

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

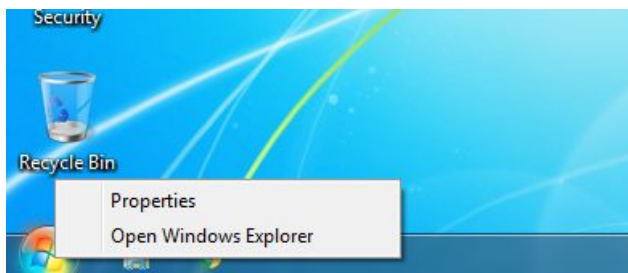
**Please note that FTP Clients use the  
"Plain FTP"  
encryption and *not* SFTP or TLS.**

Option #1: Windows - File Explorer

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

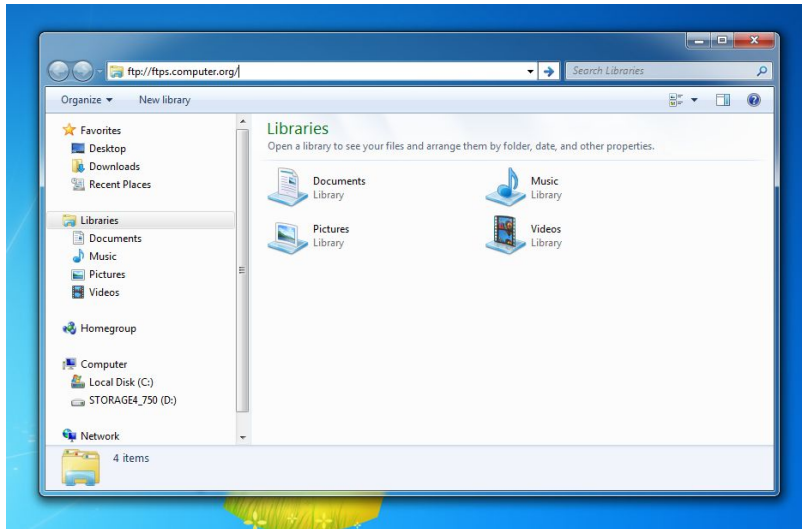
**Step 1:**

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



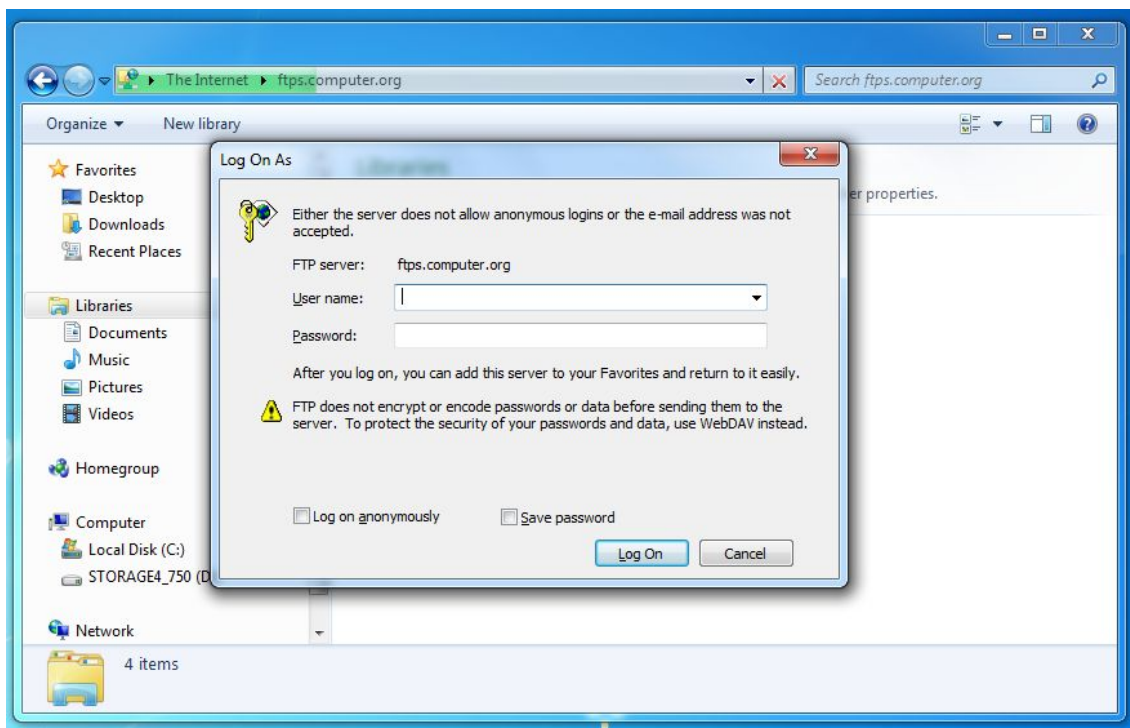
## Step 2:

- In the address/path bar, type - "<ftp://fps.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):

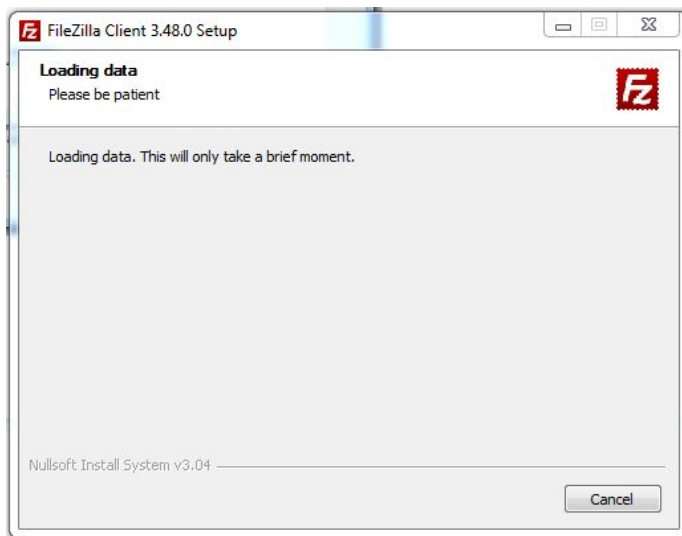
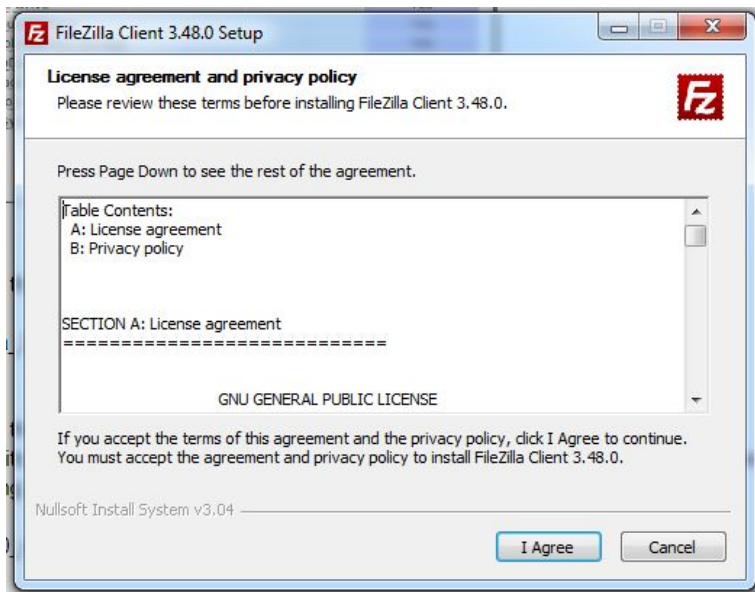
	FileZilla	FileZilla with manual	FileZilla Pro
Standard FTP	Yes	Yes	Yes
FTP over TLS	Yes	Yes	Yes
SFTP	Yes	Yes	Yes
Comprehensive PDF manual	-	Yes	Yes
Amazon S3	-	-	Yes
Backblaze B2	-	-	Yes
Dropbox	-	-	Yes
Microsoft OneDrive	-	-	Yes
Google Drive	-	-	Yes
Google Cloud Storage	-	-	Yes
Microsoft Azure Blob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

