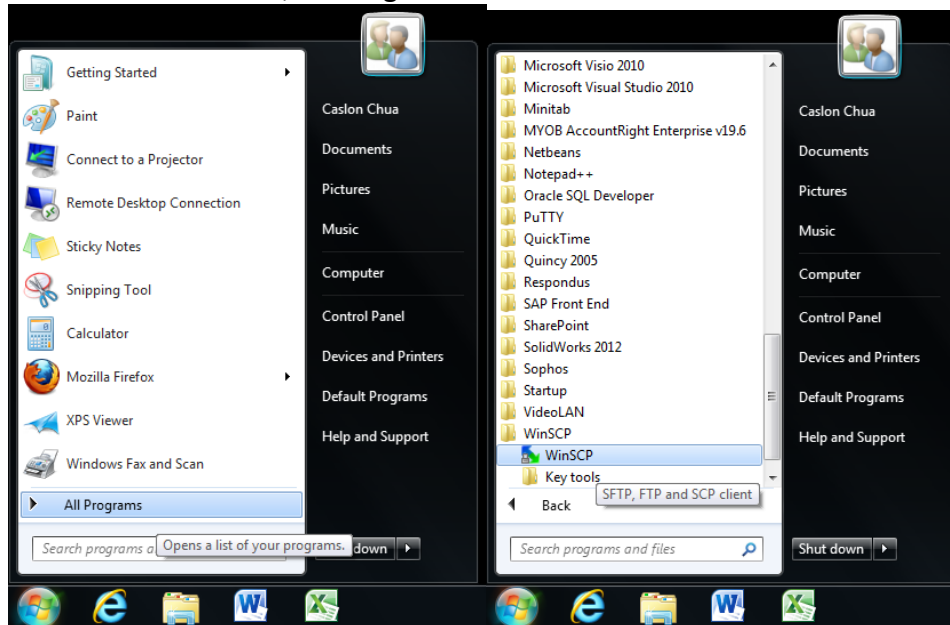


## Transferring files to/from mercury.swin.edu.au

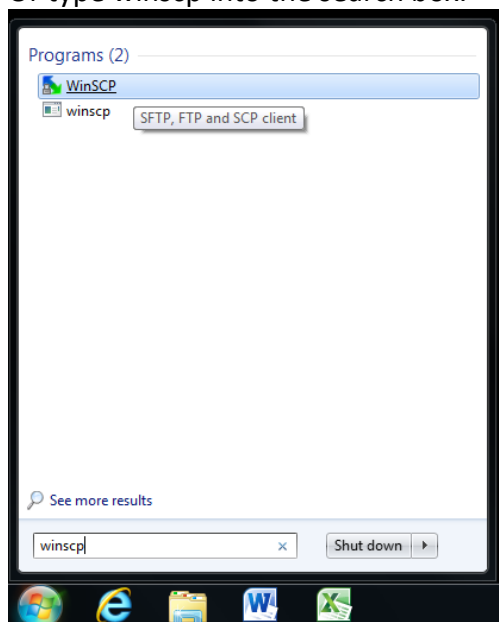
### Procedure

1. Connect with **sftp** to **mercury.swin.edu.au**

Click on the start Orb, All Programs then WinSCP



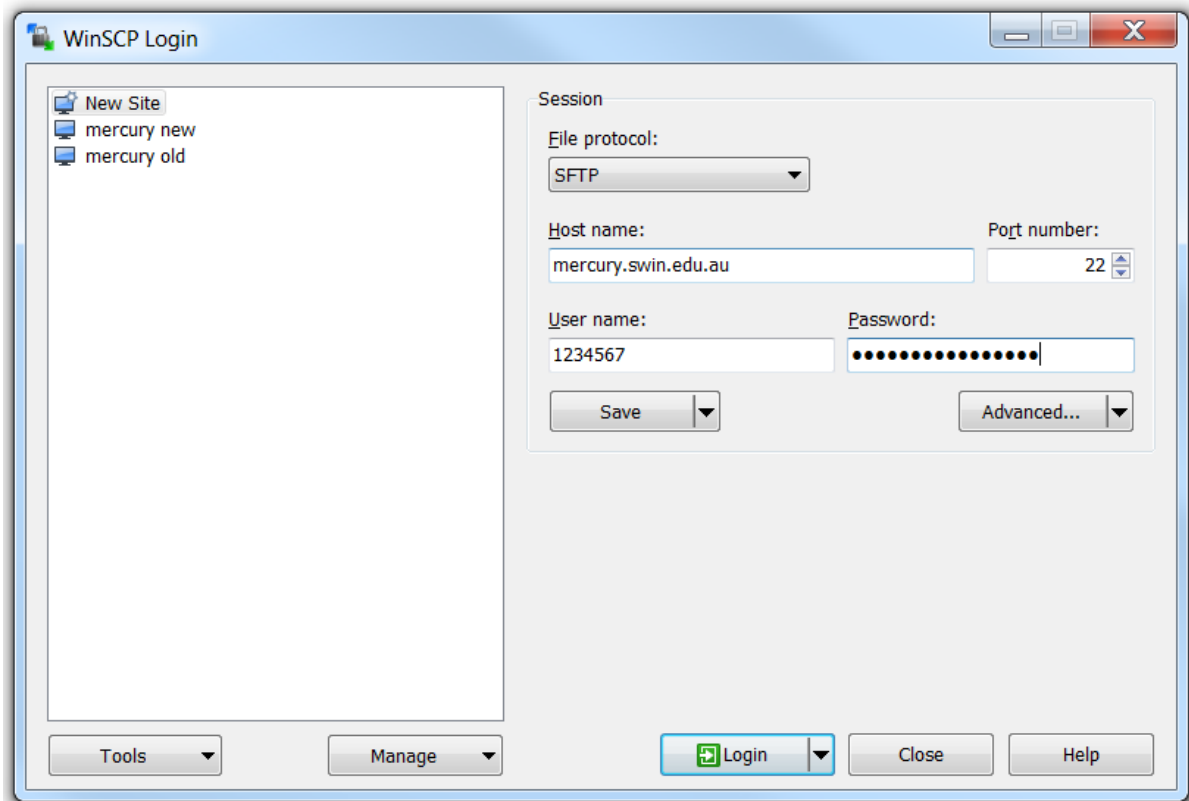
Or type winscp into the search box.



