Setting up FTP access Using Filezilla
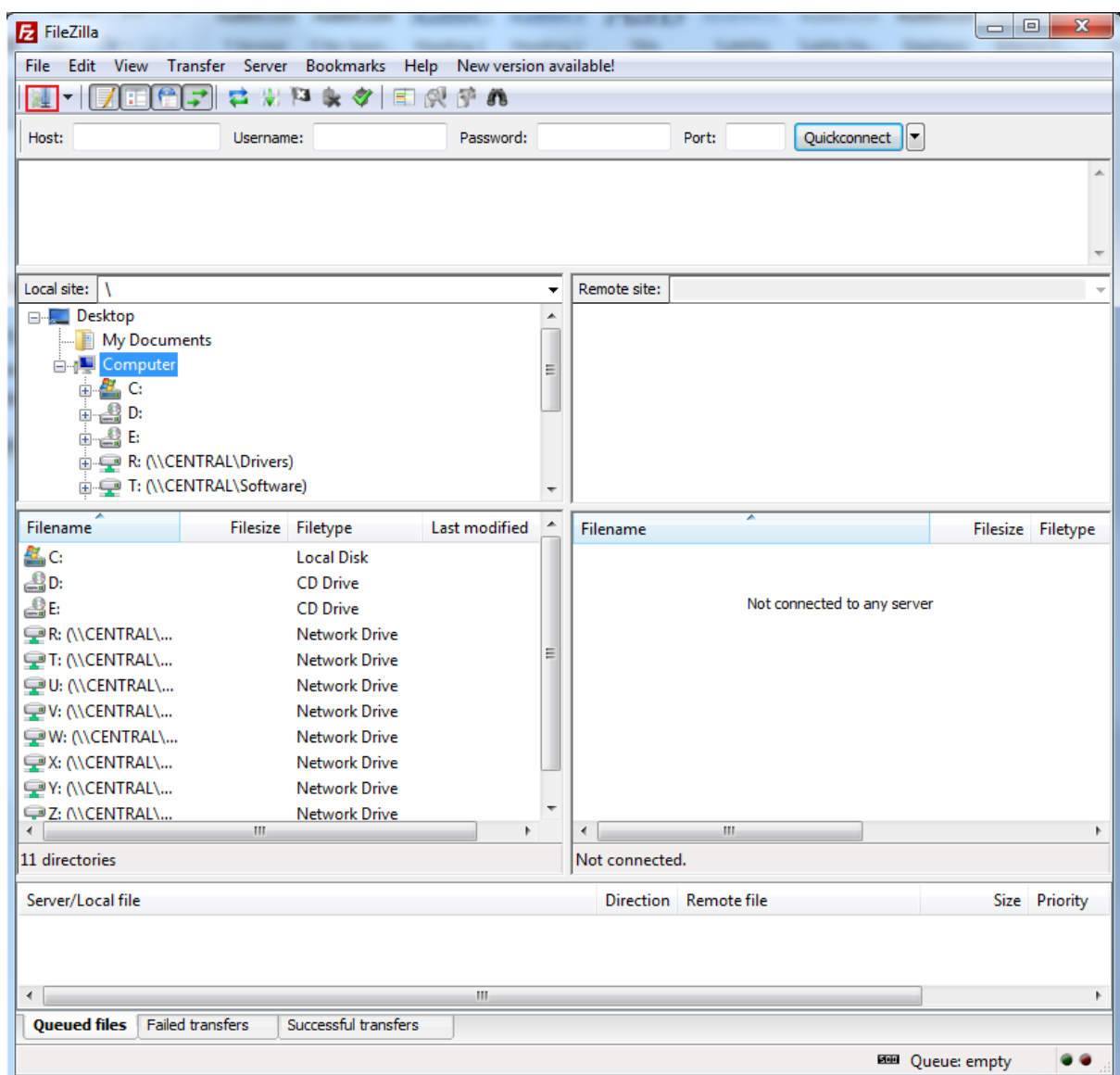
This tutorial is based around the FTP client FileZilla. It one of the most popular free FTP clients available and it is the client we recommend our customers use. The latest version can be downloaded here.