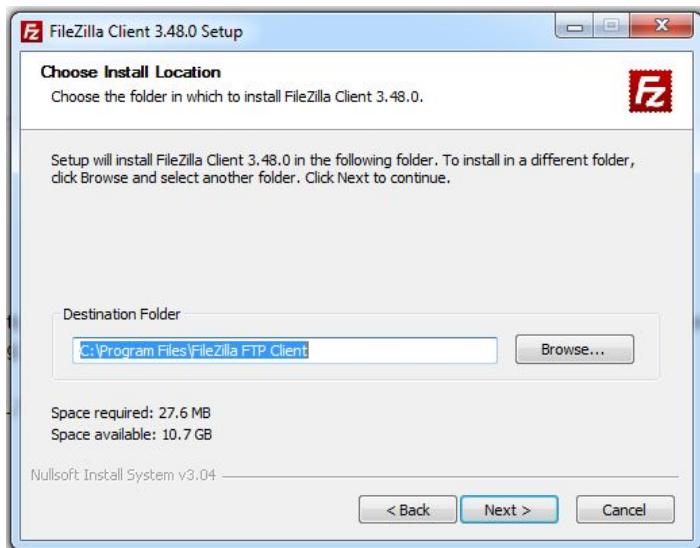
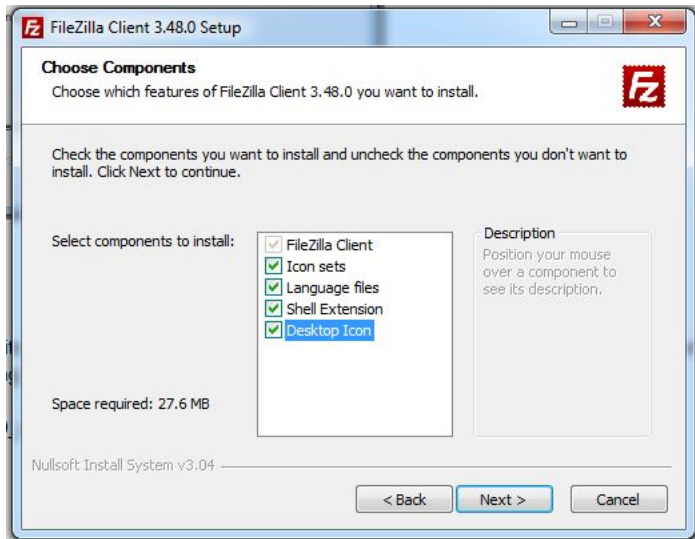
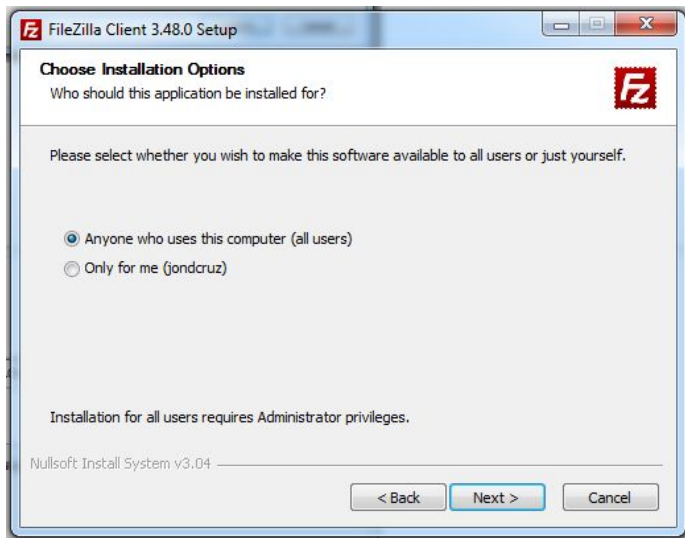
Download Select Select

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

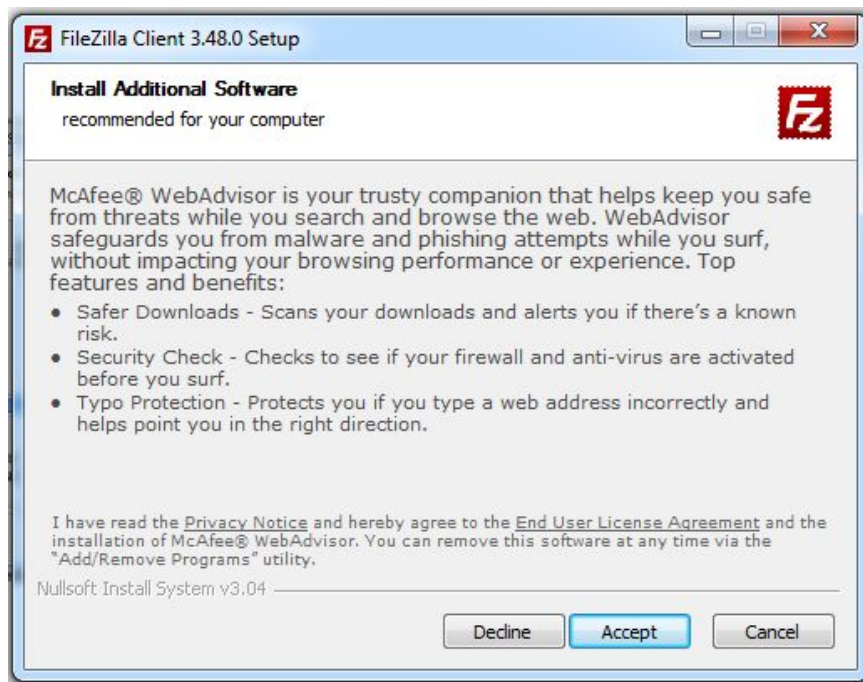
FileZilla\_3.48.0\_win64\_sponsored\_setup.exe

