Use FileZilla to Connect to the Student File Transfer Program (FTP) Server

You must connect to the campus virtual private network (VPN) before connecting to student FTP server (ceweb2.uml.edu). For more information, please see Connecting to the Campus Virtual Private Network https://www.uml.edu/it/services/get-connected/remote-access or contact the Help desk at 978-934-4357.

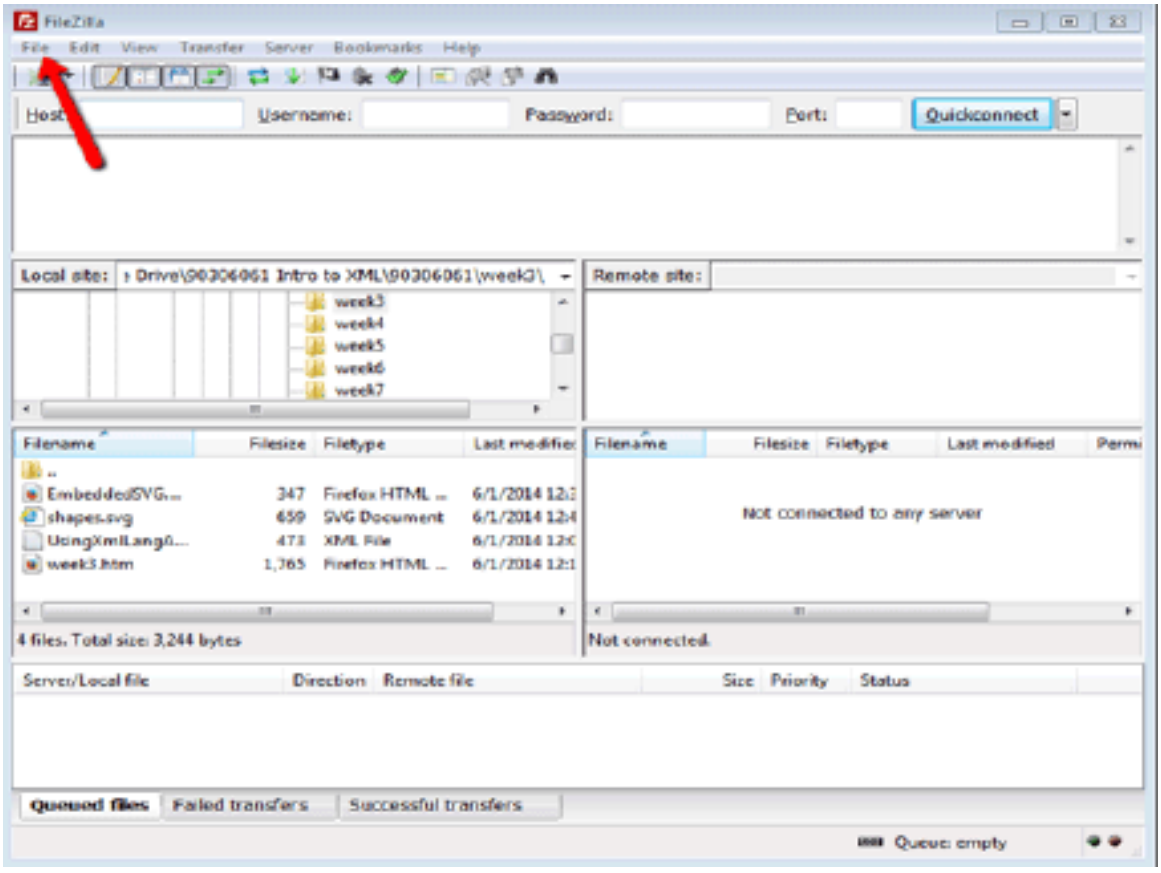
Installing FileZilla

1. Download FileZilla.
2. Select "Save this file."
3. Save the file to your desktop.
   Please note: If you cannot choose where to save the file, it will be located in the "downloads" folder.
4. Close the file when it is completely downloaded.
5. To install the program, double-click the icon located on the desktop or in the download folder of your computer depending on the location that it was downloaded to.
6. Go through the installation process.

