

How to: Download and Use FileZilla

Enterprise Content Operations

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Table of Contents

No headings included in this document

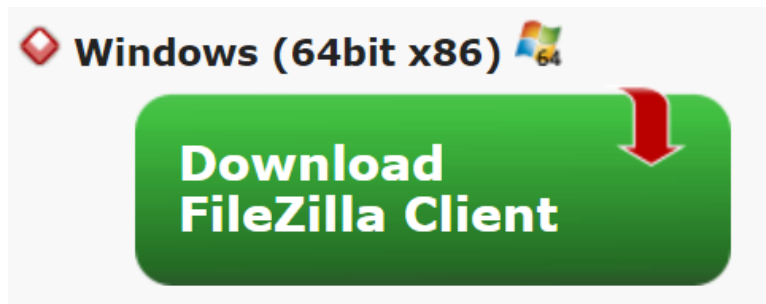
Purpose: FileZilla is used to securely send and receive files between multiple servers. You will need to download FileZilla in order to receive files from LexisNexis. This document will guide you through the download and login processes.

You Will Need:

- SFTP Account Credentials
- PGP Key
- .zip password

Process Steps

1. Follow the following link to access the FileZilla homepage: [Download FileZilla Client for Windows \(64bit x86\) \(filezilla-project.org\)](https://filezilla-project.org)¹
2. Click the "download FileZilla client" button to start the download process.



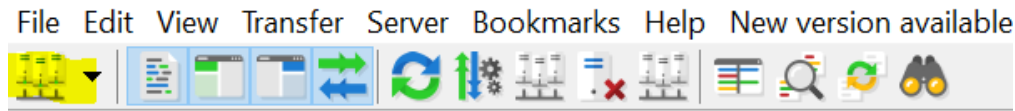
3. Click the "download" button in the left-most column to download the free version of FileZilla.



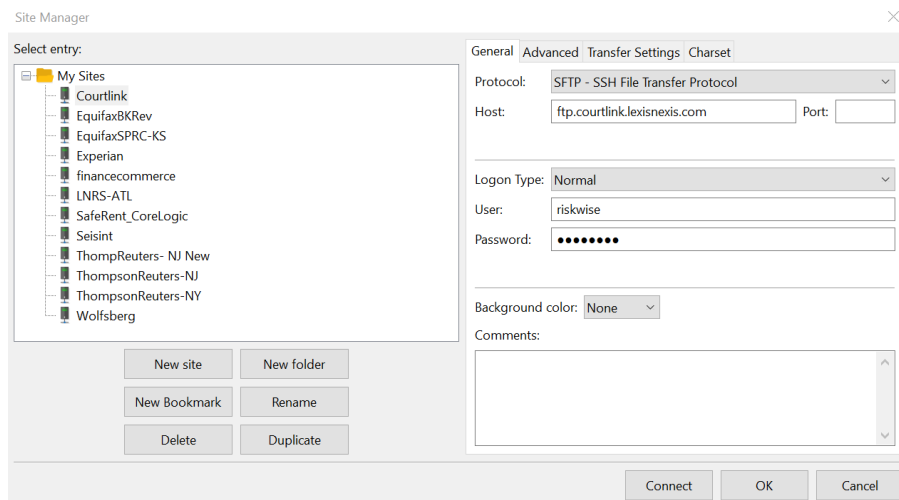
4. Your download will pop up in the top right-hand corner of the browser (if you are using Microsoft Edge). Click "open file" to begin the setup process.

¹ <https://filezilla-project.org/download.php>

5. Click "I agree" in the pop-up window, then decline the AVG secure browser offer.
6. Click "next" until you get to the "choose start menu folder" window. Click "install" to begin the install process.
7. Once FileZilla has been opened, press the "site manager" button in the top left-hand corner of the screen.



8. Press the "new site" button on the left-hand side of the window. The protocol is SFTP, the hostname is "ftp.courtlink.lexisnexis.com²", the logon type is "normal", and the login credentials are the same credentials given to you by your LexisNexis representative.



9. Once you have connected to the server, you should see your organization's files. If any errors occur, reach out to your LexisNexis representative for assistance.

² <http://ftp.courtlink.lexisnexis.com>