

# Downloading and Using FileZilla

*The Charter School Institute uses FileZilla for securely sending and receiving information with its schools. Please send all sensitive information (including files with student level information) through FileZilla and refrain from sending these materials via email or fax.*

## Download and Open FileZilla

Go to: [https://filezilla-project.org/download.php?show\\_all=1](https://filezilla-project.org/download.php?show_all=1) and download the most applicable version based on the computer you are using. Follow the prompts until the software has been downloaded and installed.

## Enter Login Information

- **Host:** 165.127.85.71
- **Username** and **Password** are sent via email
- Leave the **Port** field blank
- Click **Quickconnect**
- A popup window will appear. Please click the OK button.

*After successfully connecting, you no longer need to input the above information. Instead, click on the down arrow next to Quickconnect and select your login information.*

## Uploading Files

*When you upload a file, you are selecting a file from your school (Local Site) to upload to CSI (Remote Site). To upload a file, select the Remote Site folder that you want to upload your file to by clicking on the folder once. (If you don't select a folder to upload to on the Remote Site, the file will upload to your school's main folder.) Double-click on the file you want to upload from the Local Site. You have successfully uploaded the file when you see the file in the Remote Site. Once you have uploaded a file to CSI (Remote Site), please be sure to inform the appropriate CSI staff so they know to access the file.*

## Download Files

*When you download a file, you are selecting a file from CSI (Remote Site) to download to your school (Local Site). To download a file, click on select the Local Site folder that you want to download the file to by clicking on the folder once. (If you don't select a folder to upload to on the Remote Site, the file will download to your school's main folder.) Double-click on the file you want to download from the Remote Site. You have successfully downloaded the file when you see the file in the Local Site.*

## Troubleshooting

- **If you are unable to download a file** – select a different folder to download to on the local site as some folders restrict downloads based on user permissions.
- **If your download times out** – update your speed limits to “0” under Transfer→Speed Limits→Configure.

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