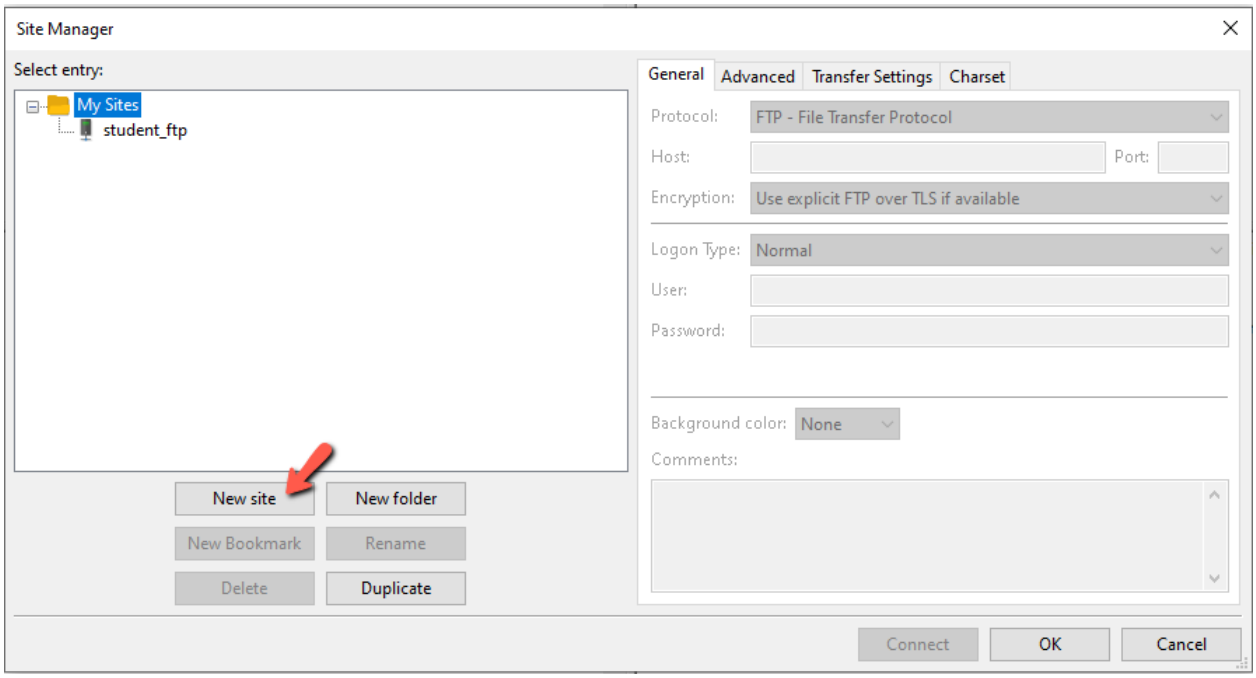
Configuring FileZilla

1. Go to the Start > All Programs > FileZilla FTP Client > FileZilla

   Please note: If you are using Windows 8, go to the start screen by clicking the icon on the lower left part of the screen and typing FileZilla. Next, click on the FileZilla search result and pin it to your screen or the task bar. Going forward the program will be available to start from your chosen location. Click the FileZilla icon to start the program.