FileZilla is easy to understand as it is basically two windows explorers that you can drag and drop between. The left side explorer is your local computer while the right side is your web server. Navigate to the respective folders you wish to access and drag and drop (or double-click) to transfer files across in either direction.

1. Open FileZilla, and then click the first icon in the menu bar otherwise known as the Site Manager.

2. We want to setup a new website to connect to so click on the "New Site" button towards the bottom left of the screen. From there we have a few fields to fill out. Most of these values should be in your domain welcome email.
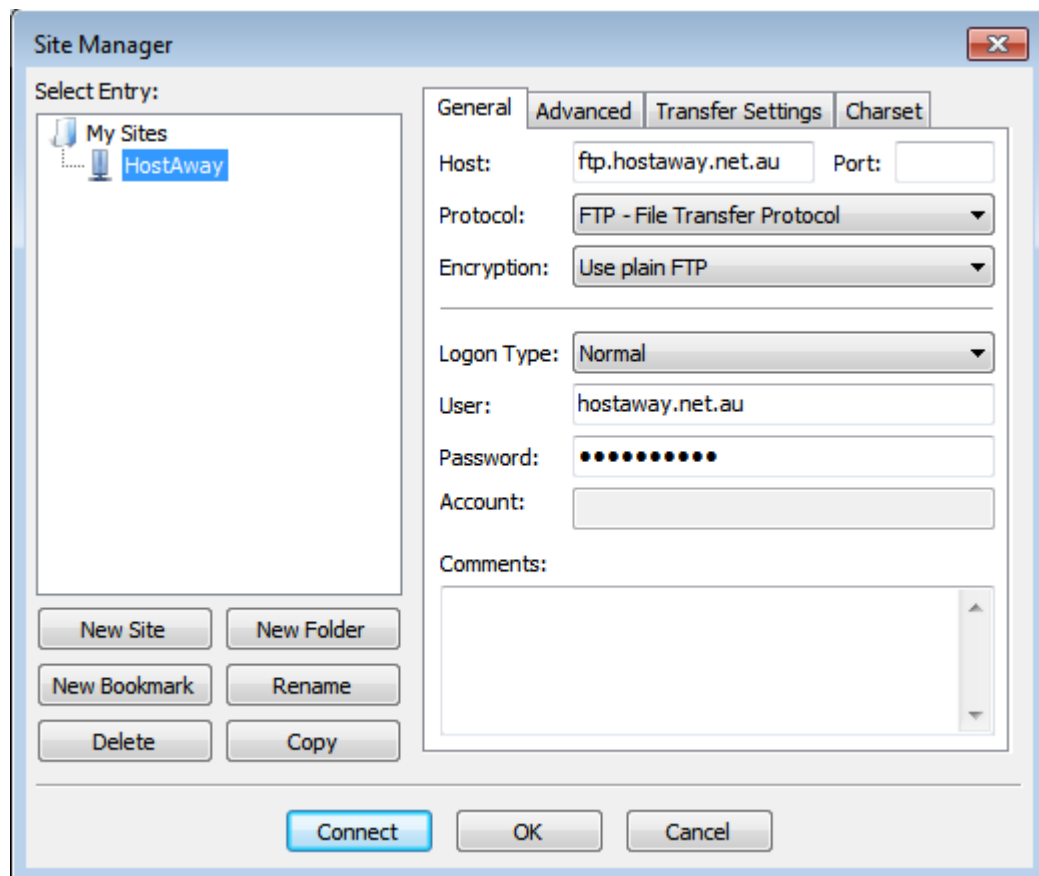
Host: Usually ftp.yourdomain.com.au (eg. ftp.hostaway.net.au)
Logon Type: Normal
User: If logging in with the root FTP the username will just be the domain name (eg. hostaway.net.au). If logging in with a FTP account username will be the user name @ your domain (eg. johndoe@hostaway.net.au)
Password: Provided in the domain welcome or set in the FTP accounts of your HostAway members panel

Once the information has been entered you can click "OK" to save it and return to the main FileZilla window. (You can rename the site by clicking on the site on the left hand side twice and renaming it)

3. Now we can connect to the website by clicking the down arrow next to the site manager and clicking on our new site. If we set everything up right we should now see a list of folders on the right side which are folders on the website we just connected to.