

# Moving web pages from the *old* Birdnest server to the *new* Birdnest server

You can use any SFTP client you wish. However, these instructions are written using **FileZilla**, which is available for free. To download FileZilla, visit the following website:

<https://filezilla-project.org>

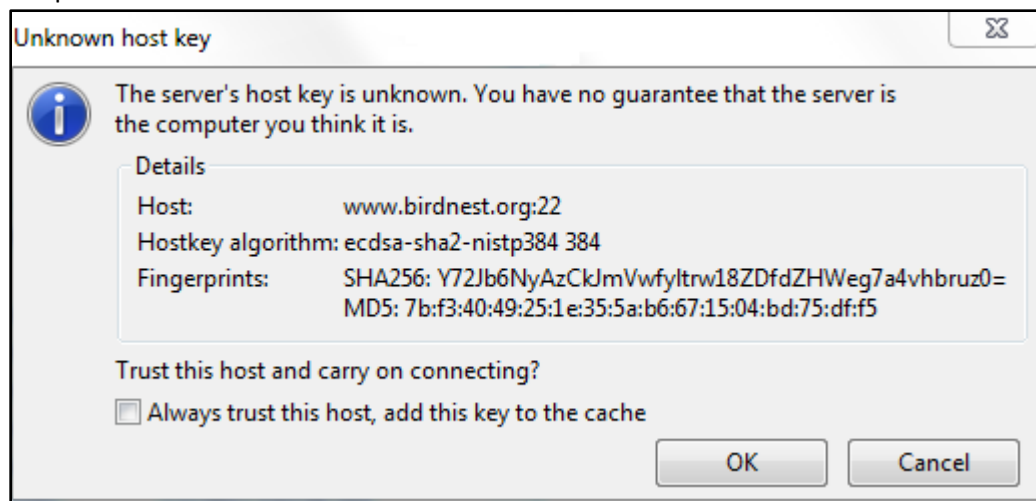
Download and install the FileZilla client and then follow these instructions.

**NOTE 1:** Step 1 can only be done from an on-campus machine

**NOTE 2:** When prompted for a username, faculty and staff should use WIN\ in place of ACC\. For example, where it states acc\smithj2 below, faculty and staff users would enter win\jonesj.

**NOTE 3:** Before you begin, **you need to make sure you request a site** on the new Birdnest server by going to <https://www.birdnest.org> and following the prompts

**NOTE 4:** The first time you connect to Birdnest using FileZilla, you may receive a prompt similar to the one below. If you do, check the box next to **Always trust...** and click OK. This should only happen the first time you use FileZilla on a computer.



Instructions for Windows, click [HERE](#).

Instructions for Mac, click [HERE](#).

## Instructions for Windows

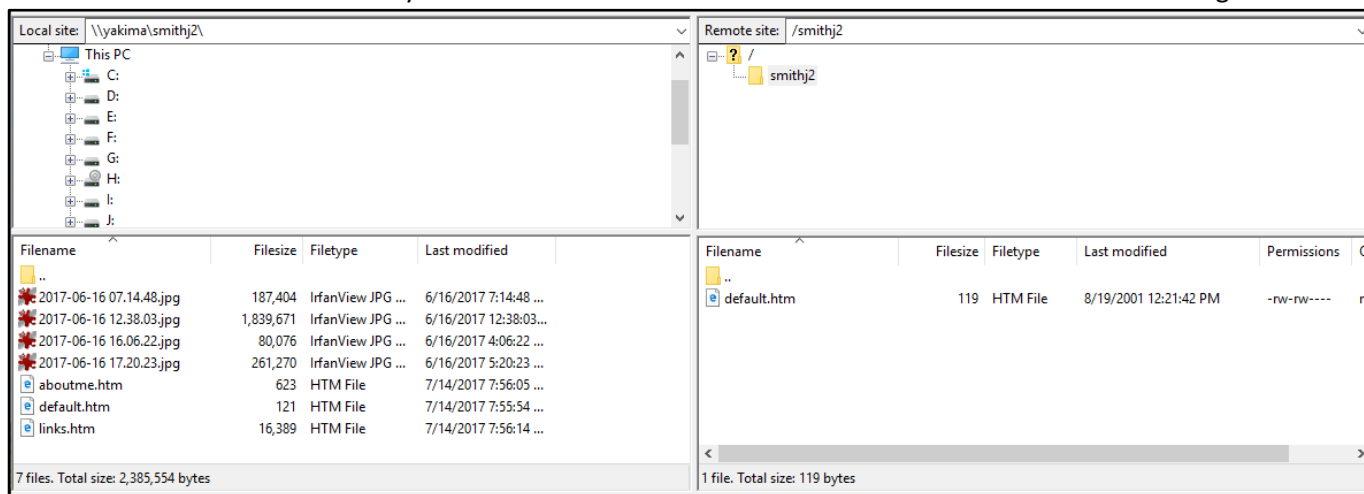
### STEP 1: Connect to your old and new Birdnest sites with FileZilla.