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

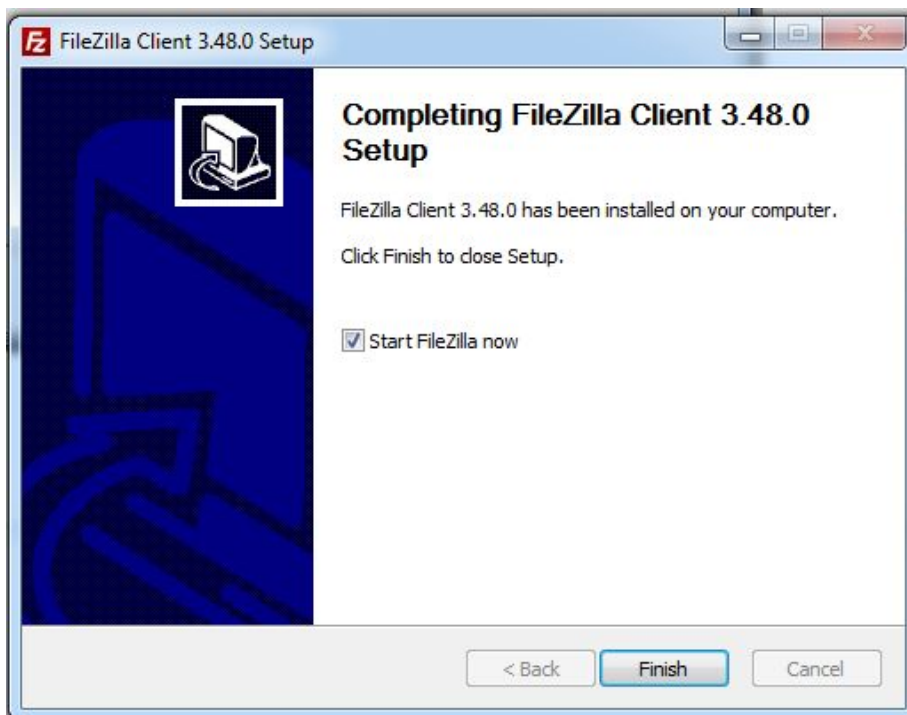
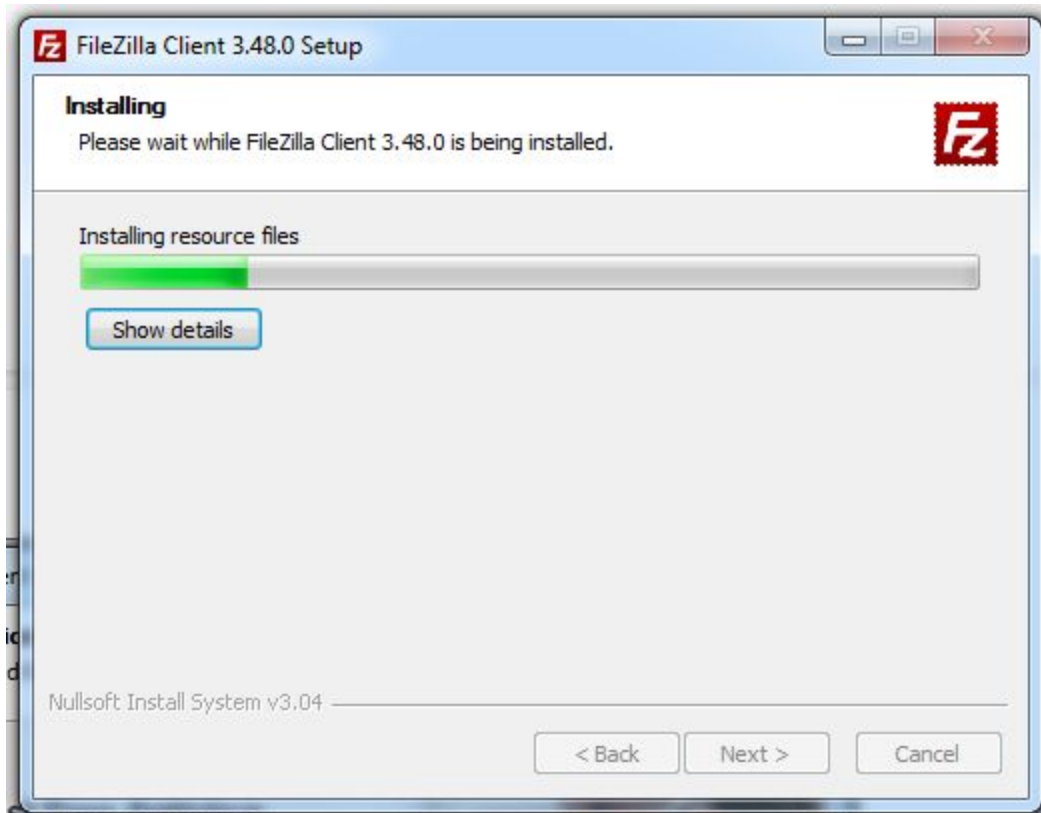




