Open Cyberduck and click on the plus sign (+) in the bottom left corner of the window. You’ll now see the image that’s below.

1. Make sure the top dropdown says FTP (not SFTP)
2. In the Westhost email, look for the FTP Information section (there are many sections so make sure you are looking at the stuff under the navy blue FTP bar).
3. Nickname = Weshost
4. Server is same thing as Host in the Westhost email (under FTP Information section).
5. Port is 21
6. Username is the one listed in the Westhost email (under FTP Information section).
7. Path: enter /public\_html
8. Now close this window (click top left red circle)
9. Double click this new bookmark from your Cyberduck window.
10. Now enter the password listed in the Westhost email (under FTP Information section)