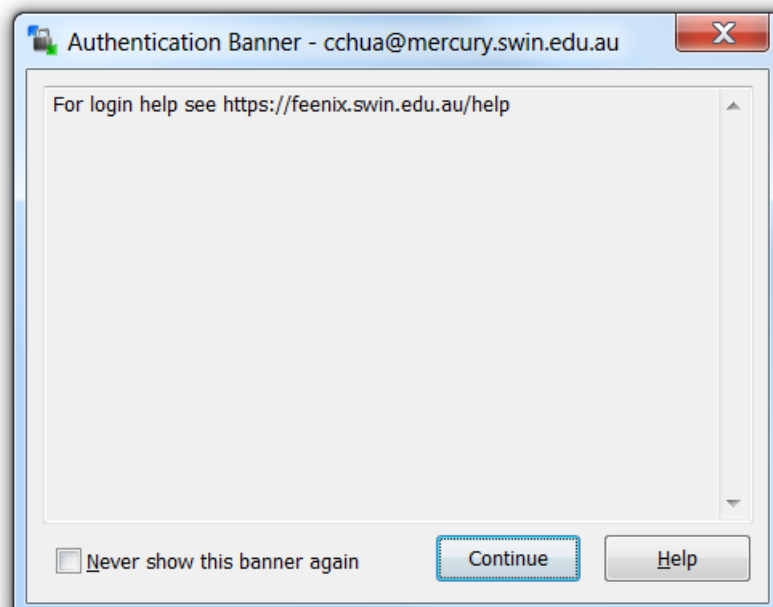
## Guide to Transferring Files

2. Enter mercury.swin.edu.au as the host name, and log in using with your SIMS username, then enter your SIMS password, and click Login.

**You need to login using SSH first, so that your cos30043 will be provisioned. Refer to the guide to setting up your mercury account.**

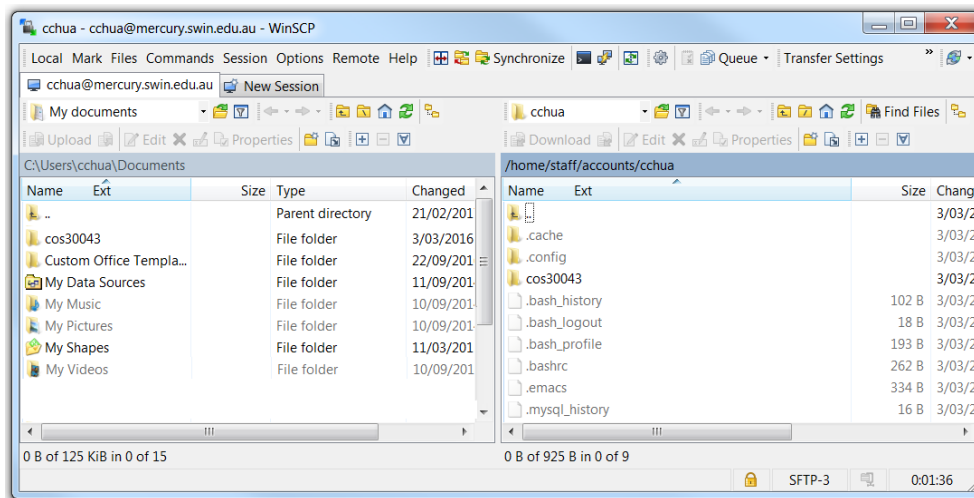


Click Continue to proceed.

