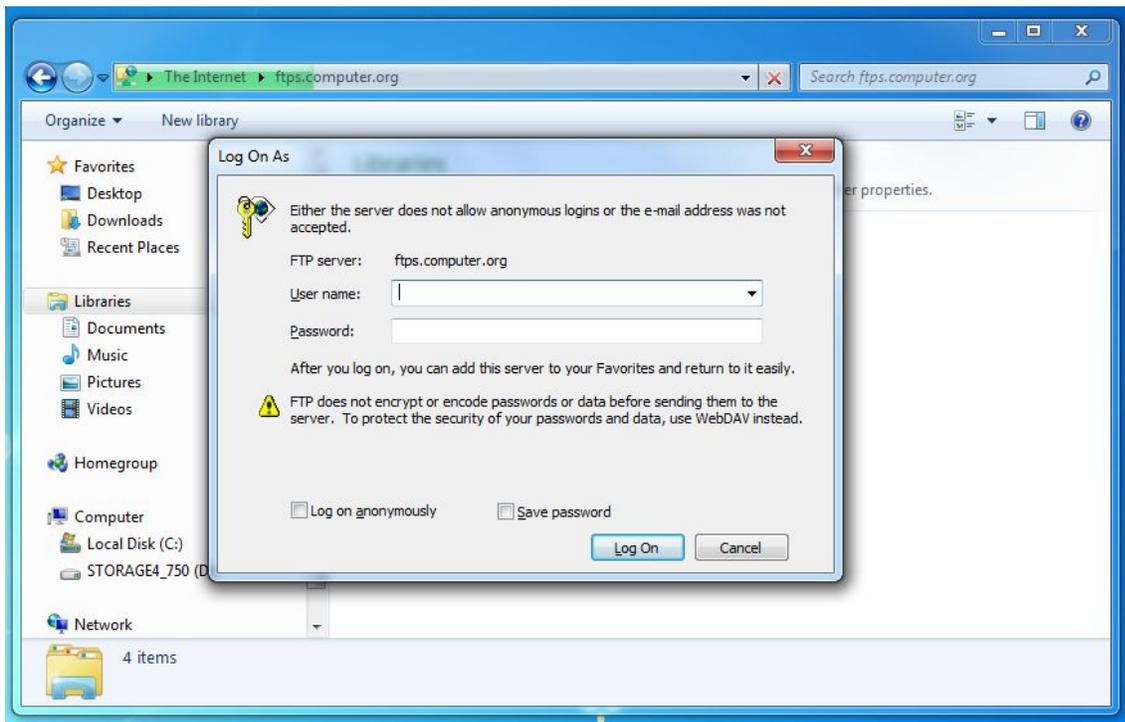
**Step 2:**

- In the address/path bar, type - "<ftp://ftp.computer.org>" and press the "Enter" key.



### Step 3:

- Your User name will be provided by the IEEE Computer Society, along with the password.
- Enter your User name and Password and click on the "Log On" button.



You should now see your conference folder, with any content that might already exist within.

You can drag and drop, or copy/paste into your FTP account at this point.

## Option #2: Windows - FileZilla

We will use the FileZilla FTP client for these instructions, but any Windows FTP client should work.

**If you already have the FileZilla client installed, you can go to Step #3.**

**Step 1:** Download the FileZilla application if you don't already have it.

Windows (64bit) - <https://filezilla-project.org/download.php?platform=win64>

Windows (32bit) - <https://filezilla-project.org/download.php?platform=win32>

If you are not sure what "bit" type you have, newer (within the last few years) Windows are 64bit.

If you see a screen like the following, then select the free version (Download button):