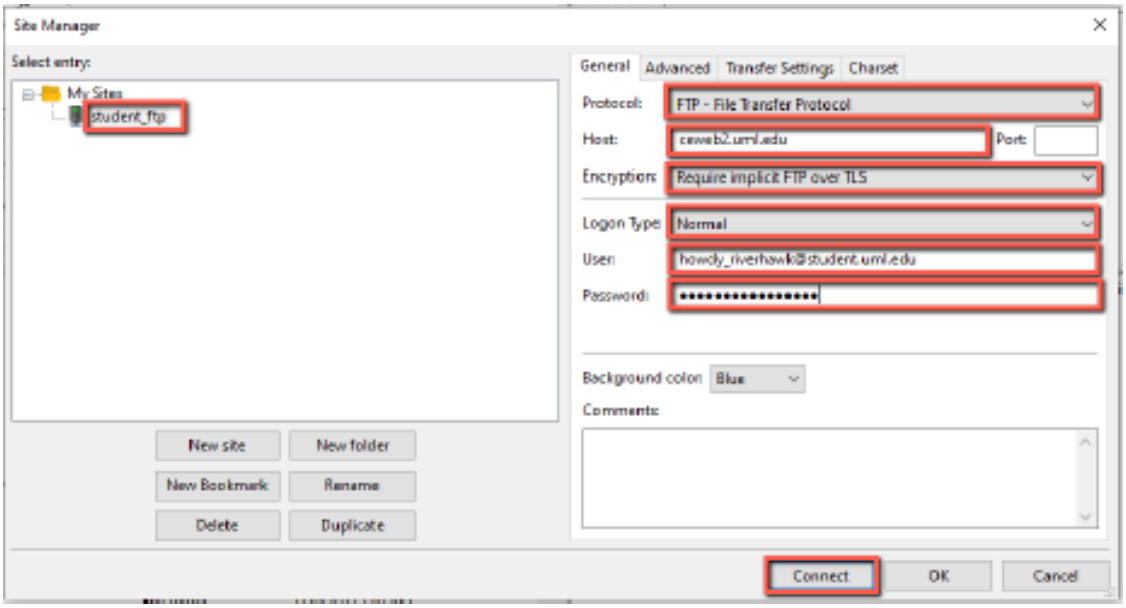


2. Select File >Site Manager.

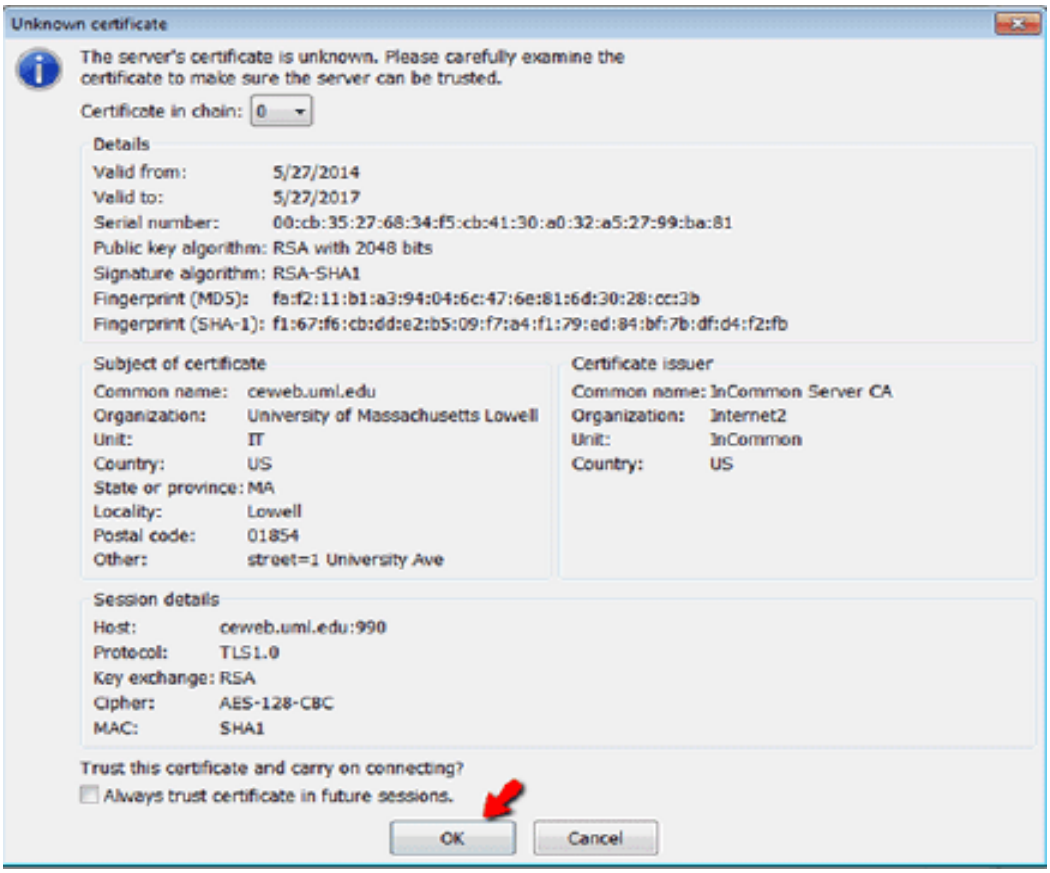


3. Select "New site."
4. Type the following information into the fields provided:

    1. **Site Name**: student_ftp
    2. **Protocol**: FTP – File Transfer Protocol
    3. **Host**: ceweb2.uml.edu
    4. **Protocol**: FTP – File Transfer Protocol
    5. **Encryption:** Require implicit FTP over TLS
    6. **Logon Type**: Normal
    7. **User**: your student email
    8. **Password**: your student email password
    9. Click “Connect” to access your ftp directory