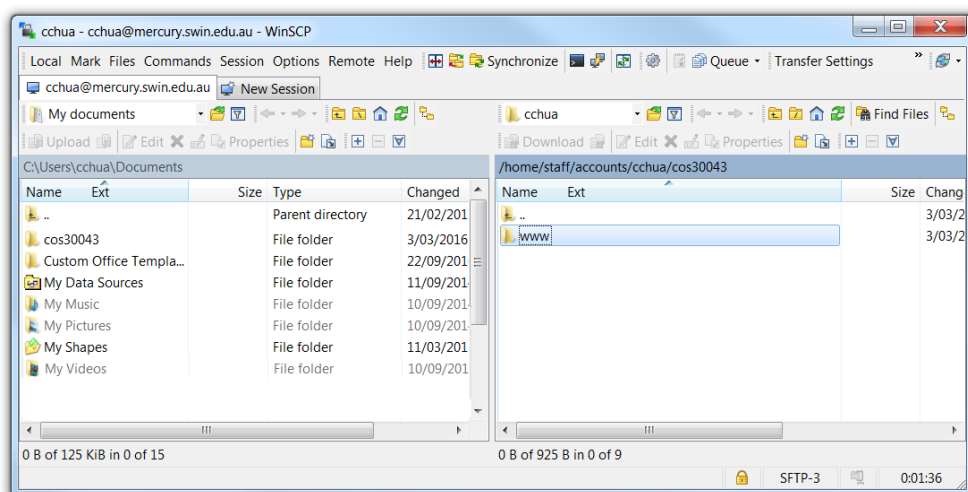


## Guide to Transferring Files

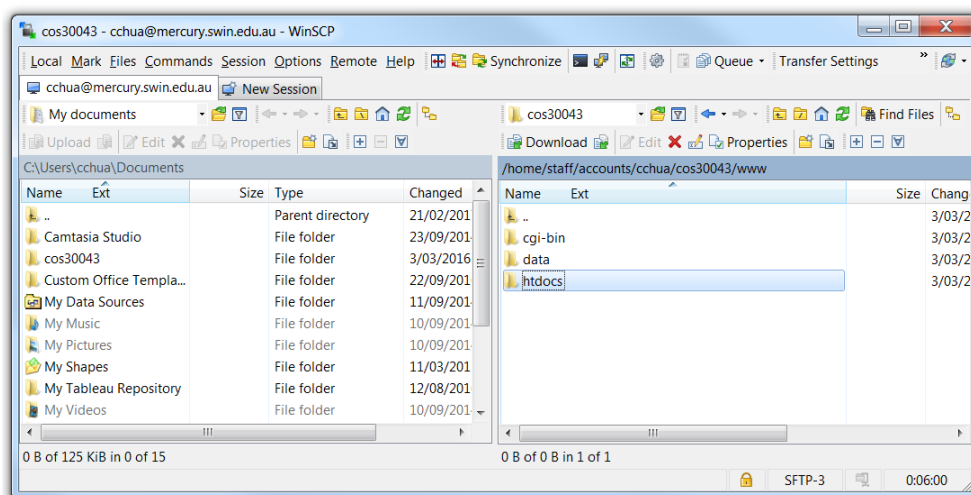
3. Look for the appropriate subject code, e.g. cos30023. then double click on it.



4. Double click on the folder named "www".



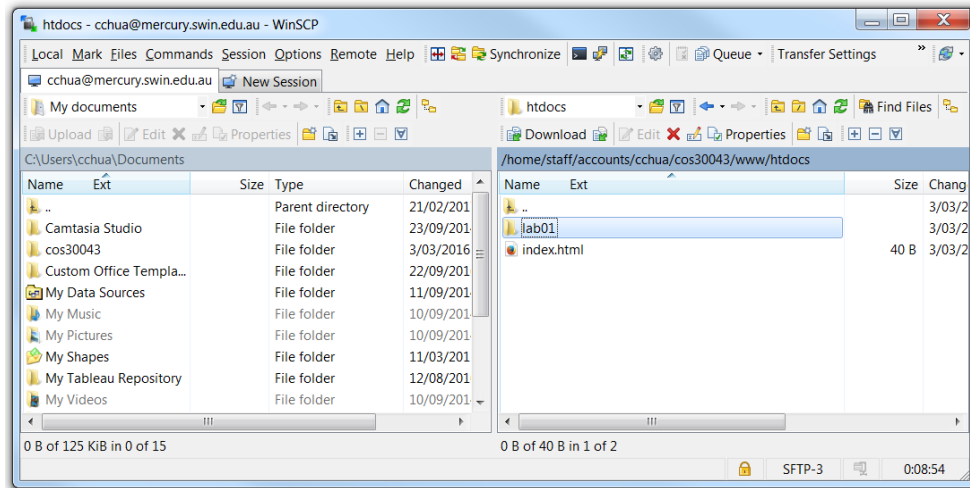
5. Double click on the folder named "htdocs".



## Guide to Transferring Files

6. Create folders accordingly. This works like an online disk drive. You can create folders, copy and delete files.

**Note:** When giving folder or filenames, be aware that they are case sensitive, thus you can have 3 folders with the same spelling if named as Lab1, lab1, LAB1.



7. Drag the files from the left window to the right. You can perform file operations, like copy, move, rename, and delete. You can also create and delete folders.

All files that you want users to access via the internet **must** be placed in the htdocs folder. The htdocs folder is mapped to the URL:

<http://mercury.swin.edu.au/cos30043/<your SIMS username>>