If you see these screens, you can click "Decline":

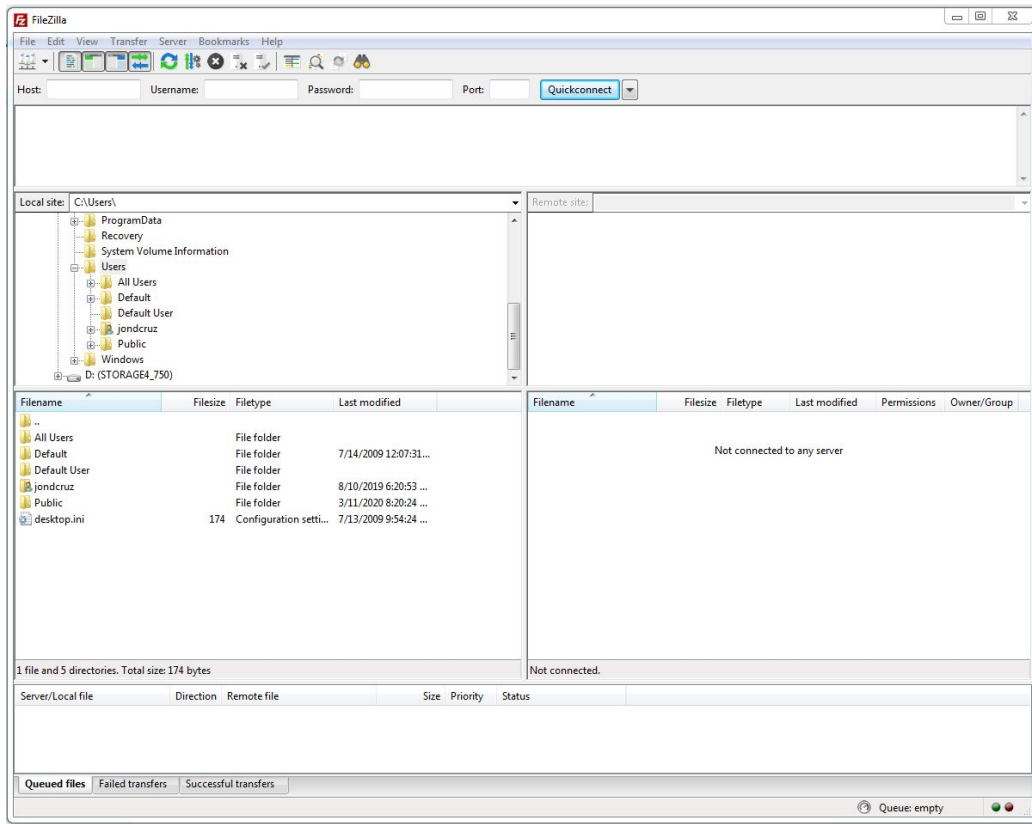


Finally, it'll install the FileZilla application:

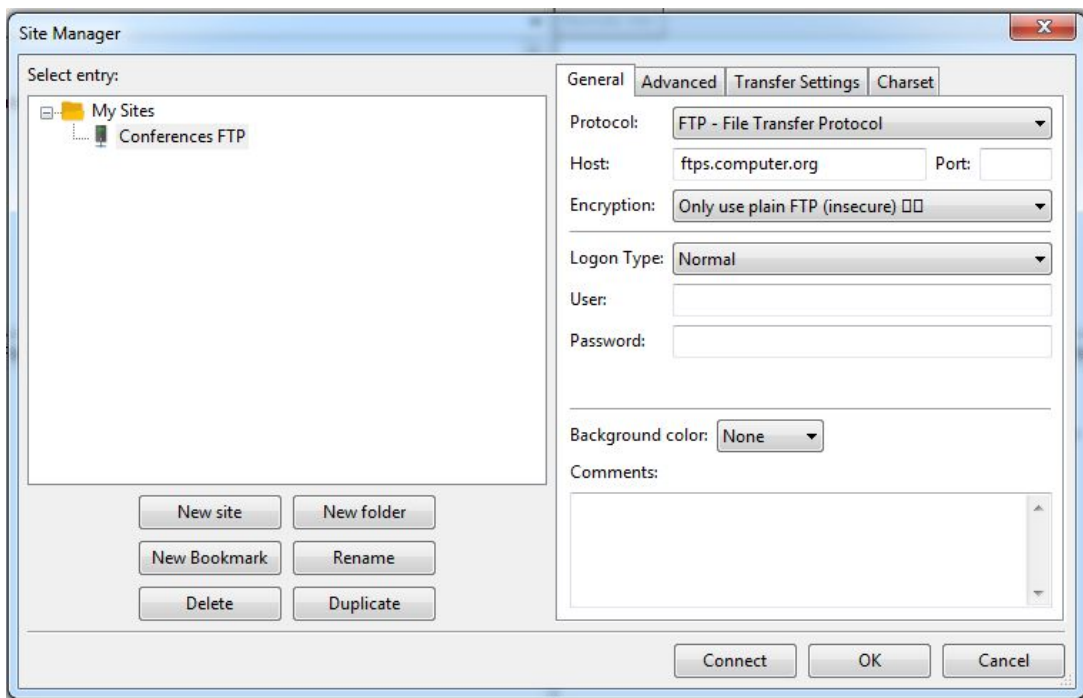




Click on "Finish" and you should see a screen like the following:



**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

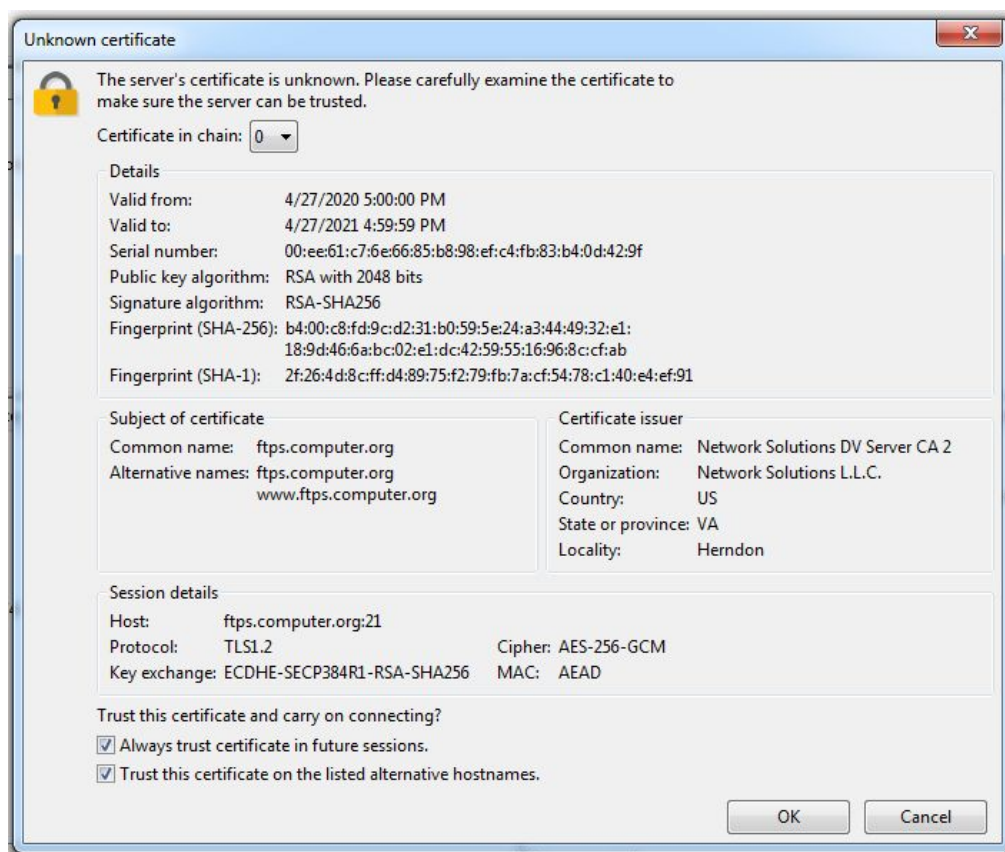
**Encryption:** **Only use plain FTP**

**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.

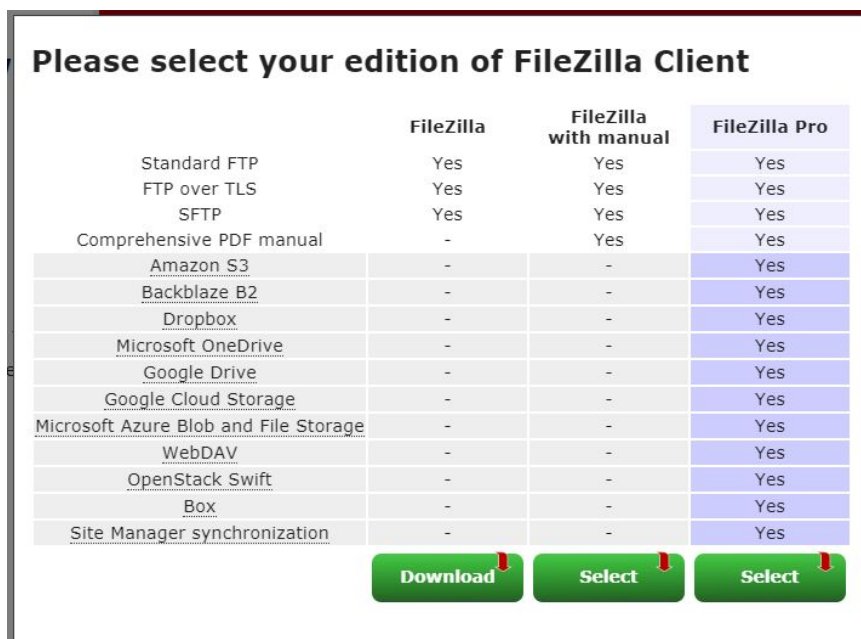
## Option #3: Mac - FileZilla

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

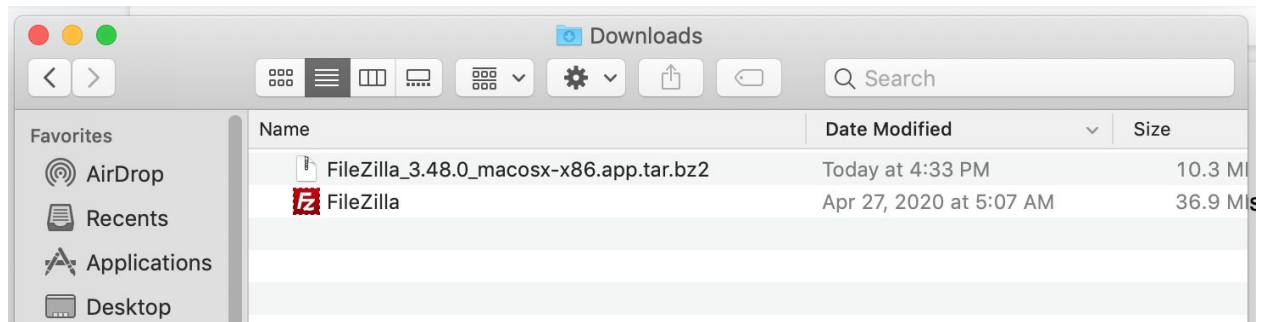
Download Select Select