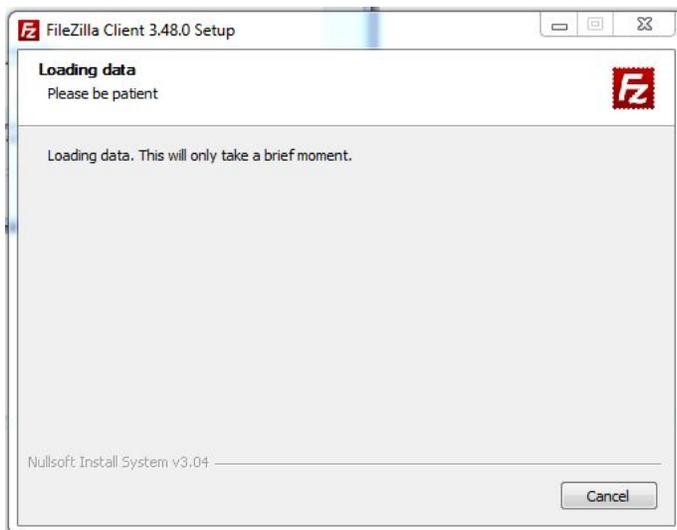
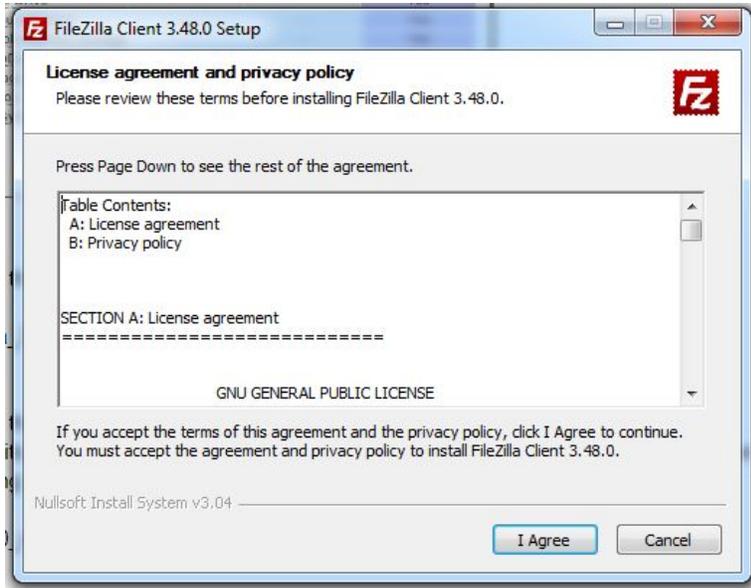
|                                       | FileZilla | FileZilla with manual | FileZilla Pro |
|---------------------------------------|-----------|-----------------------|---------------|
| Standard FTP                          | Yes       | Yes                   | Yes           |
| FTP over TLS                          | Yes       | Yes                   | Yes           |
| SFTP                                  | Yes       | Yes                   | Yes           |
| Comprehensive PDF manual              | -         | Yes                   | Yes           |
| Amazon S3                             | -         | -                     | Yes           |
| Backblaze B2                          | -         | -                     | Yes           |
| Dropbox                               | -         | -                     | Yes           |
| Microsoft OneDrive                    | -         | -                     | Yes           |
| Google Drive                          | -         | -                     | Yes           |
| Google Cloud Storage                  | -         | -                     | Yes           |
| Microsoft Azure Blob and File Storage | -         | -                     | Yes           |
| WebDAV                                | -         | -                     | Yes           |
| OpenStack Swift                       | -         | -                     | Yes           |
| Box                                   | -         | -                     | Yes           |
| Site Manager synchronization          | -         | -                     | Yes           |