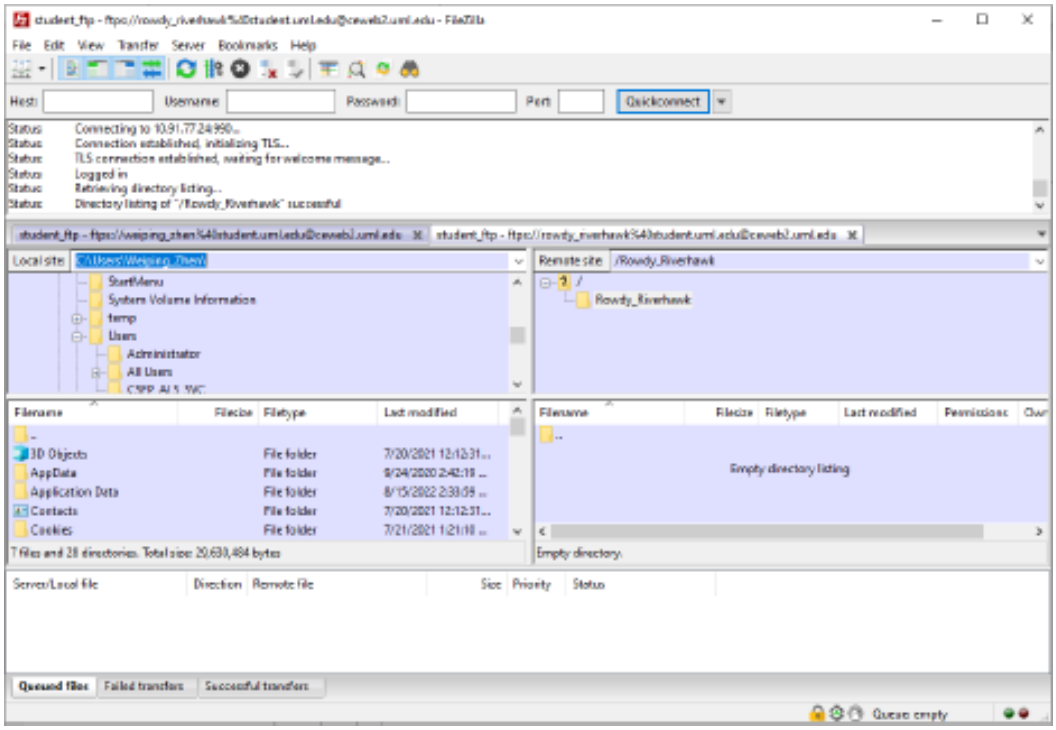


5. You are prompted to trust the certificate.

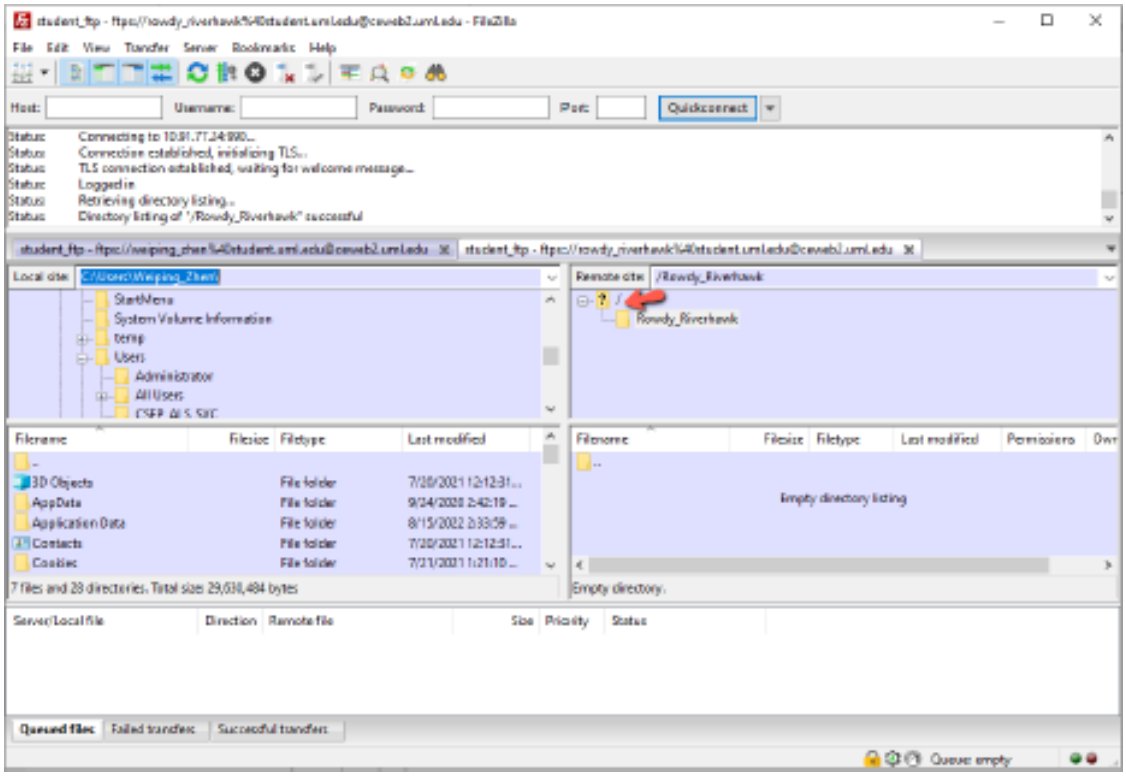


6. Select OK to log on to the FTP server

7. You should see your directory on the ceweb.uml.edu FTP server on the right side of the interface.



Please note: If your instructor requires you to download files from a course directory on the server, double click the yellow folder with a question mark in the right side of the window. Select the folder with the number that corresponds to your course (ex: 90.230.031).



Uploading and Downloading Files to the Web

Uploading files with FileZilla

1. Start FileZilla FTP client and connect to the server.
2. To upload files to the server, select the files you wish to upload from the window and select "Upload."

Downloading files with FileZilla

1. To download files from the server to your computer, select all files you wish to download.
2. Select the location on your computer where you wish to save the files.
3. Select "Download."

If your instructor requires you to download files from the course directory on the server, select the folder with the course number before downloading files.

How do I view the web pages I've uploaded?

1. Start your web browser (Edge, FireFox, Google Chrome etc.).
2. In the URL box enter a web address using this format:

   https://ceweb2.uml.edu/username*/index.html
   *Your username is the first part of your student email.

   Example: If Rowdy Riverhawk is taking a class, they should type
   https://ceweb2.uml.edu/rowdy_riverhawk/index.html

Make sure you are on UML VPN before you can view your web pages on the FTP server.

Trouble uploading files?

If you have trouble uploading files, speak to your instructor, call 978-934-2467 or email onlinelearning@uml.edu for Tech Support.
Note: You can only access student FTP if your class requires it.

For more information on core-ftp setup, please visit:
https://gps.uml.edu/online/tutorial/ftp/win/firezilla.cfm