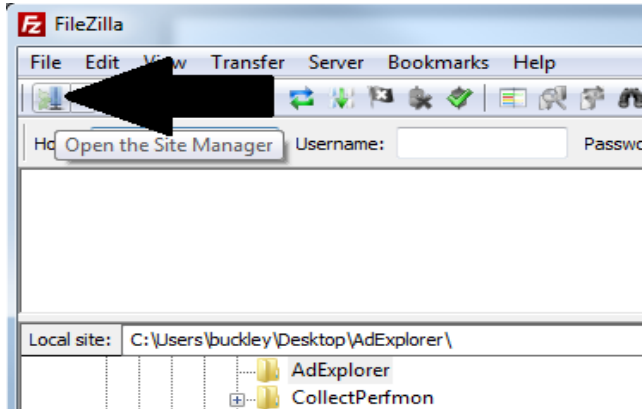


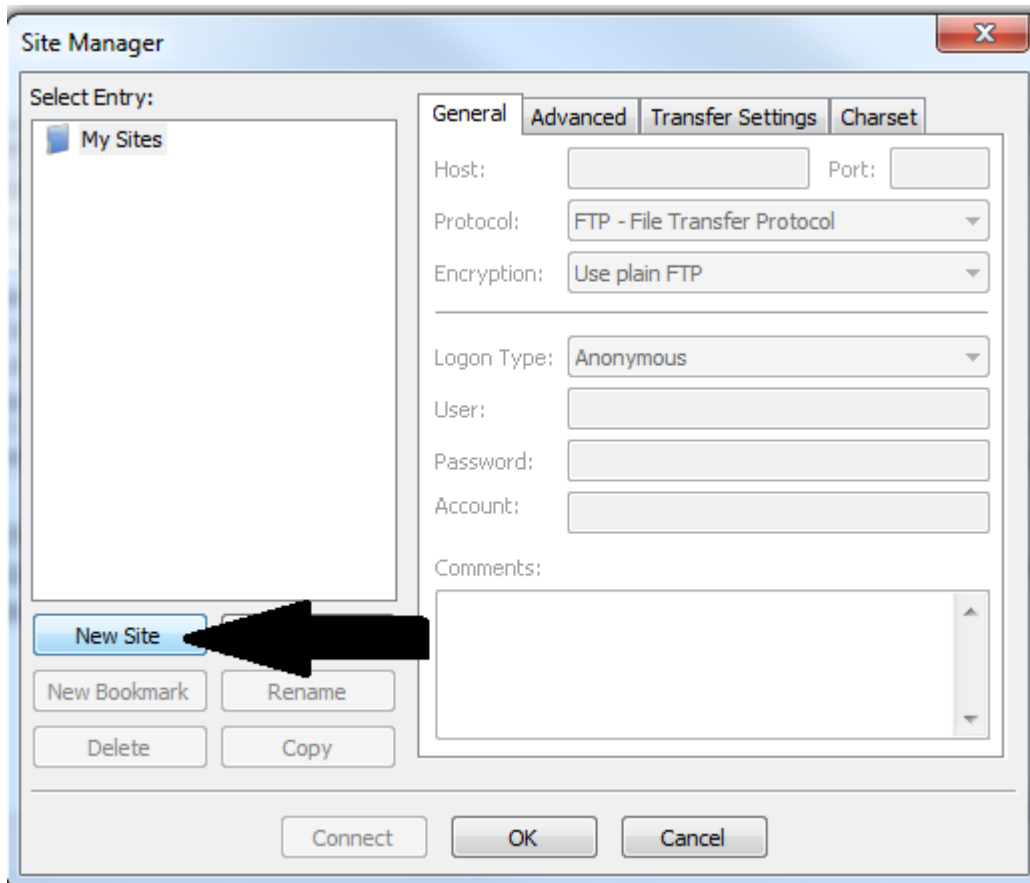
### FileZilla Instructions (For External Users)

The following are instructions on how to upload to the DIA's Annual Meeting Team FileZilla site.