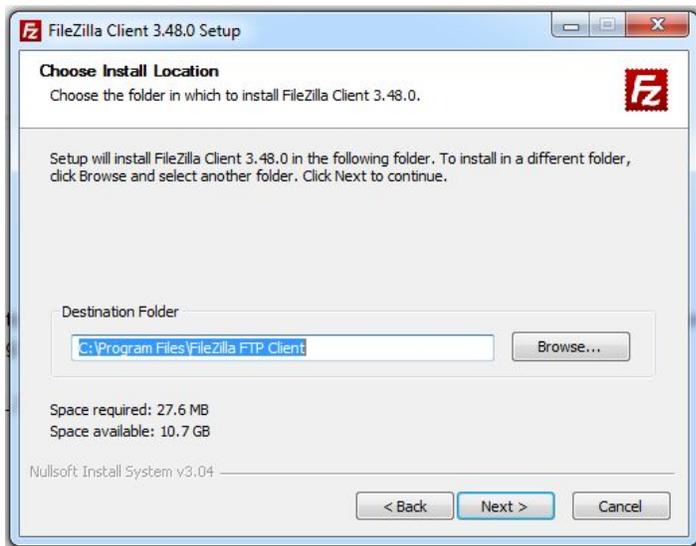
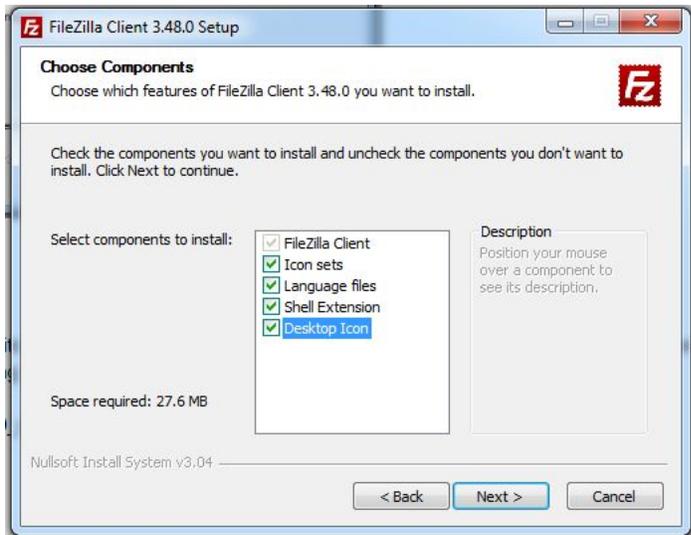
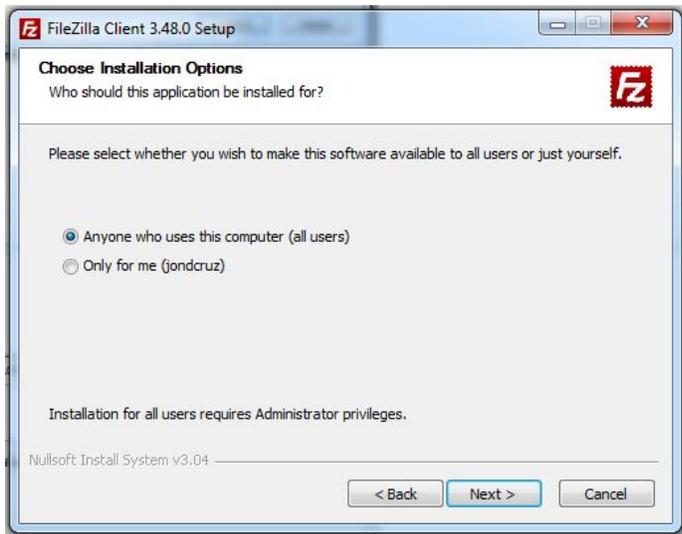
Download Select Select

A file similar to this should be on your system after download:

FileZilla\_3.48.0\_win64\_sponsored\_setup.exe

**Step 2:** Install the FileZilla application by double clicking the file you have just downloaded.

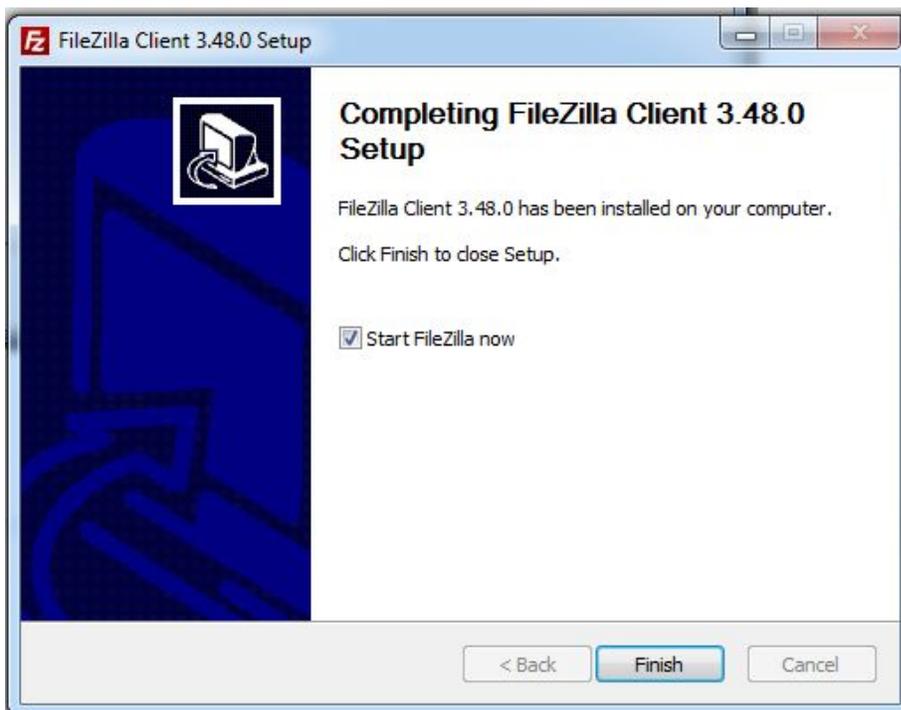
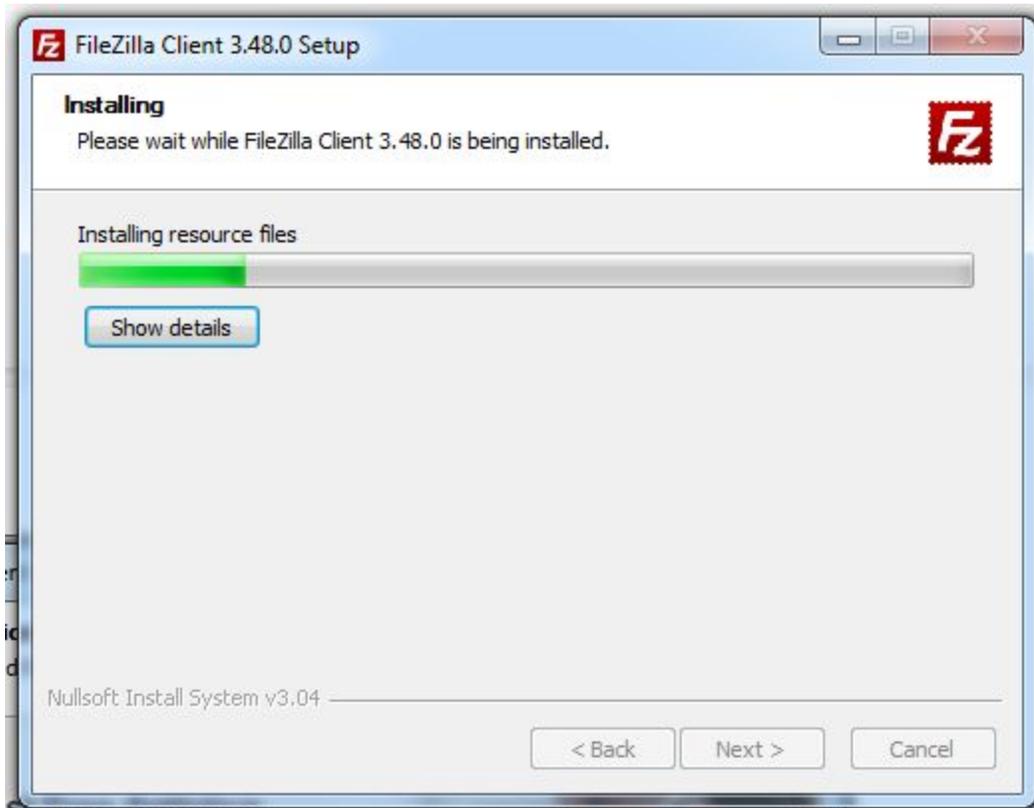