- A. Open FileZilla
- B. Enter the following in the fields specified:
  1. **Host:** sftp://www.birdnest.org/username (ex. *sftp://www.birdnest.org/smithj2*)
  2. **Username:** acc\username (ex. *acc\smithj2*)
  3. **Password:** Enter your account password
  4. **Port:** You can leave this blank



- C. Then press the **Quickconnect** button
- D. On the left side of the screen in the **Local site:** field, enter \\yakima\username (ex. *\\yakima\smithj2*)

You should now be connected to your old and new Birdnest sites which should look similar to the image below.



### STEP 2: Transfer your files to the new Birdnest site.

The left side of the screen shows your old Birdnest files. The right side shows what is on your new Birdnest site.

- A. Select the files you want to move to your new site and drag them to the lower right window pane.

Filename	Filesize	Filetype	Last modified		Filename	Filesize	Filetype	Last modified	Permissions	O
..					..					
2017-06-16 07.14.48.jpg	187,404	IrfanView JPG ...	6/16/2017 7:14:48 ...		2017-06-16 07.14.48.jpg	187,404	IrfanView J...	7/14/2017 8:01:12 AM	-rw-rw----	nc
2017-06-16 12.38.03.jpg	1,839,671	IrfanView JPG ...	6/16/2017 12:38:03...		2017-06-16 12.38.03.jpg	1,839,671	IrfanView J...	7/14/2017 8:01:12 AM	-rw-rw----	nc
2017-06-16 16.06.22.jpg	80,076	IrfanView JPG ...	6/16/2017 4:06:22 ...		2017-06-16 16.06.22.jpg	80,076	IrfanView J...	7/14/2017 8:01:12 AM	-rw-rw----	nc
2017-06-16 17.20.23.jpg	261,270	IrfanView JPG ...	6/16/2017 5:20:23 ...		2017-06-16 17.20.23.jpg	261,270	IrfanView J...	7/14/2017 8:01:12 AM	-rw-rw----	nc
aboutme.htm	623	HTM File	7/14/2017 7:56:05 ...		aboutme.htm	623	HTM File	7/14/2017 8:01:12 AM	-rw-rw----	nc
default.htm	121	HTM File	7/14/2017 7:55:54 ...		default.htm	121	HTM File	7/14/2017 8:01:14 AM	-rw-rw----	nc
links.htm	16,389	HTM File	7/14/2017 7:56:14 ...		links.htm	16,389	HTM File	7/14/2017 8:01:12 AM	-rw-rw----	nc
Selected 7 files. Total size: 2,385,554 bytes					7 files. Total size: 2,385,554 bytes					

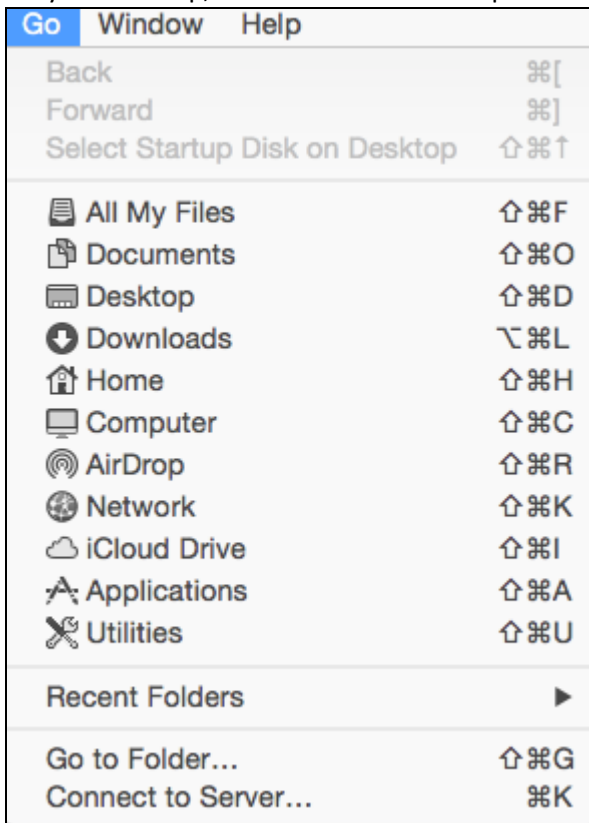


And that's it! You have now moved your files from the old Birdnest site to the new Birdnest site. Be sure to check that everything is working properly by browsing to your site's URL (ex: [www.birdnest.org/smithj2](http://www.birdnest.org/smithj2)). If you have any questions, please contact the IT Service Desk at (803) 323-2400 or [servicedesk@winthrop.edu](mailto:servicedesk@winthrop.edu).

