Click on the Site Manager icon. It looks like two computers talking.
The Site Manager window opens. Click on "New Site".
Give the new site a descriptive name
In the "Site details", enter the name of the server that you will be uploading to. Faculty and staff should use "faculty.adams.edu". Students should use "student.adams.edu" instead.
Change the "Server type" to "SFTP using SSH2". This ensures that your password is encrypted while it is being sent to the server.
Under "User" enter your normal campus username. Since we enabled "Use secure mode", FileZilla will not allow you to save the password. This ensures that others that can use your computer can't change your files.
Finally, click on "Save and Exit".
To upload files, click on the arrowhead next to the Site Manager icon and select the site that you created.
Again, since we are operating in a secure manner, FileZilla prompts you for your password.
FileZilla - Connecting to Faculty webserver (faculty.adams.edu)

Status: Connecting to faculty.adams.edu:22 ...
Status: Connected with faculty.adams.edu:22, initializing SFTP connection...
Command: CONNECT johndoe@faculty.adams.edu:22

FileZilla dialog box:
The server's host key is not cached in the registry. You have no guarantee that the server is the computer you think it is.

The server's key fingerprint is:

If you trust this host, select 'Yes' to add the key to the cache and carry on connecting.
If you want to carry on connecting just once, without adding the key to the cache, select 'No'.
If you do not trust this host, select 'Cancel' to abandon the connection.

Store key in cache?

Yes  No  Cancel

If this is your first time connecting to the server, you will be prompted to add the server's key to your cache. This key helps to ensure that you are connecting to the right server. Click on "Yes".
All of your webpages need to be uploaded to the "public_html" directory. Double click on it to open it. DO NOT modify any of the other files or folders in this directory as they are related to email delivery.
Under the local site, browse to the files that you want to upload. Start by clicking on the "+" next to drive "C".
Expand each directory until you find the files that you want to upload.
As you move through the various folders, the lower panel changes to list the files in the current folder.