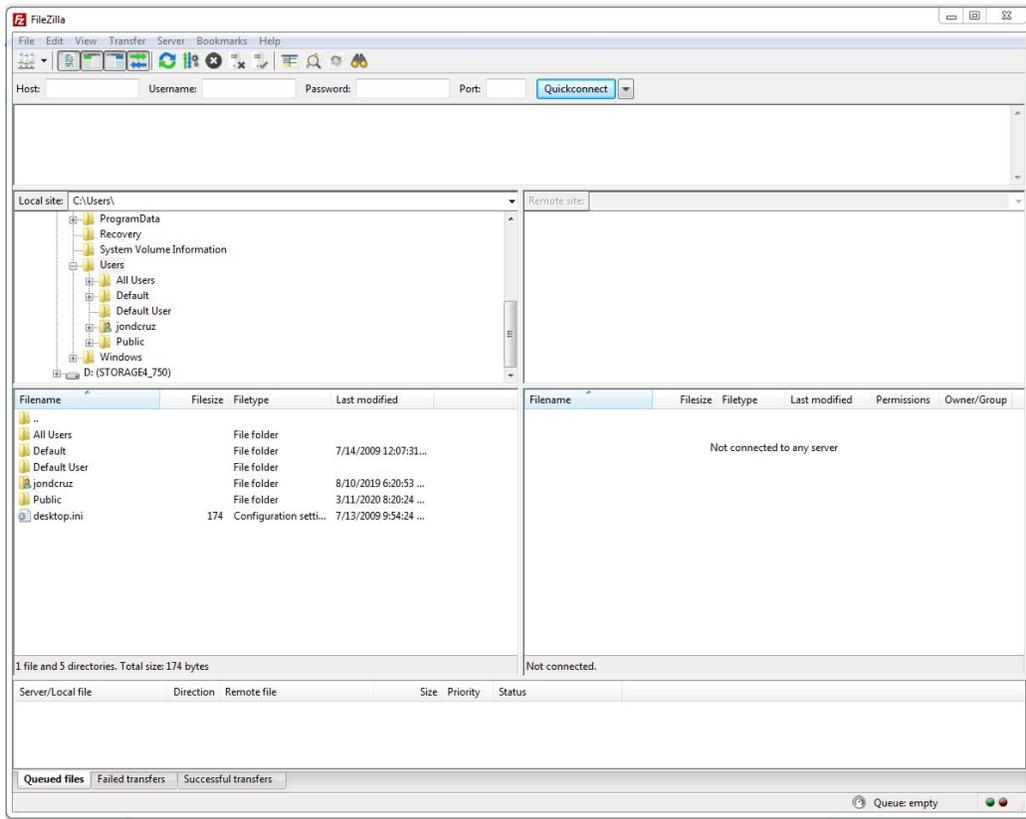
If you see these screens, you can click "Decline":



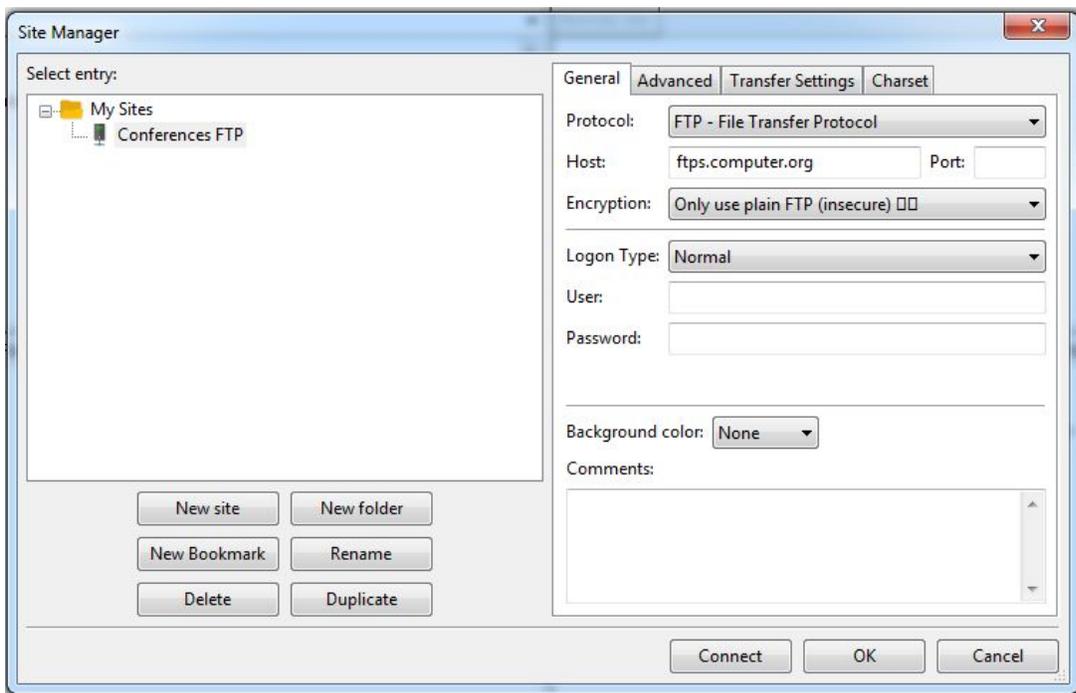
Finally, it'll install the FileZilla application:



Click on "Finish" and you should see a screen like the following:



**Step 3:** Go to the File >> Site Manager



Click on "New site" and enter the name, in this case "Conferences FTP".