## Instructions for Mac

### Step 1: Mount your old Birdnest website to your computer.

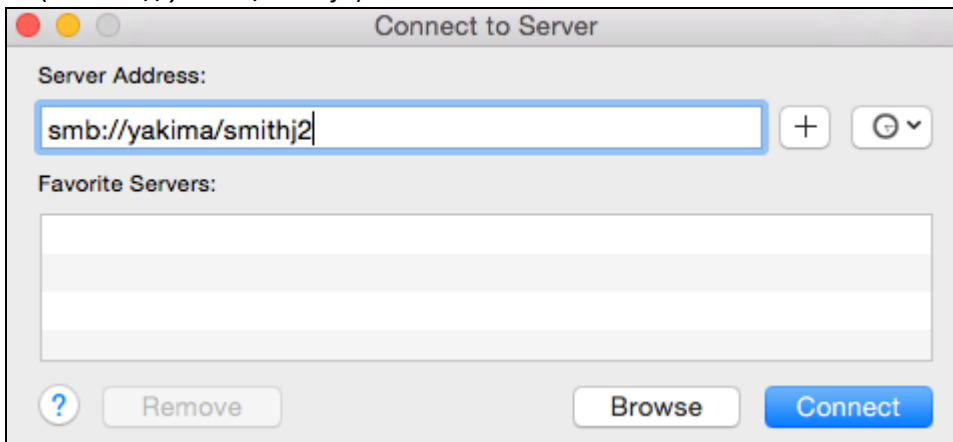
- A. On your desktop, click on the Go menu option and choose Connect to Server.



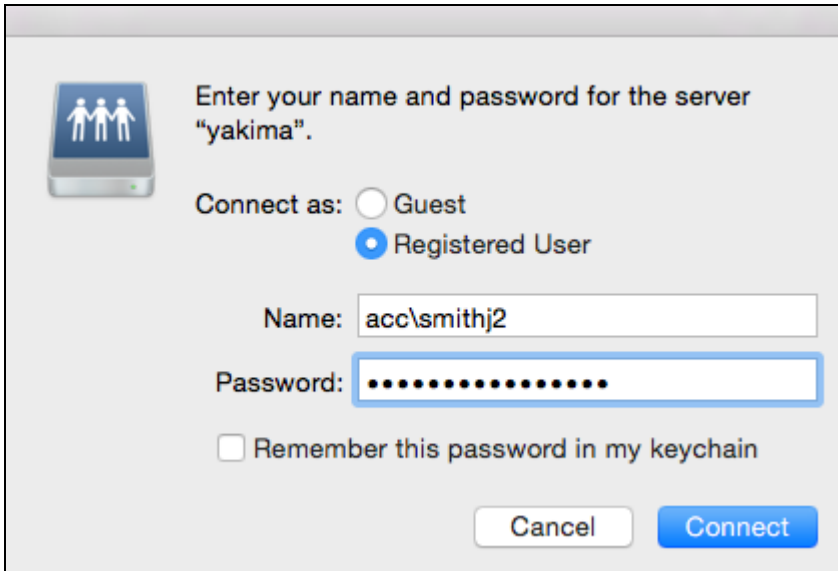
- B. Enter the Server Address as follows:

smb://yakima/username

(ex. *smb://yakima/smithj2*)



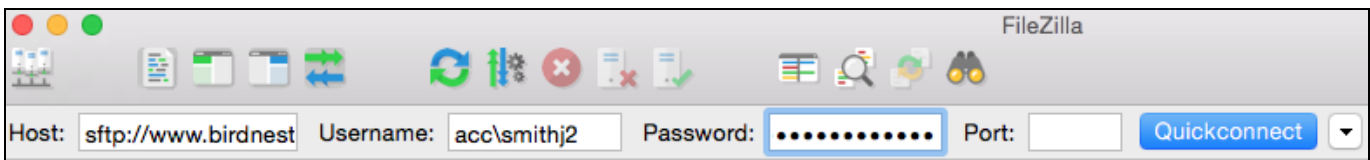
- C. For the name and password, enter acc\username and your password in the appropriate fields



- D. Click Connect and your old Birdnest site will be mounted.

