

Accessing Mercury/Mypage Account via WinSCP

University Information Technology Services
IUware Online for Windows

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WinSCP (SFTP)

Description	WinSCP is an open source free SFTP client and FTP client for Windows. Its main function is secure file transfers between a local and remote computer. more...
Availability	This software is available free of charge from WinSCP.
Publisher	WinSCP
Requirements	Windows 2000, Windows 2003 Server, Windows 98, Windows 98 SE, Windows ME, Windows NT 4.0, Windows Server 2008, Windows Vista or Windows XP.
Related Software	PuTTY (SSH)
Available on Media	No
Available For Download	You must <input type="button" value="Login"/> before you can download software. This software is available for download.

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Visit the IUware Online at:

<http://iuware.iu.edu/default.aspx>

Select "Communication" from the "Software Categories". Scroll to the bottom of the page to find "WinSCP" and click on it.

The window, like the one on the left will open.

Click on the "Login" button and login using your IUS username and password.

Follow the on-screen directions to download WinSCP to your home computer. Install WinSCP.

Once installed, the desktop icon like this one will appear. Double-click on it to launch WinSCP. A window like the one below will appear.



WinSCP Login

Session

- Stored sessions
- Environment
- Directories
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Session

Host name: Port number:

User name: Password:

Private key file:

Protocol

File protocol: Allow SCP fallback

Advanced options

In the "Host name:" text box, enter:

mercury.uits.indiana.edu

Enter your IUS username and password.

Be sure the "File protocol:" is set to

SFTP

Click "Login".

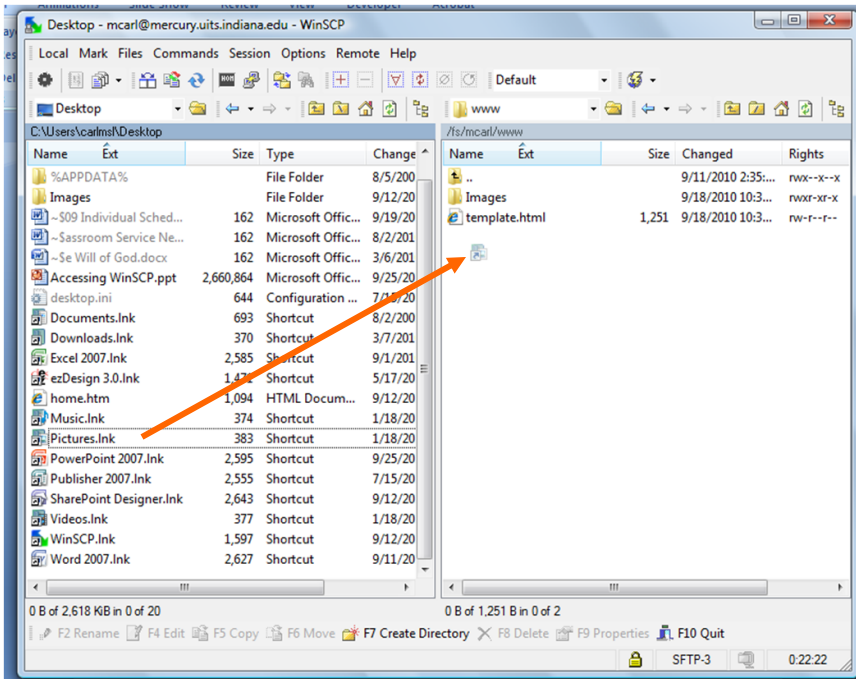
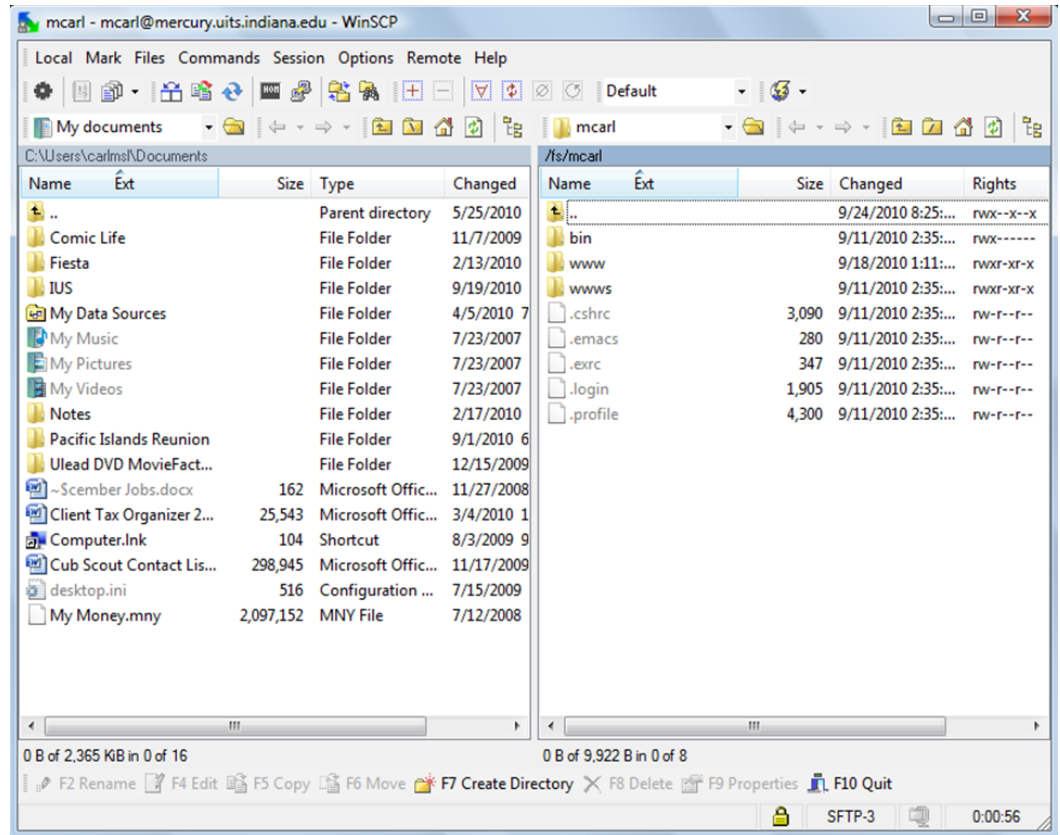
The program will open a 2-columned window similar to the one pictured on the next page.

The left-hand column displays your local directory - that is, your computer's folders and files.

The right-hand column displays your remote director (a.k.a. your Mercury/Mypage account) folder and files.

The folder labeled "www" is where you will save all the files that you want to have access to for any web-based assignment.

Double-click on the "www" folder and a window like the one below will appear.



All of the "www" folder's content will now be listed in the right-hand column. Initially, there will be nothing or perhaps only one file labeled "home.html". You can create folders within the "www" folder to assist you in organizing/managing your files. For example, I like to create an image folder to store all the images I use. This keeps them all in one location for easier access.

Files can be transferred in either direction by simply locating the file and dragging it to the location where you want it to go (e.g. from your local directory to your Mercury/Mypage directory).

Once a file is placed on your Mercury/Mypage directory, it is immediately available for online viewing.

When you are finished, simply close WinSCP. The next time you launch it, a window like this will appear and all that you will have to do is click on "Login" to begin managing your files.

Questions? [Email me.](#)