In the right-hand side you can place:

**Protocol:** FTP - File Transfer Protocol

**Host:** ftps.computer.org

**Port:** Leave empty

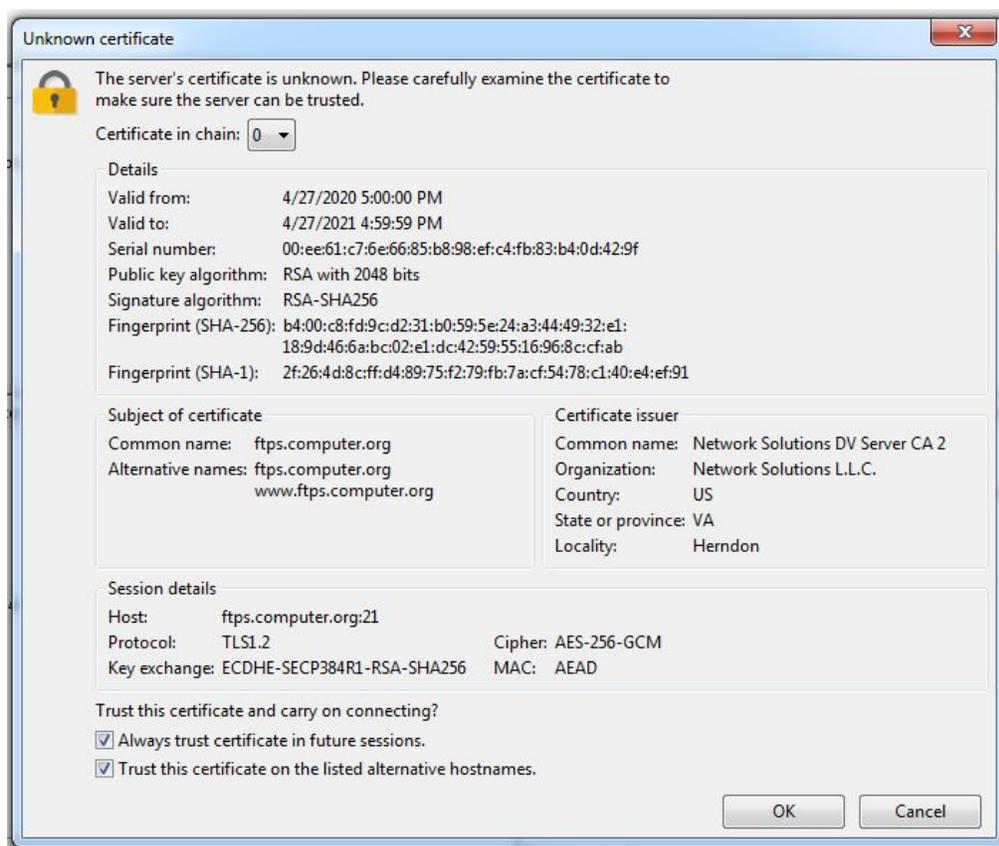
**Encryption:** **Only use plain FTP**

**Username:** The IEEE Computer Society will give this to you.

**Password:** The IEEE Computer Society will give this to you.

Click on the Connect button.

If you receive this window, you can click on the "OK" button.



You will now see your files in the right hand side of the FileZilla application.

You can drag and drop, or copy/paste into your FTP account at this point.

## Option #3: Mac - FileZilla

We will use the FileZilla FTP client for these instructions, but any Mac OS X FTP client should work.