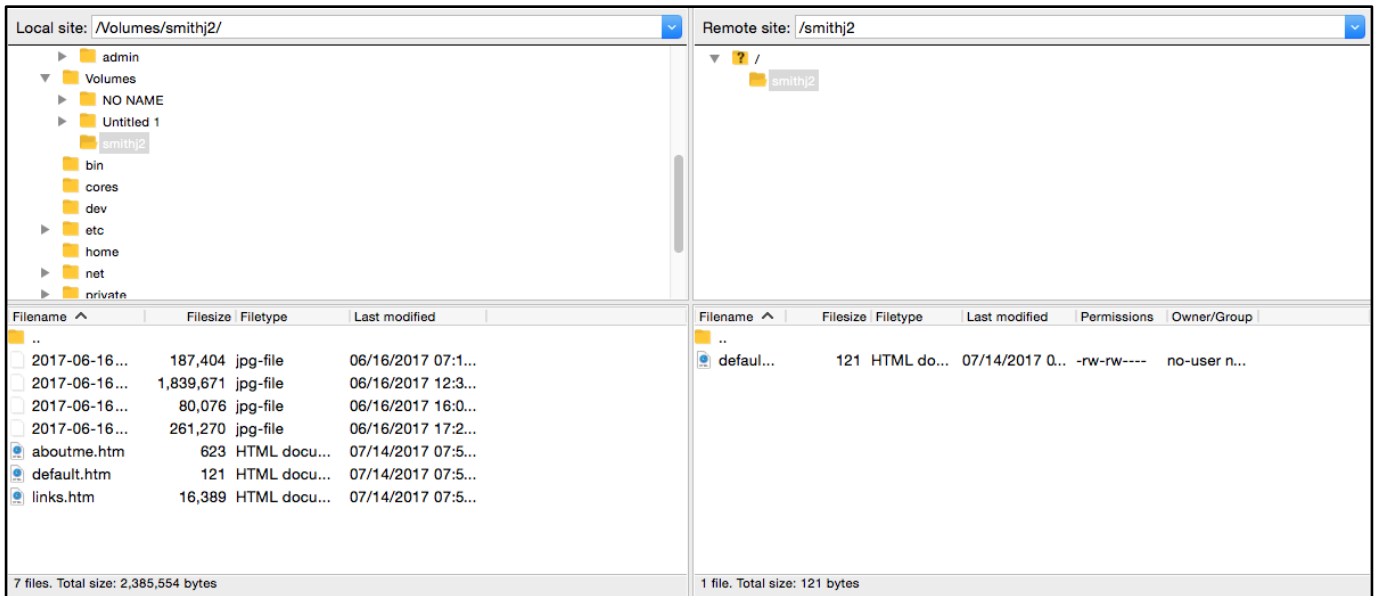
## STEP 2: Connect to your new Birdnest site with FileZilla.

- A. Open FileZilla
- B. Enter the following in the fields specified:
1. **Host:** sftp://www.birdnest.org/username (ex. *sftp://www.birdnest.org/smithj2*)
  2. **Username:** acc\username (ex. *acc\smithj2*)
  3. **Password:** Enter your account password
  4. **Port:** You can leave this blank



- C. Then press the “Quickconnect” button
- D. In the section called **Local site**, you can browse to Volumes and then your username or simply type **/Volumes/username** in the **Local site** field.

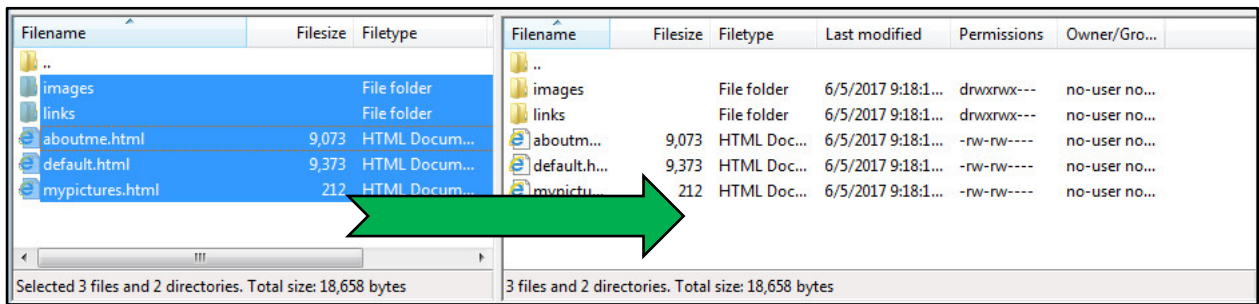
You should now be connected to your new Birdnest site and the screen should look similar to the image below.



### STEP 3: Transfer your files to the new Birdnest site.

The left side of the screen shows your computer and its files. The right side shows what is on your new Birdnest site.

- Select the files you want to move to your new site and drag them to the lower right window pane.



And that's it! You have now moved your files from the old Birdnest site to the new Birdnest site. Be sure to check that everything is working properly by browsing to your site's URL (ex: [www.birdnest.org/smithj2](http://www.birdnest.org/smithj2)). If you have any questions, please contact the IT Service Desk at (803) 323-2400 or [servicedesk@winthrop.edu](mailto:servicedesk@winthrop.edu).