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

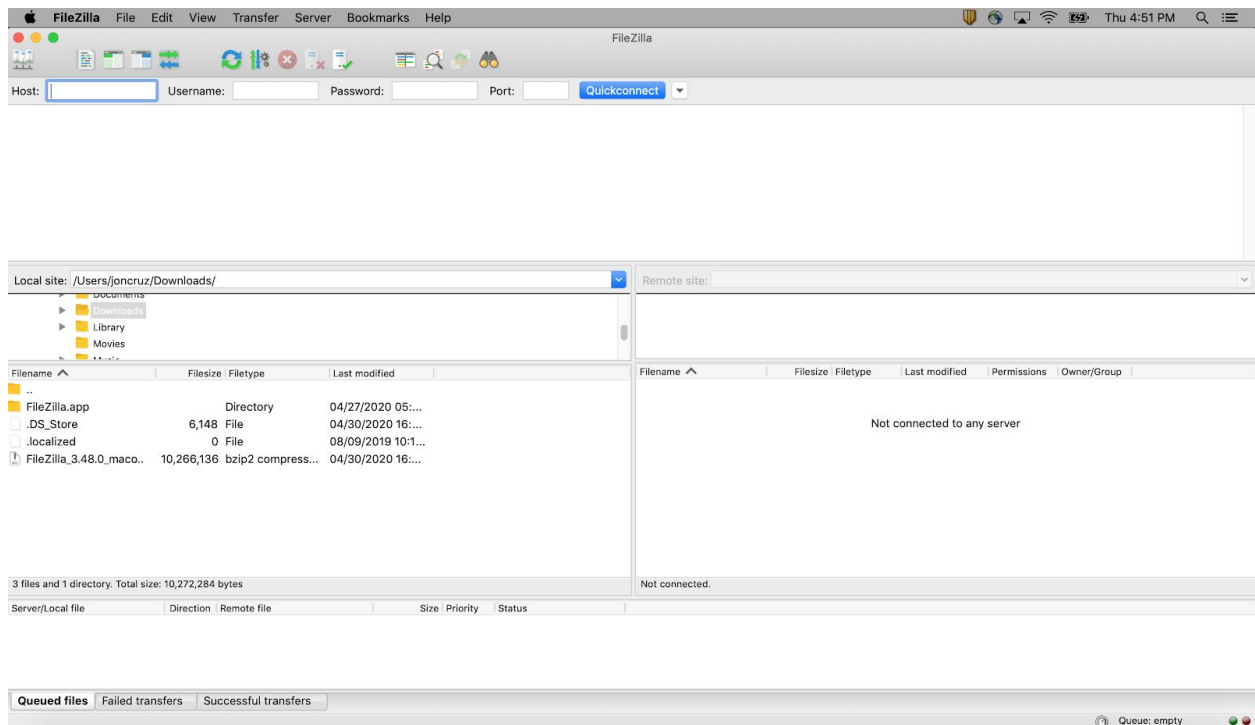
FileZilla\_3.48.0\_macosx-x86.app.tar.bz2

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

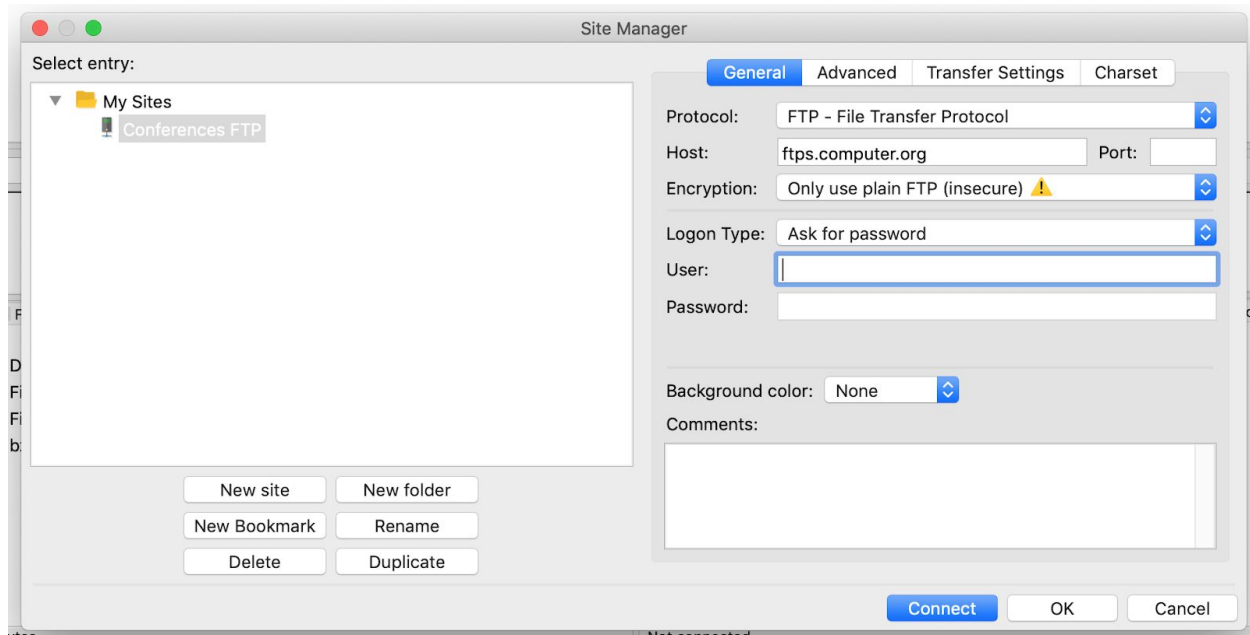
You should see a FileZilla icon where you have downloaded the BZ2 file.



**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.