**Step 1:** Download the FileZilla application if you don't already have it.

<https://filezilla-project.org/download.php?platform=osx>

If you see a screen like the following, then select the free version (Download button):

|                                       | FileZilla | FileZilla with manual | FileZilla Pro |
|---------------------------------------|-----------|-----------------------|---------------|
| Standard FTP                          | Yes       | Yes                   | Yes           |
| FTP over TLS                          | Yes       | Yes                   | Yes           |
| SFTP                                  | Yes       | Yes                   | Yes           |
| Comprehensive PDF manual              | -         | Yes                   | Yes           |
| Amazon S3                             | -         | -                     | Yes           |
| Backblaze B2                          | -         | -                     | Yes           |
| Dropbox                               | -         | -                     | Yes           |
| Microsoft OneDrive                    | -         | -                     | Yes           |
| Google Drive                          | -         | -                     | Yes           |
| Google Cloud Storage                  | -         | -                     | Yes           |
| Microsoft Azure Blob and File Storage | -         | -                     | Yes           |
| WebDAV                                | -         | -                     | Yes           |
| OpenStack Swift                       | -         | -                     | Yes           |
| Box                                   | -         | -                     | Yes           |
| Site Manager synchronization          | -         | -                     | Yes           |

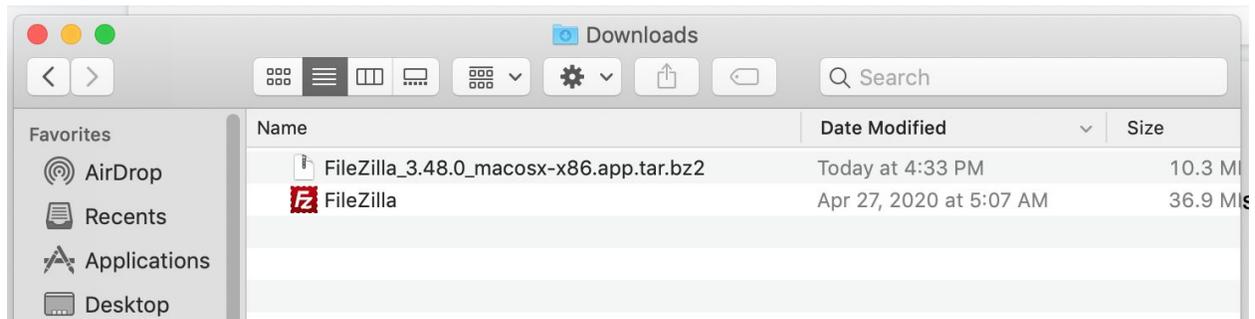
Download Select Select

A file similar to this should be on your system after download:

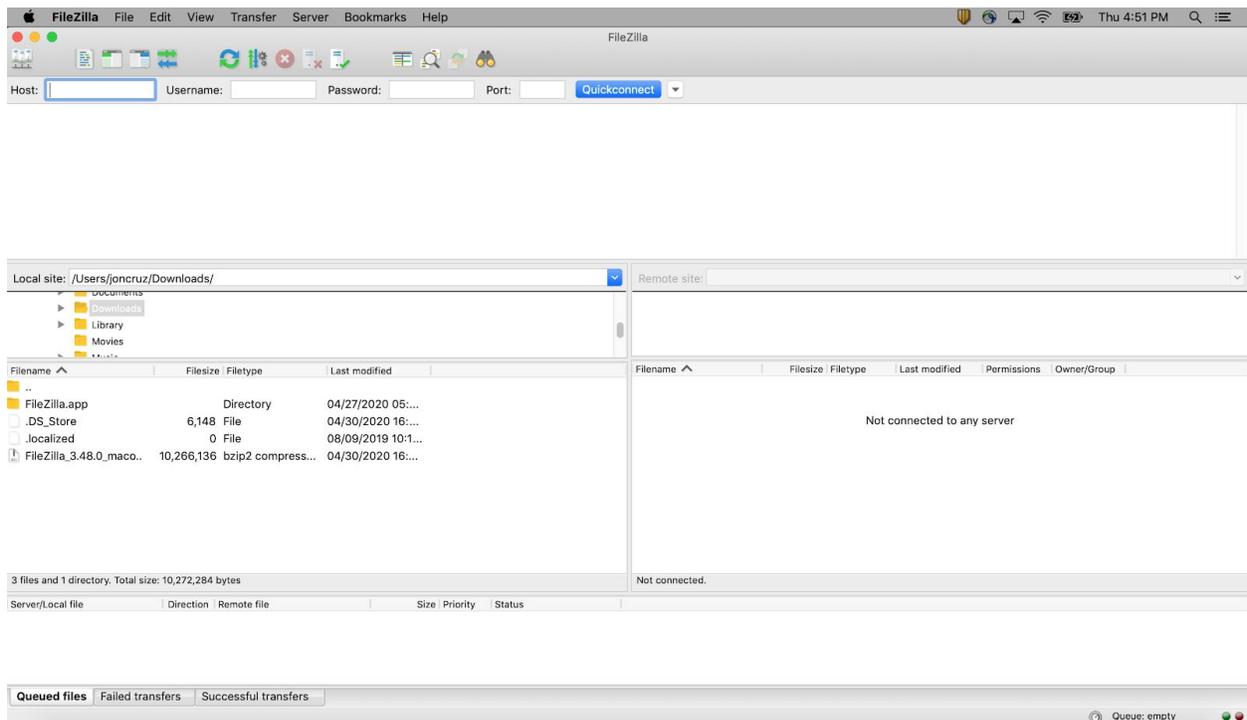
FileZilla\_3.48.0\_macosx-x86.app.tar.bz2