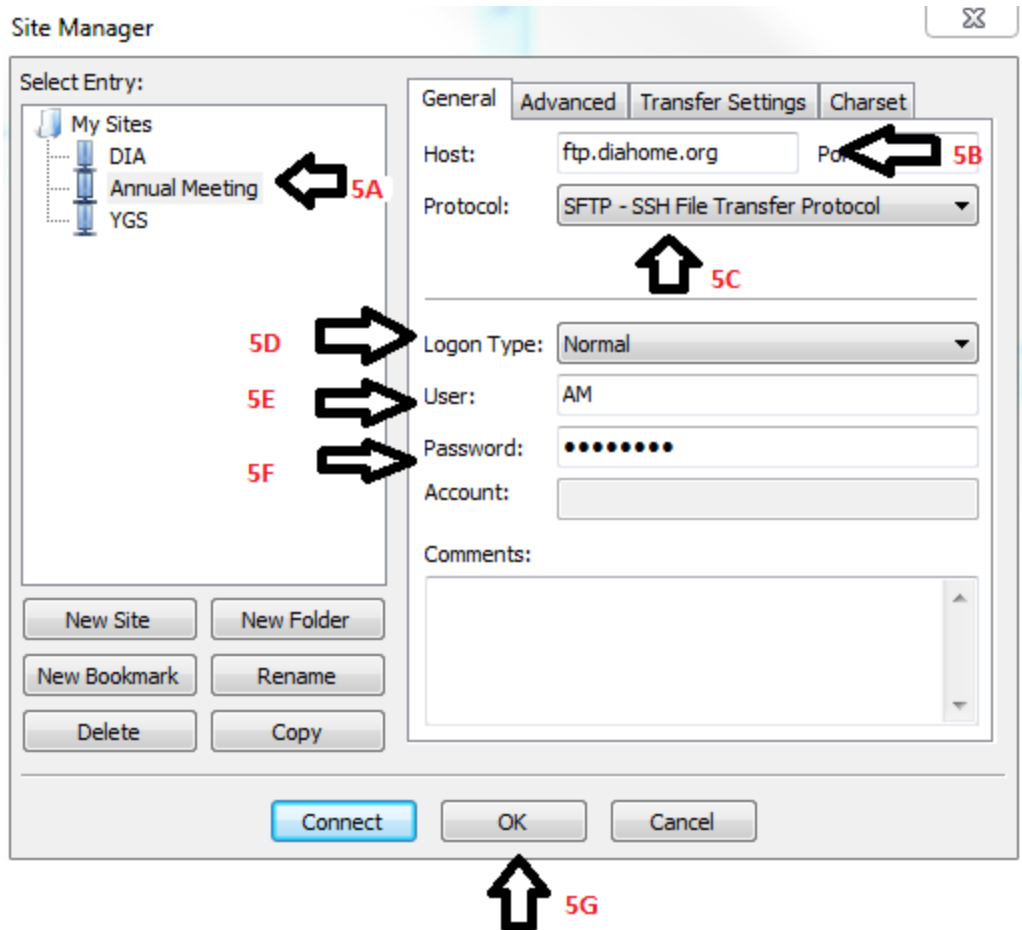
1. Install FileZilla from <http://sourceforge.net/projects/filezilla/files/latest/download>
2. Open FileZilla
3. Open the Site Manager



4. Click New Site

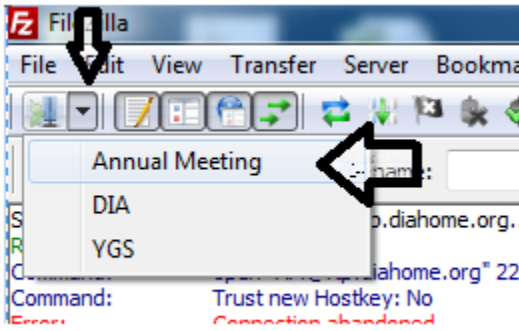


- 5A Type Annual Meeting for the site name.
- 5B Type <ftp.diahome.org> for the host.
- 5C Select SFTP for the protocol.
- 5D Select Normal for the Logon Type.
- 5E Enter user name: **AM**
- 5F Enter password : **Amt3am**
- 5G Click Ok

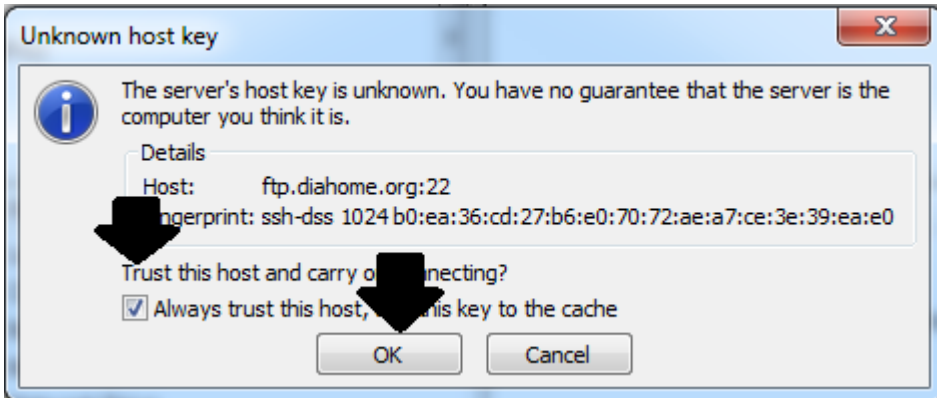


5. To connect to the FTP site

- click the down arrow next to the site manager icon
- select Annual Meeting



At the security warning check the box next to “Always trust this host” and click Ok



6. FTP Client application layout

To transfer a file, navigate to the file you want to move in the local file explorer and drag it to the folder in the FTP server file explorer. Please load your YouTube Video in the designated folder with your first and last name. it. This process works the same for taking files from the FTP