**Step 2:** Unzip and install the FileZilla application by double clicking the BZ2 file you have just downloaded.

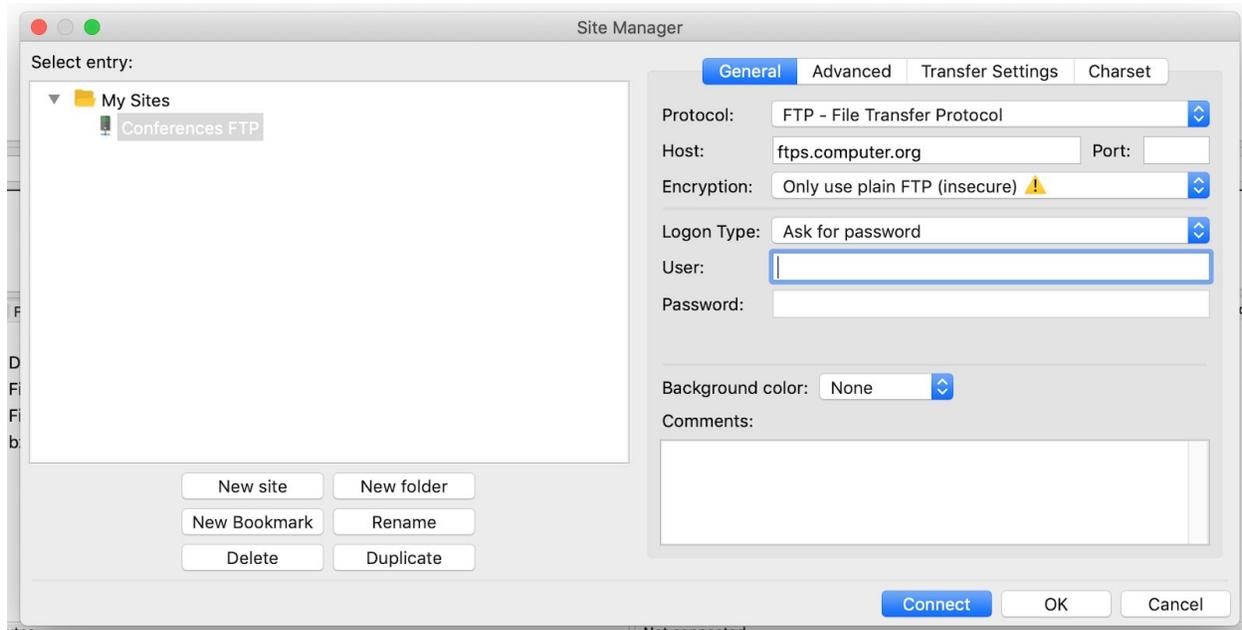
You should see a FileZilla icon where you have downloaded the BZ2 file.



**Step 3:** Double click on the FileZilla icon to start the application:



### Step 3: Go to the File >> Site Manager



Click on "New site" and enter the name, in this case "Conferences FTP".

In the right-hand side you can place:

**Protocol:** FTP - File Transfer Protocol

**Host:** ftps.computer.org

**Port:** Leave empty

**Encryption:** **Only use plain FTP**

**Username:** The IEEE Computer Society will give this to you.

**Password:** The IEEE Computer Society will give this to you.

Click on the Connect button.

You will now see your files in the right hand side of the FileZilla application.

You can drag and drop, or copy/paste into your FTP account at this point.